

Accident and Incident Protocol

The purpose of the Club **Accident and Incident Protocol** is to provide information for the reporting and record keeping of all incidents occurring at our Club facilities.

Any accidents, injuries, falls, or other incidents related to the health and safety of individuals that occur within club facilities need to be documented. This will provide information for the follow-up on the well being of our members/guests by your Executive, the accurate reporting to WSPR or Bowls BC, if necessary, and the support of potential insurance claims. All completed forms will be kept in a binder by the Club Executive for further reference as required and to maintain confidentiality.

When an accident or injury occurs, specific information needs to be recorded:

- Who was injured
- Contact information of the injured person
- Status (Club Member, Other Club or Guest)
- Date and time the injury occurred
- Specific location (Green, Clubhouse, Other area)
- Who assisted the injured person (Name & Contact)
- Witnesses of the event (Names & Contacts)
- Description of the events resulting in injury
- Nature of the injury
- Treatment provided
- Follow-up Action (First Aid, Ambulance, Hospital Visit)
- Signature of reporting person

For all injuries, the attached **JdF LBC Accident & Incident Report Form** must be completed immediately after the incident has been resolved. Please ensure you capture the required information from the Injured Individual (or their advocate) the Assisting Person and Witnesses prior to them leaving the facility.

Blank forms will be made available in the office cabinet. The completed form is to be given to the Safety Officer or if not available, left in the office and the Safety Officer advised by email. Completed forms will be reviewed and reported to the Executive for consideration of any follow-up action.

JdF LBC Executive