

### **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)

Any other comments?

Contact details: Name, phone number and email.

#### What happens next?

PLEASE EMAIL YOUR COMPLETED FORM TO: [otleysailingclubcommodore2@gmail.com](mailto: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.