

## INCIDENT REPORTING FORM

Last updated: June 2020

### An Incident Report Form:

- Ensures all required information is documented so that the incident may be investigated.
- Provides all participants with a simple and effective method to report an incident or hazard.
- Facilitates corrective action being taken to address the causes of the incident/hazard.

A formal incident reporting system is a fundamental component of a successful member protection and risk management program. It is important that all members/visitors are aware the incident reporting procedure and forms are readily available. Any report must be kept confidential and stored in a secure place.

Incidents should be promptly investigated by the Association/Club using the appropriate procedure:

- **Inappropriate Conduct/Behaviour** such as serious harassment and discrimination should be resolved as outlined in Netball Victoria's Member Protection Regulation. Alleged breach of codes of behaviour should be resolved using the Association/Club Constitution.
- **Competition related disputes and protests** should be resolved as outlined in the Association/Club By-laws.
- **Hazards or potential hazards** should be assessed using Risk Management Infonet: RM13, then strategies developed to remove or reduce any risk.

To ensure that the incident can be investigated and resolved appropriately, it is important that as much accurate information is provided as part of the incident report. Details that may be included:

- **Photographs**
- **Description of scene/incident** - where it occurred.
- **Weather Conditions** - wind, wet or dry, light or dark, fog, ice or snow, etc.
- **Measurements** - including heights, lengths or widths of objects, obstructions, holes, etc.
- **Description of damage** - the type, nature and extent of the damage.
- **Property involved** - itemise all the property that has been damaged.
- **Description of any injuries** – type and severity
- **Witness** - if possible record name and address of any witnesses.
- **Statements made by third parties** - record any statements provided by a third party.

The Association should respond to all incident reports in writing. The party initiating the report should receive a letter acknowledging receipt of report. All parties involved must then be advised of any decision or action taken by the committee.

### **SAMPLE INCIDENT REPORT FORM**

*(Please tick appropriate box)*

- Hazard/Potential Hazard
- Inappropriate Behaviour
- Competition Related Dispute

#### **Complainant Details: (person reporting incident)**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_ P/Code: \_\_\_\_\_

Phone: (BH): \_\_\_\_\_ (AH): \_\_\_\_\_

E-mail: \_\_\_\_\_

#### **Incident/Hazard Details**

Association/Venue: \_\_\_\_\_

Date and Time of hazard/incident: \_\_\_\_\_

Exact location of hazard/incident: \_\_\_\_\_

#### **Provide a detailed description of the incident:**

---

---

---

---

---

---

---

---

---

---

#### **Witness Contact Details**

Witness Name: \_\_\_\_\_

Phone: (BH): \_\_\_\_\_ (AH): \_\_\_\_\_

E-mail: \_\_\_\_\_

Outline any action taken at the time of the hazard/incident by Association/Venue:

---

---

---

---

---

---

---

---

---

---

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Form to be lodged with the Association/League Secretary/Administrator

Once an Incident Report Form has been lodged with the Association/League, the committee will determine the appropriate process to follow (using either the Association's Constitution, Competition By-Laws or Netball Victoria's Member Protection Regulation). Parties involved will be notified in due course of the committee's decision and any further action to be taken or penalty to be imposed.

|  |
|--|
| <p><i>Association Use Only</i></p> <p><i>Date Received:</i> _____ <i>Date Actioned:</i> _____</p> <p><i>Action Taken:</i> _____</p> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <p><i>Signed:</i> _____ <i>Date:</i> _____</p> |
|--|