

ACTIVITY PARTICIPANTS LIST

Note: Visitors' names can be listed here, but additionally for insurance requirements, Visitors MUST complete a Visitor Risk Waiver for each activity.

Activity				
Leader			Date	
Name -In BLOCK LETTERS	M=Member V=Visitor	Mobile phone no.	Emergency contact name e.g. Next of Kin	Emergency contact phone no. e.g. Next of Kin
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				
15.				
16.				
17.				
18.				

DEALING WITH AN INJURY

INCIDENT REPORT FORM

- If a member of the group sustains an injury the leader must ensure a first aid assessment is performed, preferably by someone possessing a first aid certificate.
- If the casualty is able to walk but unable to continue the activity, then a minimum of 2 people must escort the casualty home or to transport (whichever is appropriate). This may mean cancellation of the activity as a minimum of 3 people is allowed on a club bushwalk. Those going home and those continuing the bushwalk / activity should both have a map and compass.
- If the casualty is unable to continue walking, then at least one person should remain with the casualty. Send 2 people to get help if possible.
- If you are unable to move the casualty or it would be dangerous to do so, call **Triple Zero 000** and ask for the ambulance. In remote areas ask for the Police as they will need to coordinate a rescue. If the phone operator has difficulty understanding your bush location, ask to speak to the supervisor.
- Note that SES BSAR Bush Search and Rescue is not a first response emergency service and **Triple Zero 000** should always be your first point of contact. The Police will call SES BSAR if they are required to assist emergency services.
- **A PLB (Personal Locator Beacon) should be used as a last resort in life threatening situations only**, after you have attempted to contact the emergency services by other means.
- A committee member must be contacted on your return. An injury report should be emailed to the committee if medical attention is required.
- Inform the injured person that they need to consult the Bushwalking Australia website for a Claim Form, available here <https://bushwalkingaustralia.org/insurance/claims-enquiries/>

INCIDENT REPORT

Date	Incident Location
Injured person's name	Address
Injured person's Email	Injured person's Phone
Witness Name	Witness Phone/email
Description of incident/injury	
Action taken	

Leaders, please scan or photograph this form and a **visitor waiver form completed and signed by each visitor.**

Email or text scan to: president@scb.org.au Mobile 0403 952 762