

## Incident report form

### Your contact details

Full name:

Contact number:

Email address:

### Incident information

Date & time:

Venue:

Description:

Outcome:

### Additional information

What Club, School or Organisation are you from::

What are you Reporting: (tick all that apply):

☐ Near miss that could have been prevented

☐ Property/equipment damage

☐ Medical/injury

☐ Collision

- ☐ Safety breach
- ☐ Inappropriate behaviour (eg. language;abuse;intentional wash)
- ☐ Inadequate lighting

Please describe the weather and light conditions::

Type of boat(s) included::

If known, please list any injuries sustained::

If known, please list any property damage sustained::

Please outline any lessons learned from this incident::

Please provide suggestions on how to improve practices::

Other::

## People involved

Full name:

Contact number:

Email address:

Role (please circle):	Complainant	Official	Person involved	Witness
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Full name:

Contact number:

Email address:

Role (please circle):	Complainant	Official	Person involved	Witness
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Full name:

Contact number:

Email address:

Role (please circle):	Complainant	Official	Person involved	Witness
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Full name:

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**Contact number:**

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**Email address:**

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**Role (please circle):**      Complainant                      Official                      Person involved                      Witness

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**Full name:**

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**Contact number:**

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**Email address:**

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**Role (please circle):**      Complainant                      Official                      Person involved                      Witness

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