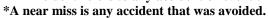
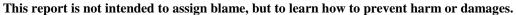
CEC – INCIDENT/NEAR MISS REPORTING FORM

*An Incident refers to any accident or event that warrants documentation.







Date and Time of Incident/Near Miss dd/mm/yy and AM or PM	CEC Staff /Group /Gen. Public Name:	Activity at Time of Incident/Near Miss		
Names of CEC Staff Involved in Incident/Near Miss	Names of Other Person (s) Involved and Group Name (Please Print)	Names of Other Person (s) Involved and Group Name (Please Print)		
Please circle type of Event: Inc	ident (accident or event) Near Miss (Po	l tential harm was identified and avoided)		
BRIEF DESCRIPTION OF EVENTS leading up to and including the Incident and/or Near Miss				
LEADING FACTORS OR CAUSES OF I	NCIDENT/NEAR MISS (Check all that app	alv)		
ELIBERGINE TORS ON CHESLES OF INCIDENTIAL MISS (CHECK an that apply)				
[] Weather [] Natural Hazard [] Lack of Training [] Lack of Supervision [] Mis-behaviour [] Human error				
[] Insufficient safety equipment or clothing [] improper use of equipment [] equipment failure				
[] Other (please explain)				
TYPE OF INCIDENT (Please check all	that apply)			
[] Drug/Alcohol Use [] Damage/theft	t to CEC property [] Damage/theft to Per	sonal Property [] Potential harm		
[] Emotional/Physical Wellbeing []	Persons injured * (please fill out injury/accid	lent form)		
[] Other (please explain)				

ACTIONS TAKEN (Please check all that apply)			
[] Parents notified [] School Principal/Boa	rd notified [] Police notified	[] Person(s) taken to medical Facility.	
[] Injury/Illness Form completed [] Mana	nger notified (Specify)		
NOTES/FURTHER ACTIONS TAKEN			
RECOMMENDATIONS (Include any observations, recommendations or suggestions regarding prevention in the future).			
FOLLOW-UP ACTIONS TO BE TAKEN or REQUIRED			
REPORTING CEC STAFF NAME (Print)	POSITION	DATE	
and SIGNATURE			
PARTICIPANT NAME (Print) and SIGNATURE	GUARDIAN NAME (Print) and SIGNATURE	DATE	
MANAGER NAME (Print) and SIGNATURE	DATE	TIME SICNE INJURY/ILLNESS	

Total # of sheets _____

[☐] Additional notes attached