



INCIDENT REPORT FORM An addition to Bushwalking Victoria Risk Management Guideline Document	No: ICR 1/05/06b.
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This form can be hand-written and scanned or soft copy
To be completed by event Organizers / Walk Leaders as soon as practical after the incident.
This report should be returned to activities@borderbushwalkingclub.com.au, and
Secretary@borderbushwalkingclub.com.au to be retained for 7 years as our formal record.

Report Prepared By: **Date Prepared:**

Date of Incident: **Time of Incident:**

Type of event: (*Federation Day Walk, Club walk, Club bike ride etc*)
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Location:.....

Type of Incident: *any event that is unplanned, for any significant modification or delay and for any near miss, including Injury, missing person, damage to property, theft, fire, etc*
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Incident Details
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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 take a role in managing the incident ? If appropriate have the Insurers been notified ?)*

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Final Outcome: *(What was the final outcome of the incident ? When was it resolved ?)*

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Future Prevention: *(Can this incident be prevented at future Club / Vic Walk Events ? If so, how ?)*

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Supplementary Information: *(This section can include a list of attachments, such as a map, witness statements etc.)*

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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.