

ACCIDENT/NEAR MISS/SAFETY/SECURITY OBSERVATION: INCIDENT REPORTING FORM

Please indicate the nature of your observation:

ACCIDENT: an incident resulting in injury/damage.

NEAR MISS: an incident that has not resulted in injury/damage but had the potential to.

UNSAFE ACT OR CONDITION: An unsafe act, behaviour (e.g., not wearing appropriate PPE) or condition (equipment, boats, substance, procedure) with the potential to cause harm or ill health.

SECURITY CONCERN: Something you have seen that could threaten the security of our property, assets, or information.

What did you see? Please describe the incident or concern:

Where did you see this?

When did you see this? (date and time):

Contact details: Name, phone number and email:

Any other comments?

What happens next?

PLEASE EMAIL YOUR COMPLETED FORM TO: otleysailingclubcommodore2@gmail.com or post hard copy in the red post box in the clubhouse (by fire exit doors). Please immediately notify a committee member if you have posted a hard copy. Details of current committee members and contact details can be found on the OSC website. We take all observation reports seriously and will provide feedback personally.