

# Incident Reporting Procedure for LDSC

## Types of Incidents

There are three main types of incidents.

1. Emergency: 911 should be called. Examples of emergencies:
  - Serious Injury
  - Fire
  - Watercraft in distress
  - Vandalism or break-in in progress
  - Physical violence
2. General incident. Not an emergency but some kind of event the club leadership should be notified of
  - Event that caused Injury or damage
  - Close call that could have resulted in damage or injury
  - Non-physical Interpersonal Incident
  - Unsafe use of the club
3. Safety concern. Anything amiss at the club that could impact users safety
  - Hazard that could cause harm
  - Faulty equipment
  - Deficiency in safety equipment (ex missing first aid kit, or low supplies)

## What Incidents to Report

All types of incidents shall be reported.

## Purpose of Reporting Incidents

1. Incident reporting is necessary to allow the LDSC to maintain a safe and healthy club environment that is free from violence and harassment. Without incident reporting, nothing is learned by other club members or employees and dangerous or intimidating situations will go unfixed, allowing a similar incident to happen again, possibly with even more significant negative consequences.
2. Incident reporting allows LDSC to notice trends and proactively identify potentially hazardous conditions, keeping club members, employees and other individuals on LDSC grounds safer.
3. Especially in situations involving club employees or sailing school participants, incident reporting may be required for legal or insurance purposes.

## Who May Report an Incident

Any club member, volunteer, contractor, employee, sailing lesson/camp participant or club member guest may report an incident.

## Location of Incidents to be Reported

Any incident that occurs on the LDSC grounds or on the Ottawa River with LDSC associated boats shall be reported.

## Procedure for Reporting Incidents

1. Complete the LDSC Incident Report Form.
2. If possible, and appropriate, take photos to further document the situation and include these with the electronic form submission.
3. If more than one individual is directly involved in the incident, complete a form for each individual.
4. Email a copy or photo of the form to [incident@ldsc.ca](mailto:incident@ldsc.ca) **by the end of the day the incident occurred**. Incidents that are failed to be reported on the date of occurrence shall be reported as soon as the omission is realized.
5. Leave a hardcopy of the completed form at the first aid station maintained by the safety officer.
6. If the matter requires immediate attention, contact the club Safety Officer using a direct means of communication in which an immediate response can be obtained (e.g. telephone, text message, etc). If the Safety Officer is unreachable, attempt to contact board members in the following order: Commodore, Vice-Commodore, Past-Commodore, other members of the board, until contact is made.

## Responsibility for Responding to Incidents

1. The safety officer takes primary responsibility for responding to physical incidents and near misses and identifying any actions that need to be taken and by whom. The board will become involved in any interpersonal incidents.
2. If the safety officer is unavailable, responsibility is passed down to board members in the following order: commodore, vice-commodore, past-commodore, any member of the board who is available.
3. When possible, the safety officer shall inform the board by email of any periods of time longer than a week when he or she will be unavailable to respond to incidents.
4. The safety officer and members of the board shall periodically review all incidents, at minimum on an annual basis, and report to the board any general trends, areas for improvement and general recommendations.
5. If allegations against a club member are made on an incident report, the member will be informed of the nature of the allegations and be given an opportunity to respond to the board.