



## APPENDIX A - A Report of Serious Incident or Injury

- If serious injury:
1. Call 000 immediately and follow instructions of ambulance, administer first aid
  2. Advise President: Jenny Williams or Risk Management Committee via 0479 193 182

This form is to capture the initial information about a serious incident, either causing serious injury or a near miss, and report to the Newcastle U3A Management Committee.

### Nature of Incident:

1. What happened? .....  
.....  
.....  
.....
2. Location: .....  
Course Name/Activity: ..... Course Leader: .....  
Course Clerk .....  
Time: ..... Date: ...../...../.....
3. Cause (if known): .....
4. Witness: ..... Mobile: .....  
Witness: ..... Mobile: .....  
Witness: ..... Mobile:.....
5. Your name: ..... Your contact details: .....

### Was someone injured: YES/NO

6. Name of person/s injured: .....
7. Nature of injury: .....  
.....
8. Medical Treatment provided: .....  
.....
9. Was the person taken to hospital? **YES/NO**
10. Have the injured person's emergency contacts been advised? **YES/NO**  
If yes, who:.....on .....(phone)

As soon as the immediate risk and injury is actioned, please advise the President Newcastle U3A by phone and email this form to [newcastleu3a.au@gmail.com](mailto:newcastleu3a.au@gmail.com) marked 'Urgent'. A member of the Management Committee will contact you for further information. In the interim, if you can draft a detailed account of the incident, while fresh in your mind and witnesses are available, it would greatly assist us to support the injured person, respond promptly and determine how to prevent recurrence.