



CRC Incident Reporting Procedure and Form

Purpose: To ensure the timely communication of near-miss or actual safety (personal and boat safety) incidents to the Club Manager – critical for supporting early discussion and learning.

Performed by: Coach, Bow person or Cox

Trigger: Incident involving:

- Injuries requiring immediate medical treatment due to the incident.
- Boat damage (includes found boat damage)
- Other incidents within the club (e.g.: chemical or fuel spills)
- Reputation concerns

Procedure:

1. Briefly outline the initial known details of the incident and any preliminary findings using the Incident Reporting Form. Submit the completed form in the incident reporting box by the boat sign-out log book. The Club Manager or CRC staff will review any submitted incidents daily.
2. Report any boat damage on the damage white board. This must be done. Do Not Row (DNR) status is determined by the CRC staff.
3. Club Manager will determine if an investigation is indicated and form an investigation team of at least one other CRC member not associated with the incident. The CRC Incident Investigation Form will be used to capture investigation results and recommendations. Investigations will be conducted if:
 - a. Equipment damage results in the boat being a “Do Not Row” state for longer than 2 days or damage is estimated to be in excess of \$2000.00 for repairs.
 - b. There is a potential impact on club reputation. This may include a complaint from the public or Calgary Recreation regarding our activities (e.g., not wearing PFDs) on and off the water.
 - c. Spills occur that impact soil areas or water.
 - d. The event (actual or near miss) could have caused a more severe safety incident based a review by the Club Manager.



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Incident Reporting Form

Date of Incident:	
Time of Incident:	
Name of Reporting Person (Optional)	
Rowing Program Involved:	
Incident Events	
Losses or Impacts	(description of injuries or damage)