

ACCIDENT/INCIDENT REPORTS

If an accident or incident occurs at the club involving a club member, employee or guest, a report should be filed and the General Manager should be notified immediately.

The following procedures should be adhered to:

- Instruct employees to report all accidents or incidents to the immediate supervisor and General Manager
- Administer First Aid or call an ambulance if necessary
- Keep the injured person calm
- Determine if there were any witnesses to the accident/incident
- Do not discuss insurance or claim settlements
- Do not accept blame for the accident/incident
- Complete the Member/Guest Accident Report form

(Name of Club)

MEMBER/GUEST ACCIDENT REPORT

Name of Injured Person (print) _____

Address _____

Telephone #: Home _____ Work _____

Age _____ Sex _____ Height _____ Weight _____ Marital Status _____

Date of Injury _____ Time _____ AM _____ PM _____ Visibility _____

Nature of Injury _____ Part of Body _____

Exact Location of Accident _____

Cause(s) of Accident (unsafe acts and conditions) _____

Was Medical Assistance Required? yes no

Explain _____

Witnesses (Include name, address, home and work phone)

Were photos taken of the scene or injury? yes no

Was the General Manager/COO notified? yes no

Was the insurance company notified? yes no

Was the club's council notified? yes no

Comments: _____

Report completed within 24 hours by _____ Date _____

File this report with the General Manager