



Sutherland Bushwalkers Club

What to do in the Event of an Accident

1. Financial club members are covered under the blanket insurance policy taken out by Bushwalking Australia (BA) on behalf of Bushwalking Clubs NSW for all activities included in the program. Additional Club activities will only be covered by the Club's insurance policy if details of the activity are given to a committee member in writing (email is acceptable) prior to the start of the activity. Members participating in activities run by other Bushwalking clubs will be covered by that Club's insurance provided that the affiliated club is also covered under BA insurance policies.
2. There must be a minimum of 3 members on an activity.
3. In the advent of an incident/accident occurring on a Club activity, the Post Trip Incident Report section of the Activity Organiser's Trip Report should be completed by the activity organiser (AO) and forwarded to the Club's committee as soon as practical after the incident/accident. The Club's Secretary has the task of collecting the AO Trip Reports, but this form may be forwarded/handed to any committee member if required. If additional space is required, append an additional page. Note that the form requires names of any witnesses.

Note, for insurance purposes, the following definitions:

- an incident is an event which may result in a claim being made.
- an accident is an event where a person is injured.
- a serious injury is an accident where external medical attention is required.

However, it is always possible that the extent of the injuries incurred may not be obvious at the time of the incident / accident and therefore it is important that leaders act on the side of caution when responding to any event which may have occurred.

4. For Personal Accident Claims the injured member, or if unable, the activity organiser should contact Insurance Broker **Jardine Lloyd Thompson (JLT) Pty Ltd** on 1300 574 980 from anywhere in Australia or email bushwalking@jlta.com.au quote **Bushwalking Australia Inc. PA policy number 0012117**. Claims should be notified as soon as possible but within 30 days.

Claim forms available from Bushwalking Australia website:

www.bushwalkingaustralia.org/insurance

5. For Public Liability Claims contact Bushwalking Australia (BA) by email: info@bushwalkingaustralia.org.au

6. A representative from the Club's Committee will follow up with the injured person as to their progress to full recovery. If you don't hear from someone, please contact any member of the Management Committee regularly and update them on your condition.
7. The Secretary will maintain a list of all incidents reported throughout the year and report on these (a) to the committee, (b) to the Club/Committee at year end, and (c) keep the list available for the Club's and Bushwalking NSW use as required. Trip Incident Reports are kept for 7 years.