A group of people sitting at a table

Description automatically generated

## ACCIDENT/INCIDENT REPORT

* This report must be completed when any accident or incident involving a person has occurred in relation to any U3A ACT Inc. (U3A) course or activity, whether on U3A 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, such as a witness to the event, and should be completed as soon as possible after the event. This report will provide U3A with a record of the event in the case of an insurance claim arising from the accident or incident
* **Accident** means an unplanned occurrence or incident that causes or contributes to personal injury or damage to property
* **Incident** means any unplanned event resulting in, or having a potential for injury, ill health, damage or other loss.

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| 1. Date and time of accident/incident: 2. Name of person involved (including contact details if known) and U3A membership number |
| 3. Location and site of accident/incident: |
| 4. Describe fully the nature of the accident/incident: |
| 5. First aid, medical or other assistance, if any, was given following the accident/incident. Including was ambulance called or contact person of member. |
| 6. If possible, indicate the names and contact details of at least two people who witnessed the accident/incident: |
| 7. Suggested follow-up action for U3A to mitigate against such an occurrence in the future  (if applicable) |
| 1. Name of the person preparing this report (please give contact details):        1. Date of this report: |
| 10. Signature of member conducting the activity in which the accident/incident occurred (if applicable) |

If space is insufficient for any entry please continue on the back of the sheet.

Please forward the completed report to the Secretary U3A Canberra. address: Hughes

Community Centre, 2 Wisdom Street, Hughes. ACT 2605 or at secretary@u3acanberra.org.au. This report may be shared with the landlord or lessee of the property where the incident occurred.