



ACCIDENT/INCIDENT REPORT

This report must be completed when any accident or incident involving a person has occurred in relation to any U3A Port Sorell course or activity, whether on rented premises or elsewhere, and irrespective of whether an injury or illness is apparent as a result. The report can be prepared by the person involved or another person who knows the facts (such as a witness to the event) and should be completed as soon as possible after the event. This report will provide the U3A with a record of the event in the case of any insurance claim.

Date and time of accident/incident:
Name of person involved (including contact details if known)
Location and site of accident/incident?
How and why did the accident/incident happen?
What first aid, medical or other assistance, if any, was given following the accident/incident?
If possible indicate the names and contact details of at least two people who witnessed the accident/incident.
Can you suggest any follow-up action to avoid this type of accident/incident in the future?
Signature of tutor conducting the activity in which the accident/incident occurred.
Signature of Management Committee representative and date.

Please submit this form to the U3A office (attention Secretary) or by email to mail@portsorellu3a.org.au