

ACCIDENT / INCIDENT REPORT

This report must be completed when any accident or incident involving a person has occurred in relation to any U3A Wynyard Inc. course or activity, whether on U3A Wynyard Inc. rented premises or elsewhere, and irrespective of whether an injury or illness is apparent as a result. 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. This report will provide U3A Wynyard Inc with a record of the event in the case of any insurance claim arising from the accident or incident

Date and time of accident/incident:
Name of person involved (including contact details if known)
Location and site of accident/incident?
How and why did the accident/incident happen?
What first aid, medical or other assistance, if any, was given following the accident/incident?
If possible indicate the names and contact details of at least two people who witnessed the accident/incident:
Can you suggest any follow-up action U3A Wynyard Inc could take to avoid this type of accident/incident in the future?
Signature of tutor conducting the activity in which the accident/incident occurred
Signature of Management Committee representative and date.

Phone contact: Rees Campbell 0409 006 170 or Jo Crothers 0458 77 41 79. Please forward the completed report to the **Secretary U3A Wynyard Inc. 45 Jackson St Wynyard 7325 Tasmania** or at u3awynyard@gmail.com