

**Nelson Rugby Football Club Safety Incident Reporting Form.**

This form is to be used for all safety incidents resulting from any action carried out within the confines of the clubrooms or within the immediate vicinity of the clubrooms.

The following actions are to be carried out.

1. Notify the President and the Operations Coordinator IMMEDIATELY of any incident and if able complete the reporting form.
2. Get first aid if required.
3. Follow standard safety requirements.

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| Name. | Date and time. | Incident and/or injury | Has the incident area or item been.1. Eliminated.
2. Isolated.
3. Minimised.
 | Reported to plus date and time reported. | Outcome- first aid only/no first aid/ambulance required etc. |
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| Once this form is fill please notify the Operations Coordinator for a replacement.  |