

# Incident Reporting Procedure for LDSC

## Types of Incidents

There are three main types of incidents.

1. A physical incident. An incident that resulted in an injury, illness, equipment damage or environmental damage.
2. A near-miss. A near miss is an unplanned event that did not result in injury, illness or damage, but had the potential to do so. Only a fortunate break in the chain of events prevented an injury, damage or fatality.
3. Interpersonal incident. An incident in which the behavior of one individual threatens, or is reasonably perceived to threaten, the safety or well-being of another individual, including harassment. This includes inappropriate or offensive behaviour, discipline problems with sailing lesson/camp participants, violent or harassing behaviour by an individual, and violations of health and safety regulations that may impact other individuals.

## 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. Consult the current year's *LDSC Incident Reporting - Operational Details* document for helpful information such as where to find hard copies of forms when at the club, current contact information for relevant personnel, and other specific details.
2. Complete the LDSC Incident Report Form.
3. If possible, and appropriate, take photos to further document the situation and include these with the electronic form submission.
4. If more than one individual is directly involved in the incident, complete a form for each individual.
5. 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.
6. File hard copies of the form in the binder maintained by the Safety Officer.
7. 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.