



INCIDENT REPORT CHECKLIST

This document contains a checklist of typical matters for inclusion in an **Incident Report**. The report should be completed by the activity Leader (or their nominee) whenever significant injury, illness, property damage or death occurs on a Club activity.

- The report should be completed by hand in pencil or ink immediately after the incident to ensure freshness of data.
- Witnesses may be consulted, and may choose to also submit a separate report.
- A typed copy may be made for filing, and this must be certified by the original author.

The report should be forwarded as soon as possible to the Activities Secretary at walks@springwoodbushwalker.org.au

There is no standard format for an Incident Report, but the following checklist list may assist:

- Name of injured party/s**
- Activity Name, number & date** - (from the top of the waiver form)
- Leader** – name, phone number/s, email address
- Witnesses** – names, contact details, signatures
- Incident type** – injury / illness / death / property damage / other
- Incident location and time** – grid reference may be useful
- Incident description** – the sequence of events before, during, and immediately after
- Contributing factors** – weather / tiredness / wet surfaces / smoke / flooding etc
- Treatment** – what first aid was rendered (or was it refused)
- Emergency Services contact** – eg call “000”, PLB activated
- Emergency Services response** – which services attended, & when did they arrive?
- Photographs** – were photos taken? Contact details for whoever has them
- Property damage** – (if relevant) description
- People contacted** – SBC Emergency Contact Officers or committee, next of kin, etc
- Injured party subsequent actions** – how did the injured party leave, and if relevant where and when were they taken
- Injured party’s possessions** – where were they taken?
- Report Author** – name, signature, date, phone number/s, email