Geelong Camera Club
Incident Report Form

This *Incident Report Form* is to be used by any Geelong Camera Club member or visitor to record any injuries that have occurred whilst in the Clubroom.

If you feel reluctant to record an incident (it could be of a sensitive nature), but you still wish to report it, contact the Club President or Secretary

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The Incident resulted in:

A near miss □

Property damage □

Personal Injury □

Personal Details of Injured:

Name: _____

Telephone Number (landline or mobile): _____

Email address: _____

Are you a:

Club Member □

Visitor □

Incident Details:

Date and time of Incident: _____

Where did the incident occur? _____

What was the nature of, and injury resulting from, this incident? (explain in your own words what happened)

_____
_____
_____
_____
_____

Was first aid or further treatment required? Yes No

Were there any witnesses? Yes No

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Name of witness(es): _____

Contact details: Mobile Phone _____

Email:_____

Name of witness(es): _____

Contact details: Mobile Phone _____

Email:_____

Signature of person completing report: _____

Name of person completing report: _____

Date: ___ / ___ / ___

This form shall be emailed to the Geelong Camera Club Secretary, who shall:

1. Immediately mail the form to VAPS;
2. email the form to the Geelong Camera Club Committee so that they are aware of the incident;
3. file in the appropriate folder in GCC database.