

Rowing ACT Incident Report Form



This form must be completed to report any collision, near miss and winter capsizes. Retain the original and provide a copy to your Club Safety Officer and Rowing ACT Safety Officer

Name of Individual reporting the incident:

Name of club/school reporting the incident:

Role of person reporting the incident:

Address:

Suburb: State: Postcode:

Phone # (h): () Phone # (m):

Which club or third parties were involved?

Types of boat involved (e.g. 8+, 4-, 2x, 1x, etc):

Were the boats (please mark with an X): Training Racing Recreational

Date of the incident: Time of the incident:

Where did the incident occur?

Please give a full description of the incident; this should include weather, water, and any other conditions which contributed to the incident:

If at night or conditions of poor visibility, what lights were being shown by all parties?

List any injuries sustained:

List any damage sustained to boat/s or property:

Add or attach any further comments or additional information you think could be useful, e.g. list of witnesses (please remember to include witnesses contact information):

What further actions have been or will be implemented to avoid repetition of the incident? (Use a separate sheet if necessary):

Please include or attach any additional details e.g. drawings / diagrams / photographs if these will enhance the description:

Draw / Place Diagram / Picture Here

Please now print this document and sign below.

Person reporting Signature: _____ Date: _____

Club President Signature: _____ Date: _____

Remember:

- Make 2 copies of this form. Your club should keep 1 and send the other to the Rowing ACT Safety officer at safety@rowingact.org.au
- Keep the original for your records.

RA defines an incident or near incident as an event causing or involving: the loss of a person from a boat; the death of, or grievous bodily harm to, a person caused by a boat's operations; the loss or presumed loss or abandonment of a boat; a collision with a boat; the stranding of a boat; material damage to a boat; material damage caused by a boat's operations; danger to a person caused by a boat's operations; danger of serious damage to a boat; and, danger of serious damage to a structure caused by a boat's operations.