

Rowing South Australia

Incident Reporting Procedure

Version	Date	Author	Approved By	Summary of Changes
1.0	July 2025	Rowing SA	CEO	Administrative updates, contact details and reporting form links updated.
2.0	July 2026	Rowing SA	CEO	Scope expanded to include hazards, near misses, behavioural incidents and safeguarding concerns. Serious incident and external reporting requirements clarified. Investigation, corrective action and incident trend monitoring sections added. Responsibilities updated and aligned with Rowing SA governance and safety frameworks. References updated to reflect current reporting processes, legislative obligations and organisational procedures.

Purpose:

Rowing South Australia (Rowing SA) is committed to providing a safe environment for all athletes, members, coaches, volunteers, officials, spectators, and visitors. The purpose of this procedure is to ensure that all incidents, near misses, hazards, and injuries occurring at any Rowing SA event, competition, training session, or club or school activity conducted at Rowing SA venues or under Rowing SA authority, are reported promptly, recorded accurately, and investigated appropriately to prevent recurrence.

All individuals involved in rowing activities under the authority of Rowing SA — including athletes, members, coaches, volunteers, officials, and visitors — must report any incident, injury, near miss, or identified hazard without delay. Early reporting supports prompt action, assists injured persons, and helps maintain safe conditions for everyone on and around the water.

Clubs must ensure that all members have access to and are educated and aware of their individual responsibilities to report incidents using the relevant incident reporting procedures.

Scope:

This procedure applies to all incidents occurring during activities conducted under the authority of Rowing South Australia, including:

- Rowing SA regattas and sanctioned events
- training sessions conducted at Rowing SA venues
- activities conducted by affiliated clubs and schools within Rowing SA facilities
- interactions between participants, coaches, officials, volunteers, spectators, and visitors.

This procedure applies to incidents involving:

- injury or illness
- hazards or near misses
- equipment or environmental risks
- breaches of safety procedures or regatta rules
- inappropriate behaviour or conduct by participants.

Incident reporting

All incidents, hazards, injuries, near misses, and unsafe behaviour must be reported as soon as practicable.

Incident reporting plays an important role in supporting:

- participant safety;
- risk management;
- procedural fairness;
- organisational learning;
- permit compliance;
- and ongoing safety improvement.

Failure to report incidents may prevent appropriate risk management and follow up actions from occurring and may impact Rowing SA's ability to appropriately assess operational risks, identify patterns of behaviour, or respond to concerns in a timely manner.

Serious Incidents and External Reporting

Certain incidents may require immediate escalation and notification to external authorities, including SafeWork SA, emergency services, marine authorities, or child protection agencies.

Reporting must be undertaken in accordance with the Rowing SA Incident Reporting Procedure, which outlines reporting requirements, reporting pathways, escalation processes, investigation responsibilities and record keeping requirements.

For the purpose of this Procedure, a serious incident may include:

- a fatality;
- serious injury or illness;
- hospitalisation;
- person overboard, capsize or immersion incidents requiring rescue, medical assistance or escalation;
- missing persons;
- significant collisions;
- electrical incidents;
- fires;
- structural failures;
- dangerous occurrences;
- serious safeguarding concerns;
- or incidents involving significant risk to participants or the public.

Under the Work Health and Safety Act 2012 (SA), certain workplace incidents may constitute notifiable incidents to SafeWork SA.

This may include incidents involving:

- death;
- serious injury or illness;
- or dangerous incidents arising from rowing activities, workplaces, events, or operational environments.

Examples may include:

- incidents requiring immediate hospital treatment;
- electric shock;

- serious head or spinal injuries;
- uncontrolled fire;
- structural collapse;
- dangerous equipment failure;
- or incidents exposing persons to serious and immediate risk.

Where uncertainty exists regarding reporting obligations, serious incidents must notify the Rowing SA CEO immediately.

Nothing in this procedure prevents immediate contact with emergency services where required.

All incident reporting, notification and investigation processes must be undertaken in accordance with the Rowing SA Incident Reporting Procedure.

Reporting Procedure:

Immediate Response

If someone is injured, provide first aid immediately and seek medical assistance if required.

If a hazard poses an immediate danger (e.g., damaged equipment, unsafe weather conditions, obstruction on course), take reasonable steps to control the hazard if safe to do so and notify others in the area.

Notify Appropriate Personnel

Report the incident or hazard to your Club Captain, Coach, Safety Officer, and Rowing SA, as soon as possible.

For significant incidents (serious injury, major equipment failure, or environmental hazard), notify the Rowing SA Chief Executive Officer as soon as practicable.

Complete an Incident Report Form

Complete the [Rowing SA Incident Report Form](#) within 24 hours of the incident occurring.

Forms are available via the Rowing SA website. -<https://rowingsa.asn.au/rowing-sa-policies>

If you require assistance to complete the form, ask your Club Safety Officer or a Rowing SA staff member.

Review, Investigation and Corrective Action

All reported incidents and hazards will be reviewed by Rowing SA.

Where appropriate, an investigation will be conducted to identify the root cause(s) and determine what action is needed to prevent recurrence.

Corrective actions may include changes to procedures, equipment checks, training updates, or communication to members.

Record Keeping and Compliance

All incident reports and investigation outcomes will be documented and securely stored in accordance with Rowing SA's record-keeping requirements.

Where required, serious incidents will be reported to Rowing Australia and/or relevant regulatory authorities in line with legal obligations.

Monitoring of Incident Trends

Rowing SA may consider multiple incident reports involving the same individual, club, or activity when assessing participant conduct and determining appropriate corrective actions.

Patterns of behaviour identified through incident reporting may result in additional measures being implemented to ensure safe, respectful, and compliant participation in Rowing SA activities.

Continuous Improvement

Trends and learnings from incident reports will be reviewed regularly by Rowing SA's Board of Management in conjunction with the Rowing SA CEO.

This procedure will be reviewed annually, or sooner if significant incidents occur, to ensure they remain current and effective.

Responsibilities

Rowing SA is responsible for monitoring compliance with this procedure, reviewing incident reports, coordinating investigations where required, and determining appropriate corrective actions.

Where incidents involve potential breaches of Rowing SA policies, the Rowing SA Code of Conduct, or integrity frameworks, the matter may be managed under the relevant policy or referred to the appropriate authority.

All Members and Participants.	Responsible for promptly reporting incidents, near misses, and hazards
Affiliated Clubs and Schools	Responsible for ensuring all club members are aware of and comply with all traffic, rules, and safety requirements of relevant waterways.
Safety Officers	Responsible for ensuring Club Coaches and Athletes are aware of rules and safety requirements (including club or shed rules).
	Be the main point of contact between the club and Rowing SA regarding safety and rules issues (including breaches, general updates, communication).
Rowing SA Staff:	Responsible for monitoring compliance, conducting, or coordinating investigations, and implementing improvements

Contact Information

For urgent safety matters, please contact:

Rowing SA Chief Executive Officer: aswift@rowingsa.asn.au

General enquiries, Operations Manager: cnewberry@rowingsa.asn.au