

ANNEX E TO CLUB HEALTH & SAFETY MANAGEMENT PLAN

ACCIDENT AND NEAR MISS REPORT FORM

Date:

Name of injured or persons involved in a near miss:

Activity being undertaken at time of accident or near miss:

Nature of injury or near miss:

Cause of injury or near miss:

Names of others involved:

Immediate action taken:

Outcome:

Name & signature of reporter:

Committee follow-up:

¹ The Club records all accidents and 'near misses' (a near miss is an accident that didn't quite happen through intervention or 'good luck') in an Accident & Near Miss Book which is kept in the Clubhouse. Any Club member can record details of an accident or near miss. The Committee reviews the Accident & Near Miss Book at its meetings and decides what follow-up action, if any, is required. The Committee wishes to instil a culture where we learn from our mistakes rather than imply blame.