



## **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 quarterly programs. Activities not in the program 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.
  
2. 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. If an insurance claim is made, a report from the witness will be required.

It is always possible that the extent of the injuries may not be obvious at the time of the incident, so it is important that activity organisers act on the side of caution when responding to and documenting any event which may have occurred.

### 3. **Personal Accident Insurance Claims**

Information and Claim forms are available from the Bushwalking Australia website:

<http://www.bushwalkingaustralia.org/insurance/accident-insurance>

4. 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 Committee regularly and update them on your condition.
  
5. 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.
  
6. For Public Liability Claims contact Bushwalking Australia (BA) by email:  
[info@bushwalkingaustralia.org.au](mailto:info@bushwalkingaustralia.org.au)