# C:\Users\Rob\Documents\Warrnambool Bushwalkers\WebSiteConversion\Logo\OrangeLogo.gifIncident Report Form

**The activity organiser or walk leader should fill in all relevant sections as soon as practical after the incident and give a copy to the Club’s secretary, again as soon as possible. The report will be kept by the Secretary as a formal club record and a copy sent to Bushwalking Victoria if appropriate.**

## Part 1: incident details, usually completed by the leader of the activity

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| **INCIDENT SUMMARY AND CONTACT DETAILS** | | |
| **Brief incident summary:** date, time, activity type, location, incident type | |  |
| **Report prepared by:**  name, surname, phone, date prepared | |  |
| **Walk leader:** name, surname, phone | |  |
| **Witness details:** name, surname, phone | |  |
| **Affected person(s):** name, surname, phone, address | |  |
| **Membership status of aggrieved person(s)** | | [ ] WBW member; [ ] ­­­­­­­­­­­­­­­­­­member of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ BWV club;  [ ] temporary member; [ ] third party |
| **INCIDENT DETAILS** | | |
| **Location:** | |  |
| **Conditions:** weather, terrain, track | |  |
| **Relevant potential hazards identified beforehand:** | |  |
| **Incident details included injuries or damage sustained:** | | |
| **Action taken:** | | |
| **External Involvement:** Were authorities or other agencies notified at the time? If so who, by whom, and how? How long did they take to arrive? Did they then take a role in managing the incident? If appropriate, have the Insurers been notified? | |
| **OUTCOME AND CONCLUSIONS** | |
| **Final Outcome:** What was the final outcome of the incident? When was it or when might it be resolved? | |
| **Suggestions on how the likelihood of such an incident might be reduced:** | |
| **Supplementary Information:** This section can include a list of attachments, such as a map, witness statements etc. | |

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Walk Leader Witness

## Part 2: a summary of the Committee’s deliberations

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| **Date considered by committee:** |
| **Conclusion and actions taken to reduce the likelihood of similar incidents** |

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Secretary