

Incident report form

Your contact details	
Full name:	
Contact number:	
Email address:	
Incident information	
Date & time:	
Venue:	
Description:	
Outcome:	
Additional information	
Relates to:	-
Names of people involved (e.g. crew members):	
Detailed location:	
Types of boats involved (if any):	

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Was anyone hurt?:
Were emergency services called? When and by who?:
Who treated any injuries? Where was it done?:
List any damage to equipment or property:
Names of coxswains, stroke seats, bow seats?:
Was a coach present, who? Were they supervising people involved?:
What lights were/were not on boats?:
Weather, light level and other environmental info:
Witnesses:
Are you uploading a drawing, photos or other document?:

Have you already notified a Committee member? Who? How?:
Are the people involved aware of this report submission?:
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I declare this to be a true and accurate record of the incident:
CLUB USE: RQld Safety Officer informed?:
CLUB USE: QLD Marine Incident Report required/submitted?:
CLUB USE: Follow up actions taken:

People involved

Full name:				
Contact number:				
Email address:				
Role (please circle):	Complainant	Official	Person involved	Witness
Full name:				
Contact number:				
Email address:				
Role (please circle):	Complainant	Official	Person involved	Witness
Full name:				
Contact number:				
Email address:				
Role (please circle):	Complainant	Official	Person involved	Witness
Full name:				
Contact number:				
Email address:				
Role (please circle):	Complainant	Official	Person involved	Witness
Full name:				
Contact number:				
Email address:				
Role (please circle):	Complainant	Official	Person involved	Witness

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