

## Draft CBA Accident / Incident Report Form

Please fill out report and immediately place on file with CBA Courtesy or Safety Committee members on site.

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### General Information

Report Type:  Accident  Incident Location: \_\_\_\_\_

Name of Person Involved \_\_\_\_\_

Date of Occurrence \_\_\_\_\_ Time \_\_\_\_\_ am/pm Check one:  Staff  Member  Participant  Other

Describe the incident (where and what happened) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Anyone else injured?  Yes  No If yes, who? \_\_\_\_\_

Staff person in charge of Program/Activity? \_\_\_\_\_

Report written by (Name and position) \_\_\_\_\_

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**Witnesses** Check to indicate staff [S], Participant [P], Member [M], Other [O]

S P M O Name Contact information

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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**Medical Information for Accident Report Only.** Fully describe injured party's condition and first aid given.

\_\_\_\_\_ First aid given?  Yes  No

\_\_\_\_\_ By whom? \_\_\_\_\_

\_\_\_\_\_ Blood borne exposures?  Yes  No

\_\_\_\_\_ To whom? \_\_\_\_\_

Further medical attention?  Yes  No  Declined

If so, where? \_\_\_\_\_ By whom? \_\_\_\_\_

Who was called and what was outcome? \_\_\_\_\_

With whom did the injured party leave? \_\_\_\_\_

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### Follow-Up

Date \_\_\_\_\_ Time \_\_\_\_\_ AM / PM By: \_\_\_\_\_

Details of follow-up: \_\_\_\_\_

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## **Draft CBA Accident / Incident Report Instructions**

Important things to remember when an accident or incident occurs:

1. Complete an Accident/Incident Report form as soon as your involvement allows. Attending to first aid is the first priority. Give completed form to the CBA Courtesy or Safety Committee members immediately so that situation may be addressed. As necessary, equipment may be inspected, repaired or removed from the activity.
2. Indicate the type of report being completed. An "accident" report requires the completion of the Medical Information section of the form. If injured requires medical attention, indicate on the report form. An "incident" may require intervention by CBA Courtesy or Safety Committee members.
3. Include as much detail as possible. Many times, several months may pass before a person may decide to take action. We need to know who they were and exactly what steps were taken.
4. If the person involved is taken out of an activity because of an accident or incident, follow-up (in person or by phone) with the person should happen as soon as possible.

### **Additional Guidelines**

- Know who the designated CBA Courtesy or Safety Committee members are to handle and document these occurrences consistently.
- The individual cited in the Accident/Incident Report may submit a personal statement with the report.
- If they inquire about Liability Insurance direct them to speak with a CBA Courtesy or Safety Committee member.
- Never claim any liability or negligence on part of the CBA, the insurance adjuster will handle all communications in this area.
- Do not give anyone a copy of the Accident/Incident Report other than CBA Courtesy or Safety Committee members.