

INCIDENT REPORT FORM

No ICR 29/2/08 Version1.1.

An addition to Bushwalking Victoria's Risk Management Guideline Document

To be completed by activity organizers / walk leaders as soon as practical after the incident.
This report should be kept by CLUBS as their formal record.

In the event of any serious injury copies of incident report should be forwarded to the BWV Insurance Convener insurance@bushwalkingvictoria.org.au PO Box 1007, Templestowe Vic 3106

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

The inclusion of the names of individuals and their contact details in this report must be done in accordance with relevant Privacy laws.

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