

Arawa Canoe Club Inc

Kerr's Reach
Christchurch
www.arawacanoecub.org.nz



Incident/Issue Report Form

Name

Who can we discuss the incident with?

Contact Number

How can we contact you?

Email Address

We'll send you an email to confirm when your issue has been logged (optional)

Incident Location

Where did the incident occur?
Where is the fault/problem?

- | | |
|--|--|
| <input type="checkbox"/> In the clubrooms | <input type="checkbox"/> On the Avon |
| <input type="checkbox"/> In the gym | <input type="checkbox"/> In the car park |
| <input type="checkbox"/> Somewhere else (please specify) | |

Date & Time

When did the incident occur?
When was the issue noticed?

Date:

Time:

Incident Type

- Injury (First Aid Required)
- Health & Safety (Hazard, near miss, risk)
- Environmental (Littering, Rubbish, Pollution)
- Social (Fighting, Bullying, Inappropriate behaviour)
- Maintenance (Clubrooms, equipment, facilities)
- Other (Please specify)

What Happened?

What Needs to be Sorted?

Briefly describe the problem/issue

Action Taken

Has anything already been done to address/resolve the issue?

Form can be completed online – see www.arawacanoecub.org.nz/safety for link to form
Please leave completed form in folder at clubroom door for collection and review by committee.