

# HAZARD & INCIDENT REPORT

Note: This form is to be used for any land or water-based incident or hazard

See reverse side for further instructions.

Date incident/hazard identified:	Date of Report:	Ref. No: (Office Use Only	)
Time incident/hazard occurred:	CYC Members and/o		
Location (where incident/hazard actua		Location (where incident occurr n Club grounds	
Classification: Hazard			
Type of incident/hazard:   (Please tick     OS&H   Racing Incident   Breakdown		nmental 🗌 Equipment 🗌 Otl	ner 🗌
The incident directly involved:			
	actor/Supplier D Pro	perty/equipment	
Insurance claim (if applicable): Insu	urance name:		
Claim number:			
Summary of what happened. (Ensure	e details are brief and factua	Write legibly Add additional pa	aes if required)
Recommendations (from staff involve	d):		
Reported to:   General Manager   Bosun   Commodore   Vice Commodore   Rear Commodore Power   Rear Commodore Dinghy   Other, please describe:			aim submitted iver Trust report submitted
Name of Reporter: (Please print)	Signature:	•	

Office Use Only		Initials	Date of action
Date form received:			
Telephone notification YE	S/NO. To Whom:		
Registration Number:			
Report number confirmed	to staff:		
Referred to for action - Na	me:		
Date closed: D	ate file returned and filed:		

## **Related reports and files**

Reference	Туре	Author	Dates	Comments

## CORRECTIVE ACTION TAKEN TO PREVENT RECURRENCE:

Club Manager notified reporter of outcome?	Date of notification:	Name of Manager:	Signature of Manager:

### Instructions for Completion of an Incident/Hazard Report

Write legibly. Please *classify* your report as either an incident or hazard by placing a tick in the appropriate box. The *type of incident/hazard* may be nominated by placing a tick in one or more of the boxes. In describing the event, please provide an impartial, factual, brief summary of the occurrence. If more space is required an additional page may be added.

Incident reports will be sent to Claremont Yacht Club insurers where there is any possibility that a claim may arise. Where a significant event occurs, those involved may be required to provide separate and additional statements to our insurers or solicitors. Refer to the current Hazard & Incident Reports Procedures for more information.

All reports will be treated confidentially, and will be reviewed at the next General Committee meeting following submission of the report.

#### To submit a report:

Forward the completed report to the Office within 24 hours of an incident occurring.