



PEDAL POWER ACT INCIDENT REPORT FORM

In case of a serious incident on a Pedal Power ACT bike ride, please complete this incident report form. Keep a copy of the completed form and send the original to Pedal Power ACT.

A serious incident is an event that involves serious injury to a rider and/or significant damage to property and/or involves a third party (e.g., a motor vehicle driver or pedestrian) or anything else that you consider may result in repercussions to you, others on the ride or Pedal Power ACT.

Do not admit any liability to anyone.

RECORD (attach sheets if required)

Ride leader name:

Ride name:

Incident date: **Time:**

Location of the incident (district/suburb, road, and distance from cross roads):

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People involved in incident (riders and others) – name and phone numbers:

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Witnesses to incident (and consequences if appropriate) – name and phone numbers:

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What happened – description with diagram if desirable, including cause (if known), consequences (if relevant), people transported away, bicycle transported away, others informed (emergency contacts, etc) – details of ambulance and police attendance in next sections:

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continue on back of sheet if necessary

If ambulance attended, give details of what occurred and where any injured people were taken

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If reported to police, give details of the report, attending police officers (name and number), and police reference numbers.

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Obtain a statement from those involved in the incident (if possible) and include with the report:

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Sign and date the report

Name: Contact phone:

Signature: Date:

Do not admit any liability to anyone.

Keep a copy of the completed form and send the original to Pedal Power ACT.

Pedal Power ACT Inc.
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CANBERRA ACT 2601

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