**POLICY: when and how to use the *Incident Report Form***

1. U3A Hobsons Bay/Williamstown takes all reasonable care to ensure activities are conducted in a safe manner. Please refer to our other policies for details.
2. The *Incident Report form* must be completed if any accident, incident or property damage occurs during a U3A activity in relation to any U3A course or activity, whether on U3A rented premises or elsewhere, and regardless of whether an injury or illness is apparent as a result.
3. The form should be used to report and record the details of the incident in case the injured person or property owner seeks to make an insurance claim in the future.
4. The report must include sufficient details of the accident or incident and the surrounding circumstances.
5. The report will also be used by U3A Hobsons Bay/Williamstown to ensure that corrective actions are taken, as appropriate, to eliminate hazards.
6. The report can be prepared by the person involved or another person who knows the facts (such as a witness to the event) and should be completed as soon as possible after the event.
7. It is a printable document.
8. The completed form should be submitted to: Secretary, [info@u3ahbwilli.org.au](mailto:info@u3ahbwilli.org.au)