



Incident / Hazard Report

This form is to be used by club members, volunteers, or members of the public to report an incident, accident, or safety concern to the Castlegar Nordic Ski Club.

(See Contact Information on Page 2)

General Information

Person Reporting:	Contact Information (Address, Phone/Cell#, Email):
Date & Time Observed:	Date Reported:
Person Receiving this Report (Club Rep.):	Contact Information (Address, Phone/Cell#):

Location of Incident / Hazard

Incident / Hazard Type

<input type="checkbox"/> Injury	An injury requiring first aid and/or medical treatment. If first aid rendered, complete First Aid Record in first aid kit if possible.
<input type="checkbox"/> Close Call	An undesired event that under slightly different circumstances could have resulted in personal injury, property damage or loss.
<input type="checkbox"/> Property Damage	An accident, event, or process that results in damage to vehicles, equipment, structures, material, and/or the environment.
<input type="checkbox"/> Hazard	A hazard means an observation of a condition that may expose a person to a potential risk of injury or occupational disease.
<input type="checkbox"/> Other	Please describe below.

Description of Incident / Hazard

Describe the incident / hazard, what happened, when it happened, what the conditions were at the time, names of individuals involved or who observed the incident / hazard and what action was taken as a result. Describe the root cause(s) of the incident. If first aid was rendered, the name of the attendant. Attach additional pages and/or diagram, if required.

