



## **FRASER COAST BICYCLE USERS GROUP INCIDENT REPORTING GUIDELINES**

### **PROCEDURE STATEMENT**

The Fraser Coast Bicycle Users Group (FCBUG) is committed to the provision of safe cycling and social events for its members and third parties that may be impacted by the action of Group members.

An incident is considered to be any accident, identified hazard, injury or near miss that may occur during a Group sanctioned ride or event to any member, visitor or other third party.

The FCBUG will maintain records of all incidents for the purposes of minimising risk of injury and/or recurrence as well as public liability insurance. The prime objective apart from good Governance requirements is that the Group can learn from all incidents reported and develop safety improvement recommendations to the broader membership.

Incident reporting does not seek to apportion blame to any member for an incident but simply to address the priority and action required for safety improvement opportunities for the greater good.

It is the responsibility of all members to act in a safe manner by following all legislative requirements and respect for the safety of fellow members, visitors and third parties when participating in Group sanctioned rides and events.

### **INCIDENT REPORTING**

To facilitate this process, an Incident Report Form has been developed to be completed by either a Ride Leader or Sweep on a Group sanctioned ride or the designated Organiser in the case of other Group events. The form should be completed as soon as possible after the incident but prior to the next General Meeting of the Group.

A permanent Agenda Item of all General Meetings will be Incident Reports.

The Incident Report Form will be submitted to the Group Secretary for consideration at the next General Meeting of the Group. The Secretary will maintain the completed Incident Report Forms and an Incident Register.

The Minutes of the General Meeting will record any recommendations accepted by the Meeting for Group implementation including those responsible for that action.