

Appendix Y11 - Incident Report

Mornington Yacht Club

Date of report: ___/___/___

Submitted by _____

Date of Incident: ___/___/___

Time of Incident: _____ am/pm

What is being reported:

- An injury / illness
- An environmental incident
- A dangerous or serious occurrence
- A quality issue (eg. member / visitor satisfaction)
- Damage to equipment / vehicle / property

Part A _ About the persons involved:

Employment Status of person involved in incident:

- Full Time
- Part Time
- Casual
- Contractor
- Other

Name of person involved in / or reporting incident: _____

Job title: _____ Shift time: _____

Drivers Licence No: (if applicable to incident) _____

Telephone: _____ Address: _____

Others involved in the incident (eg. member / witness / other employee)

Name: _____ Telephone _____

Address: _____

Name: _____ Telephone _____

Address: _____

Part B_The Incident:

Date / time incident reported to management: _____

Location of Incident: (please circle) On-shore On-water

Were regulatory authorities involved (eg. Worksafe / EPA / Police / Parks Vic / If yes please give details:
(name, phone no., police report, witness statement etc.) _____

Please provide detail of incident:

Part C_About the Injury / Illness:

What was the result of the incident (eg. sprain, acceration etc.)

What was the outcome of the injury / illness at time of completing this report: (eg. no treatment / first aid / medical treatment / Lost time etc.)_____

Emergency Services called: Yes / No
If called, what service: _____

Please advise on what your follow up will be:_____

Please advise any notes on the incident:_____

Copy of report to Mornington Yacht Club Office YES / NO