



Accident Report

The accident was an – **Incident** or **Near miss**

Incident Or Near Miss details Date _____ Time _____

Venue / Location _____

Affected Member details

Name _____ Preferred & Family Names _____

Preferred contact number _____

Activity Being performed at time _____

Events leading up to accident _____

For Incidents	Triple Zero called? Yes/No	
Body part Injured (mark with X on picture if relevant)		
Type of Injury / Medical event		
Actions Taken		

Witnesses _____

	Name (print)	Sign	Date
Member Reporting Incident			
Member Reported to			
Signature of affected member			

After completion please submit this report to the Dandenong U3A in. Health and Safety officer.
Email healthandsafety@dandenongu3a.org.au

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If person affected was not a member of Dandenong U3A Inc. please complete the following			
Given name		Family Name	
Phone No.			
Address			
Email address			
If witnesses are not a members of Dandenong U3A Inc. please complete the following, or add member names if insufficient space on other side.			
	Witness	Witness	Witness
Given name			
Family Name			
Phone no			
Address			
Email address			

It is essential to immediately call “000” Emergency Services for an ambulance when symptoms such as; uncontrollable bleeding, cardiac arrest, heart attack or suspected heart attack (even if mild), unconsciousness, unresponsiveness, chest pain, suspected or fractured limbs or any other severe symptoms are present.

Follow any instructions from Emergency services and remain in contact until the paramedics arrive

Dandenong U3A Inc.’s President and Health and safety officer must be notified immediately Office Phone 9546 2997

Where an incident results in a death:

- a) Emergency Services will be notified (telephone 000) immediately
- b) Dandenong U3A Inc.’s President and Health and safety officer must be notified immediately Office Phone 9546 2997
- c) The site of the incident will be secured until a Victoria Police officer arrives unless disturbance to the site of a fatality is for the purpose of aiding a person injured in the incident