

**INCIDENT REPORT FORM**

Please use this form to report incidents and near misses pertaining to on and off water events including, but not limited to, on water collisions or incidents, equipment damage/accidents at a Rowing SA site or venue, breaches of Rowing SA Rules or Policies, Member Protection complaints, site hazards (e.g. exposed wires, broken decking).

Rowing SA will use this form to collect information and address incidents that have occurred, and those that constitute a potential future risk for the rowing community or the public.

There are 4 sections to this form. Please complete each section and attach any additional documentation (e.g. additional notes, photo’s, statements) as required, or where the space provided is insufficient.

1. **DETAILS OF PERSON COMPLETING REPORT**

|  |  |
| --- | --- |
| Name: | Date of Birth: |
| Phone: | Email: |
| Were you directly involved in the incident? Y / N |
| Were you a witness to the incident or are you reporting on someone else’s behalf? Y / N |

1. **INCIDENT DETAILS**

|  |  |
| --- | --- |
| Date of Incident: | Time of Incident: AM / PM |
| Please indicate what best describes this incident: On-Water Incident On-Water Near Miss   Off-Water Incident Off-Water Near Miss  |
| Location Incident Occurred: |
| Type of Incident (e.g. on-water collision, harassment, tripping hazard): |
| Description of Incident (please attach additional documentation as required): |
| Other Individuals/Witnesses Involved (please include name, contact details, and description of involvement): |

1. **DAMAGE (INJURY OR EQUIPMENT) DETAILS**

Please include as much detail as possible and attach additional pages as required. For ‘near-miss’ reports please outline the potential injury/damage that could occur as a result of the incident.

|  |  |
| --- | --- |
| Description of Injury/Damage: Person/Item 1 | Medical Attention/Repairs Required (either at the time or following the incident): |
| Description of Injury/Damage: Person/Item 2 | Medical Attention/Repairs Required (either at the time or following the incident): |

1. **FOLLOW UP ACTION**

Please note Rowing SA may contact you for further information.

|  |  |
| --- | --- |
| Would you like this report to be kept confidential?  | Y / N |
| Would you like to be contacted to discuss further action?  | Y / N |
| Would you like this report added to the incident register but do not require further contact? | Y / N |

Please submit this form and any additional documentation to one of the following Rowing SA contacts:

Andrew Swift (CEO) – aswift@rowingsa.asn.au

Brett Ralph (Course Manager) – course@rowingsa.asn.au

Bec Lannan (Regatta Operations Manager) – blannan@rowingsa.asn.au

Jamie Grant (RSA Board Member & Chair Athletes Subcommittee) – jamiegrant@fulhamfunerals.com.au

Thank you for completing this report and helping Rowing SA keep the community safe.