**APPENDIX B – Incident/Accident Report Form**

Please complete all of the details on this form and lodge it at the boatshed office for any incident which involves injury to you or another person, or damage to equipment, or where there may have been the possibility of injury or damage.

Please complete all of the details on this form and lodge it within 24 hours of the incident.

1. at the boatshed office; or
2. email a scanned copy to [captain@uqbc.org](mailto:captain@uqbc.org) or [secretary@uqbc.org](mailto:secretary@uqbc.org)

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| **UQBC Incident/Accident Report Form** |
| Date form completed: |
| Your name: |
| Crew members: |
| Other parties involved or affected: |
| Other parties contact details  Telephone:  Address:  Email: |
| Date and time the incident occurred: |
| Where did the incident occur: |
| **Was the matter reported to MSQ or the police? If so please include the reference number.** |
| **Details of the Incident: (Please include a diagram where possible)** |
| **OFFICE USE ONLY** |
| Received by |
| Date received |
| Cost if any |
| Date completed |

Please be reminded that if you are at fault, you will be required to pay the lesser of the insurance excess ($500) or damage amount.