



**Canberra Bushwalking Club  
Incident Report Form**

This Incident Report Form is to be filled in by an activity leader and submitted to the Check-In Officer where:

- An injury requiring (or likely to require) medical attention occurs during the activity; or
- A significant incident occurs during the activity.

*A significant incident is one in which there was a need to involve outside authorities; an unanticipated and serious threat to the safety of the party; a lengthy and unexpected delay to the progress of the party; major damage to property; or any other unforeseen event about which groups walking in the area should be warned.*

Activity:		Incident date & time:	
Incident location:			
Name of injured:		Phone no.:	
Address of injured:			
Names and addresses of those present when incident occurred (attach list if necessary):			
Names	Addresses		
Leader's report on the nature and extent of the incident:			
Details of injury/loss			

Leader: ..... Date: .....  
Name Signature