

Blue Mountains Conservation Society

Bushwalking Incident Report Form



To be completed as soon as practical after the incident.

The **original** report should be kept by the Bushwalking **Convenor** and copies kept by each **injured** person/s.

THIS FORM IS TO BE COMPLETED IN THE EVENT OF:

- ◆ Any injury that may require professional medical attention
- ◆ A death
- ◆ Damage to Third Party property**
- ◆ Any possible Public Liability event that may lead to a claim for damages against our club, our walk leaders or other participants in tort or contract**.

**Adjust this form to record details of Third Party and Public Liability incidents.

<p>DETAILS OF INJURED PERSON/S:</p> <p>Name/s:</p> <p>Phone:</p> <p>Address:</p>

<p>DATE OF INCIDENT: TIME OF INCIDENT:</p> <p>TYPE OF EVENT: (<i>bushwalking, travelling to/from event etc</i>)</p> <p>LOCATION OF INCIDENT:</p> <p>NATURE OF INCIDENT: (<i>injury, missing person, damage to property, fire etc</i>)</p> <p>INCIDENT DETAILS:</p>
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Blue Mountains Conservation Society

ACTIONS TAKEN:

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EXTERNAL INVOLVEMENT: *(ambulance, police, rescue etc)*

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DETAILS OF WITNESSES: *(names and addresses)*

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DATE OF REPORT:

REPORT PREPARED (author) BY:

CONTACT DETAILS OF AUTHOR:

SIGNATURE OF AUTHOR:

NAME OF WALK LEADER:

SUPPLEMENTARY INFORMATION:

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Notes.

1. A copy of this Incident Report Form may later be required to support an insurance claim.
2. If the injured person/s intend to claim expenses against the Insurer, a completed AHI Form should be submitted within 120 days of the incident even if treatment has not been completed and even if no out of pocket expenses have yet occurred.
3. The AHI form can be obtained from the Bushwalking Convenor.