



Incident Report

Please complete this form to report any accident, collision or serious incident. The Committee needs to know about 'near misses' as well as events that actually resulted in injury or damage to persons, equipment or property. Both on-water and off-water incidents are to be reported using this form.

Ensure that a copy is handed to a member of the Committee within 24 hours of the incident (serious incidents) or within 7 days of the incident (minor incidents).

(Continue on separate sheets wherever necessary.)

Name of person reporting the incident:

Role at Townsville & JCU Rowing Club:

Address:

Phone: Work

Home

Mobile

Email:

What clubs or third parties were involved?

Name and types of boat/s involved e.g. 8+, 4x, 2x, 1x, tinny, none etc:

Were the boats *(please tick)*

- | | |
|---|---|
| <input type="checkbox"/> Training | <input type="checkbox"/> Travelling to/from a regatta |
| <input type="checkbox"/> Racing | <input type="checkbox"/> At the boat shed |
| <input type="checkbox"/> Recreational | <input type="checkbox"/> Assisting with a regatta |
| <input type="checkbox"/> Boat loading/unloading | <input type="checkbox"/> Not applicable |

What was the time and date of the incident?

Where did the incident occur?

Please give a full description of the incident; this should include weather, water, stream conditions. If after dark or in conditions of poor visibility, what lights were being shown by all parties? Please include or attach any additional details e.g. drawings/diagrams/photographs if these will enhance the description.

Draw/Place Diagram/Picture Here:

List any injuries sustained; who treated them and where.

Also list any damage sustained by boat(s) or to property.

Add or attach any further comments or additional information you think could be useful, e.g. list of witnesses with addresses etc.:

Signatures:

Your Name:

Signature:

Date:

Name of Committee member who received this report:

Signature:

Date:

What further actions have been or will be implemented to avoid repetition of incident? (Use a separate sheet if necessary):

**Is there a need to submit a QLD Marine Incident Report?
Has a QLD Marine Incident Report been completed & submitted?
Has a copy been placed on Club files?**

Has a copy of this Club incident report been sent to the RQ Education & Safety Officer?

Signatures:

Club President name:

Signature:

Date: