

Manly Yacht Club

Accident / Incident Report

NOTE : When an incident occurs certain information must be collected as soon as possible to ensure the Club is able to take the best possible course of action for all concerned. Memories quickly forget the precise details so it is very important to collect the information as soon as possible after the incident occurs.

1) NOTIFY THE OFFICE ON 9977 4949, or VHF Ch 72

2) NOTIFY the Club Manager on 0415 783 910

Date

Name of Person Completing the Report

Signature

.....

Date of Accident/Incident..... Time.....

Description of Incident/Accident

.....
.....
.....

Name of any person Injured

Date of Birth

Address.....

Parent / Guardian / Next of Kin notified : Yes / No (please circle)

Were there any witnesses to the incident? : Yes / No (please circle)

Please give the names of all the witnesses:

.....

Any Photos taken : Yes / No (please circle)

Please take a statement from each witness of what they saw and have them sign the statement and have it witnessed. These statement should be attached to this document

Sketch of incident, including all boat names involved

MEDICAL TREATMENT

If medical treatment was necessary, please advise the following :

What were the injuries sustained?.....

Who administered first aid at the incident scene?

Treatment given at time of incident

.....

Was an ambulance requested? Yes / No (please circle)

Which hospital was the injured taken to?

FOLLOW UP ACTION

On Water Activity

1. Was a protest lodged? Yes / No (please circle)

Outcome

2. Has a copy of the YA Incident Report been received ?

3. Is Accident / Incident Report supported by Log Book entry

4. Has Duty Officer called any of the Emergency Numbers? Which one

5. Club Manager has been contacted.

Off Water Activity

1. Is Accident / Incident Report supported by Log Book entry

2. Has Duty Officer called any of the Emergency Numbers? Which one

3. Club Manager has been contacted.

If the incident occurred as a result of the use of equipment please provide the following:

Describe the equipment being used

.....

Did the equipment appear faulty in any way ?.....

Where is the equipment now (so an inspection can be carried out)?

Were any photos taken of the equipment in operation? Yes / No (please circle) If so, please provide copies.

Ensure YA or NSW Transport Roads and Maritime Services Accident/Incident Report will be completed if a significant injury or property damage. See online form on MYC website