

## Accident Reporting

“Accident” is an unforeseen or unexpected occurrence that could lead to bodily harm or injury and/or damage to property. Accidents are without apparent or deliberate cause and can happen to anyone involved – volunteers, clients, staff and/or community members.

All parties present during an accident – volunteers and/or staff – are required to fill out an accident reporting form. Use the following format:

### **THAMES TALBOT LAND TRUST – ACCIDENT REPORT**

**Date & Time:**

**Location:**

**Report Completed By (& Contact Info):**

**Names of individual(s) involved:**

**Nature of Accident:**

Medical Emergency / Physical Injury / Property Damage / Assault or Violence / Other

**Details of Accident:**

**Circumstances Leading to the Accident:**

**Was there a supervisor present (and who was it?):**

**Action Taken (by you or another individual):**

**Who was contacted?:**

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Signature

