

Incident Report Form



Please complete this form to report any accident, collision or capsizes. Retain a copy and, as required by the Rowing Queensland (RQ) Incident Reporting Framework, send the original to the RQ Education & Safety Officer and retain a copy and place on file at your club.

Name of club/school reporting the incident: _____

Person reporting the incident: _____

Role of person reporting: _____

Address: _____

City/Town: _____ State: _____ Post: _____

Tel (h): _____ Tel (m): _____

What clubs or third parties were involved? _____

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

Were the boats (please circle): Training / Racing / recreational

What was the time and date of the incident? _____ am / _____ pm

Where did the incident occur? _____

Please give a full description of the incident; this should include weather, water, stream & tide conditions:

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

List any injuries sustained: _____

List any damage sustained to boat/s / property: _____

Add or attach any further comments or additional information you think could be useful, e. g. list of witnesses with addresses etc: _____

What further actions have been or will be implemented to avoid repetition of 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

Person Reporting Signature: _____ Date: _____

Club President Signature: _____ Date: _____

NOTE:

- Have you kept an original of this and retained on file?
- Have you sent a copy to the RQ Education & Safety Officer?