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| **C:\Users\Debbie\Dropbox\OANSW\ONSW_LOGO_MASTERS\ONSW_LOGO_MASTERS_Originals\JPEG\ONSW_LOGO_MASTER_CENTRED_BW.jpg** | **Incident Report Form** |

*Please complete all sections and send to the ONSW Admin Officer. You may wish to refer to the ‘Organisers Rules for All Events: F After the Event’ and ‘Event Organiser Documents Incident Report’ in the Manual on the ONSW website.*

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| --- | --- |
| **Name and role of person completing this form:** | |
| **Tel:** | **Date:** |
| **Email:** | |

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| --- |
| **Date and time of incident:** |
| **Name of event at which incident occurred:** |
| **Name/s of person/s involved in the incident:** |
| **Description of incident:** |
| **People involved in handling the incident (include contact details if you have them):** |

**To whom has the incident already been reported?**

*(e.g. organising club, person/s experiencing misadventure and their club, other)*

|  |  |  |
| --- | --- | --- |
| **Who** | **How** *(this form, in person, email, phone)* | **When** |
|  |  |  |
|  |  |  |

**What follow-up action and/or suggestions do you recommend to ONSW?**

|  |
| --- |
|  |

*Please send completed form to* [*admin@onsw.asn.au*](mailto:admin@onsw.asn.au)*.*