



**GANARASKA FREEWHEELERS
INCIDENT REPORT FORM**

Approved, November 17, 2018

This form is to be completed for all incidents of the club involving third parties, or resulting in injury to a member. It may also be completed for "near misses" to highlight contributory causes. Incidents can occur on any of the club's events, including rides and tours.

Details of Incident

Date:	Time:	Ride Leader:	Route:
Location:			
Description of incident:			

Details of Injured Member

Name (print):
Injuries received:

Severity

- | | | |
|---|--|--|
| <input type="checkbox"/> First Aid only | <input type="checkbox"/> Medical treatment | <input type="checkbox"/> Hospital |
| <input type="checkbox"/> Ambulance | <input type="checkbox"/> Death | <input type="checkbox"/> Police notified |

Main Contributory Cause

- | | | |
|---------------------------------------|---|---------------------------------------|
| <input type="checkbox"/> Rider error | <input type="checkbox"/> Mechanical problem | <input type="checkbox"/> Road surface |
| <input type="checkbox"/> Driver error | <input type="checkbox"/> Other (specify) | |

Is there anything that could have been done to prevent the incident?

If a Vehicle or Pedestrian was involved, please provide details.

Name (print):	Address
Vehicle make/Registration No.	Injuries

Person Submitting Report

Name (print):	Phone Number
Signature	Date

Witness to the Incident

Name (print):	Phone Number
Signature	Date

Action

VP's action

Date referred to Executive Committee

Executive Committee action

Incident Reporting Process Guidelines

The Ganaraska Freewheelers Club purchases General Liability Insurance coverage through Intact insurance for each club member. General Liability insurance is designed to protect a person (member) against any legal responsibility arising out of a negligent act or failure to act as a prudent person would have acted which results in bodily injury or property damage to another party.

The practice of reporting on incidents, including accidents and near misses, aims at ensuring our club and its members reflect on safety in an ongoing manner to minimize incidents and ensures that we can demonstrate our due diligence in the event of an insurance claim. Should an incident (accident or near miss) occur, the club recommends the following procedural guidelines:

- Ride leader and member involved in the incident determine if an incident should be reported.
- Member or members involved in the incident complete this form within 48 hours of the incident and submit the form to the Club Vice President.
- Club Vice President shares form with Executive for review to determine whether any matters need follow up and/or broader communication to club members.
- Vice President reports on incidents annually to members at AGM stating number of incidents, their severity and safety implications, while respecting confidentiality of the members involved.