

WATGA INCIDENT FORM: IN THE EVENT OF AN INCIDENT/ACCIDENT PLEASE COMPLETE THE FORM AND RETURN IT TO THE CHAIR OF WATGA.

	WATGA INCIDENT/ACCIDENT FORM
NAME OF GUIDE:	
DATE AND TIME OF INCIDENT:	
EXACT LOCATION OF INCIDENT:	
DETAILS OF INCIDENT, ACTIONS TAKEN BY GUIDE/OTHERS:	
WITNESS: If appropriate please ask permission to obtain name and email address and if applicable, signature.	
OUTCOME IF KNOWN:	
SIGNATURE OF GUIDE:	
DATE FORM COMPLETED:	

- Please have one of these forms with you at all times when undertaking tours, as a check list in the first instance.
- Your priority at the time is to ensure the wellbeing of the visitor first but remember that the rest of the group will probably want to continue with their tour once the incident/accident is sorted.
- In a medical emergency remember the: ABC (Airway, Breathing, Circulation) so that information can be passed onto appropriate medical personnel.
- Depending upon where the incident/accident takes place you will need to remind the rest of the group about their own health and safety – avoid walking into the road etc.
- Witnesses: if you feel this would be appropriate, you will need to ask permission for details of the witness and if applicable, their signature.
- Complete the form as fully as possible and as soon as possible after the incident/accident.
- Email to the Chair of WATGA: sueds100@gmail.com
- As with most organisations, WATGA will keep the Incident/Accident Form for 7 years before it is destroyed.
- The Chair will supply the VIC with a copy of the form so that they are also aware of the Incident/Accident in case of any further contact regarding this in the future.

DEFIBRILLATORS:

- Dial 999 and you will be told where to go to access the nearest defibrillator up to 500m.
- You may then be asked to go onto 'speaker-phone' whilst you deal with the casualty.
- The defibrillator 'talks' to you and explains how to use it 'step-by-step'.

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