South Gippsland Walking and Adventure Club Inc.

INCIDENT REPORT FORM

To be completed by activity organisers / walk leaders as soon as practical after the incident. This report is to be kept by the club secretary as a formal club record.
In the event of any serious injury (an injury requiring medical treatment) copies of the incident report must

- be forwarded to the BWV Insurance Convener insurance@bushwalkingvictoria.org.au **or**
- mailed to Bushwalking Victoria, 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	

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.