ACHILLES ADELAIDE – INCIDENT REPORTING

Final version 2.0 – 11 October 2026

How to report an incident

If anyone is hurt or in danger, call 000 first.

Then let the session leader or the President, Justine Crawford (0439 600 546), know as soon as possible.

Report it online: complete the **Achilles Adelaide Incident Report Form** as soon as possible, ideally on the day and within 24 hours. It works on a phone or computer.

Online form link:
https://docs.google.com/forms/d/e/1FAIpQLScqqnMJSeiXHNOp8-gY5LF8C5uDNUF4JYPGarNQt7jtdXKTDA/viewform

Need help or can't use the online form? Call or message the President, or email adelaide@achillesaustralia.org.au, and we will complete the online report with you.

What to report

Please report any incident, injury, near miss or safety concern that happens at Achilles Adelaide training or an Achilles event, however minor it seems. Near misses help us prevent future incidents.

Why we use the online form

All incident reports are made through the online form so that every report is recorded in one place and can be tracked and followed up by the Board. Reports are confidential and only seen by the Board.

Serious Incident Escalation Flow (high-risk incidents)

1.	Ensure immediate safety and call emergency services (000) if required.
2.	Notify President immediately.
3.	Notify Committee within 24 hours.
4.	Submit the online incident report within 24 hours.
5.	Notify insurer if required.
6.	Review and document corrective actions.