



# Accident/Incident Report

Tutors should always warn students if a situation could be hazardous to them.

If someone in a class has an accident, after arranging for first air and/or encouraging the member to consult a doctor, the tutor must ask an eye witness to provide a signed, dated report of the incident. The eye witness can be another class member or the tutor. The report should be given to the Secretary or handed in to the Fripp Oval office within 24 hours.

A notice of claim may not be lodged for some time after the incident, so it is important to obtain clear details of the event when it occurs.

A list of all persons – tutors and members – attending a class should be maintained.

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## Accident/Incident Report Form

An Accident/Incident occurred as detailed below

Date \_\_\_\_\_ Time \_\_\_\_\_

Name \_\_\_\_\_

Class \_\_\_\_\_

Details of accident/incident \_\_\_\_\_

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Witness(es) (name & signature) \_\_\_\_\_

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Date of Report \_\_\_\_\_

Signature of accident/incident victim \_\_\_\_\_

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**Office Use Only:** Membership Number \_\_\_\_\_ Financial until \_\_\_\_\_

Signed: (An Executive Committee Member)