



Incident Report Form

*To be completed by a Convenor or Committee Member as soon as practical after the incident.
Copy to held by the Club Secretary as a formal club record. In the event of any serious injury (an injury requiring medical treatment) copies of the incident form must be available for insurance purposes.*

Report prepared by contact details & signature	
Person injured or affected & contact details	
U3A Class or activity	
Incident Date, time and location	
Incident- Type (injury, damage to property, theft, fire, etc	
Incident Provide full details Witnesses Add supplementary information eg medical certificates	
External Involvement Were authorities/agencies notified at the time? If so, give details.	
Outcome What was the final outcome of the incident?	
Submit form to Secretary Info@u3ahbwilli.org.au	