



Cittaslow Goolwa Inc

PO Box 2539, Goolwa SA 5214

admin@cittaslowgoolwa.com.au

www.cittaslowgoolwa.com.au

Incident Reporting Process and Form

1. Incidents should be notified to the coordinator of the activity and reported as soon as possible using the Cittaslow Incident Reporting form available at www.cittaslowgoolwa.com.au
2. The incident should be documented factually ensuring all information provided is accurate and detailed. Use clear, concise language to describe the facts of what happened, and actions taken.
3. On completion, submit the incident form to admin@cittaslowgoolwa.com.au
4. Where a serious injury requiring hospital/medical treatment has been sustained please also notify the secretary immediately at secretary@cittaslowgoolwa.com.au

What is an incident ?

Example

A volunteer at the community garden sustains a minor injury (a scraped knee) after tripping on a garden tool. The report should include the date, time and location of the incident, a factual description of the incident (tripping on a rake) and the injury (abrasion to the knee), the name and contact details of the volunteer involved, the name and contact details of any witnesses and any first aid provided including by whom.



Taking time to bring together a sustainable community

ABN: 81 809 214 629

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INCIDENT REPORT FORM

Date of incident: . ____ / ____ / ____

Time: ____:____(am/pm)

Name of person reporting incident: _____

Date reported: ____ / ____ / ____

Witnesses

Name _____ Phone _____ Email _____

Name _____ Phone _____ Email _____

INJURED PARTY

Name of person injured _____

Phone _____ Email _____

Activity person was engaged in at time of injury _____

Nature of injury _____



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INCIDENT DETAILS

Location of incident _____

Description of incident _____

ACTIONS

Description of actions taken /treatment provided after the incident

SIGN-OFF

_____. _____, ____/____/____
Name of person reporting Signature Date

_____. _____, ____/____/____
Committee Member's name Signature