

LASALLE ROWING CLUB INCIDENT REPORT

- To ensure a safe community rowing facility, report all occurrences of injury to person or equipment, physically or otherwise, using this form. NOTE: Any rowing incident must also be recorded in the logbook.
- Submit all Incident Reports to the Safety Committee (via the Safety Committee folder)
- A person in charge shall complete the Incident Report Form at the time of the incident; a
 person involved/witnessed the incident, or any person who observes a breach of TRC Rules
 and Regulations.
- The Incident Report Form should be filed after, but not limited to, the following circumstances:
 - Any person overboard
- Safety hazard observed
- Any personal injury
- Broken/Damaged Equipment

- A collision
- Complete this Incident Report Form in its entirety with as much detailed information as possible within 24 hours of the occurrence of the incident.

1.0 REPORTING INFORMATION:
Name and role of the person completing this form: (e.g. John Doe, Rec. Rower)
Date and time of reporting:
2.0 INCIDENTALS:
Date and approximate time of incident:
Location of incident:
Names of individuals involved:
Boat type(s) and boat name(s) involved in the incident:
Names of witnesses:



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3.0 INCIDENT SPECIFICS					
Were there any injuries?		YES		NO	
Was any equipment damaged?		YES		NO	
Description of the incident (include contributing factors, injuries & equipment damage):					
Who responded to the incident and	who	t action was taken.			
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4.0 FUTURE ACTIONS:					
Lessons Learned:					
Recommended action/comment:					