



# LASALLE ROWING CLUB INCIDENT REPORT

- To ensure a safe community rowing facility, report all occurrences of injury to person or equipment, physically or otherwise, using this form. NOTE: Any rowing incident must also be recorded in the logbook.
- Submit all Incident Reports to the Safety Committee (via the Safety Committee folder)
- A person in charge shall complete the Incident Report Form at the time of the incident; a person involved/witnessed the incident, or any person who observes a breach of TRC Rules and Regulations.
- The Incident Report Form should be filed after, but not limited to, the following circumstances:
  - Any person overboard
  - Any personal injury
  - A collision
  - Safety hazard observed
  - Broken/Damaged Equipment
- Complete this Incident Report Form in its entirety with as much detailed information as possible within 24 hours of the occurrence of the incident.

## 1.0 REPORTING INFORMATION:

Name and role of the person completing this form: *(e.g. John Doe, Rec. Rower)*

Date and time of reporting:

## 2.0 INCIDENTALS:

Date and approximate time of incident:

Location of incident:

Names of individuals involved:

Boat type(s) and boat name(s) involved in the incident:

Names of witnesses:

