

INSTRUCTIONS:

1. Use this form to report any incident involving patrons participating in or spectating at any Adelaide University Sport facilities.
2. Record all minor injuries (cuts/bruises/abrasions/blisters/sprains) and near on the WHS11 form.
3. Only report major injuries that require emergency services online via the Adelaide University Staff Homepage, following the provided instructions.

Person involved in the incident

Name:		DOB:	
Phone:		Gender:	
Email:		Student ID:	

Person reporting incident

Name:		Phone:	
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Incident details

Date of incident:	Time of incident:
Club/School/Hirer Group:	Event/Activity:
Location where the incident occurred:	
Witness name and position:	
Witness phone:	
Incident Description (what caused the incident, what was happening at the time of the incident and who else was involved etc).	
Location and nature of any bodily injury:	
Description of action taken (first aid/medical/emergency services called):	
Signature of person involved:	Date:
Signature of person reporting:	Date: