

INCIDENT REPORTING PROCEDURE

Reportable Incidents

Members will report any club related incidents or events causing or involving:

- Loss of person from a boat where harm/ injury/ damage is caused, or in the event of a near miss
- Rowing ACT additionally requires all winter capsizes/ loss of person from a boat to be reported from 1 May to 30 September
- Death of, serious bodily harm, or danger to a person caused by a boat's operations
- Material damage, or danger of serious damage of a boat
- Material damage caused by a boat's operations
- Loss, presumed loss, stranding or abandonment of a boat
- Collision with a boat
- Danger of serious damage to a structure caused by a boat's operations

All incidents will:

- a. Be immediately reported to the Safety Officer in person, by phone or by email
- b. The Safety Officer will request completion of an Incident Report Form which is required to include the following detail:
 - i. Name/s of all people involved, including witnesses to the Incident
 - ii. Seat position/s in the boat
 - iii. Any injuries sustained, including the name of the injured person/s
 - iv. Extent/ type of injury
 - v. Whether medical treatment was needed and/or sought
 - vi. Detailed description of damage sustained to Club equipment
- c. The completed form will be submitted to the Boat Captain
- d. The Boat Captain will submit to the Club President for final sign off and on forwarding as necessary
- e. The crew involved, or any other witnesses to the Incident will provide any additional information as requested the Safety Officer, Boat Captain or Club President

The Committee will review all Incidents to consider safety implications and actions needed, and whether an insurance claim is applicable.

The Committee may request those involved contribute to out of pocket expenses for the Club.