

Details of any Property Damage: (describe the damaged items, the damage caused and the approx. value of damage if known)			
If property damage relates to <u>club boats</u> , request the Manager on Duty copy in the following person(s) – scan a copy and email it to the CEO and the distribution list below. If boat(s) are to be taken out of service, and they are scheduled for next day use, you're required to place signage on the vessel and put the boat keys in the safe.			
<input type="checkbox"/> Helen Tetlow	<input type="checkbox"/> Russell Tyson	<input type="checkbox"/> James Sly	

Details of Witnesses			
Name of Witness:		Phone:	
Name of Witness:		Phone:	
Details of Staff member completing this form		Department Head or Area Manager (if on Duty)	
Name:		Name:	
Signature:	Date:	Date:	Date:
Manager on Duty to complete this section			
Details of any immediate action required / taken:			
Name:		Signature:	
Date:			
Office Use Only (for completion by Management)			
Action taken:			
First Aid Kit replenished if necessary:			
Follow up call results:			Date:
Insurer Notified: (if so, details)			
OH&S Committee Notified: (if so, details)			
Any follow up required? (if so, details)			
Department Head / Area Manager:		Signature:	Date:
CEO Final sign off:			Date: