



PROBUS Club of Prince Edward County Accident/Incident Report Form

To be completed by the Leader on site and, in the absence of a PROBUS Leader, by any Club Member who is present. Complete the form with as much information as possible. Once completed the form should be submitted promptly to the Chair of the Social/Entertainment Committee or to the President of the PROBUS Club of Prince Edward County.

What happened?

When did it happen – date & time?

Where did it occur?

Who was involved?

Why did it happen?

What was done to resolve it?

Nature & extent of injuries:

Name & phone number(s) of witness(es):

Name of attending physician or hospital:

Name and signature of person completing the form:

Date:

Form sent to (name of Management Committee member):

Follow up by Management Committee (if any):