

INCIDENT REPORT FORM
Essendon Bushwalking Club Inc - A 0005559B

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To be completed by activity organizers / walk leaders as soon as practical after the incident. This report should be sent to the Secretary who will retain it as a formal record.

In the event of any serious injury and insurance claims copies of the incident report will be forwarded by the Secretary to the BWV Insurance Convener PO Box 1007, Templestowe Vic 3106 (contact insurance@bushwalkingvictoria.org.au).

Report Prepared By	Date Prepared
Date of Incident	Time of Incident
Type of Event: Day walk, canoe trip, bike ride etc	
Location	
Type of Incident: Injury, missing person, damage to property, theft, fire, etc.	
Incident Details	
Actions Taken	

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External Involvement: Were authorities or other agencies notified at the time? If so who, by whom, and how? Did they then take a role in managing the incident? If appropriate have the Insurers been notified?

Final Outcome: What was the final outcome of the incident? When was it resolved?

Future Prevention: Can this incident be prevented at future Club activities? If so, how?

Supplementary Information: This section can include a list of attachments, such as a map, witness statements etc.

Privacy Note:

- *provide a copy of the incident report to the individuals involved.*
- *tell them who will receive it and for what purpose (committee for lessons learned + insurers if an insurance claim follows)*
- *don't circulate it to anyone without the consent of named individuals.*