



**CANADA**  
4-H Newfoundland  
and Labrador

## Incident and Accident Report Form

Please refer to <https://4-h-canada.i-sight.com/external-capture> whenever possible to complete an incident/accident report form, however, if not possible we have provided the following form to submit via person to your Club Coordinator or email to [info@4-hnl.ca](mailto:info@4-hnl.ca)

**Email Address:**

---

### Incident – Who and When

**Incident or accident related to: (choose all that apply)**

Adult/Volunteer

Member/Youth

Non 4-H Family Member

Staff

Guest/Spectator

Property

Other: \_\_\_\_\_

---

**Submission Date: (yyyy-mm-dd)**

\_\_\_\_\_ - \_\_\_\_ - \_\_\_\_

**Incident/Accident Date: (yyyy-mm-dd)**

\_\_\_\_\_ - \_\_\_\_ - \_\_\_\_

**Incident/Accident Time:**

\_\_\_\_\_ : \_\_\_\_\_ am/pm

## Incident – What Happened

***Incident/Accident Type: (choose all that apply)***

Allergic Reaction

COVID 19

Illness/Injury

Fatality

Misconduct

Inclusion

Brand Misuse or Damage

Security

Environmental Health and Safety

Other: (please detail) \_\_\_\_\_

---

***If COVID related, please indicate type of incident:***

Showing Symptoms

Distancing Violation(s)

PPE Violation(s)

Missing Waiver(s)

Event Violation

Positive Test

Quarantine Violation

Other: \_\_\_\_\_

---



## Incident – Event and Clubs Involved

**Name of event/program:**

---

**Type of event/program:**

- Achievement
- Community Service
- Club or Project Meeting
- Farm Tour
- Fun Club Event
- Fundraiser
- Community Event
- District/Regional Event
- Exchange
- Competition Team
- Camp
- Provincial Program (not camp)
- National Program

**Club(s) involved in incident/accident:**

---

**Describe the incident/accident in detail**

---

---

---

---

---

---

---

---

---

---

**Activities involved in the incident/accident:**

- Animals & Agriculture
- Aquatics
- Outdoor Living
- Indoors
- Winter
- Other: \_\_\_\_\_

---

## Incident – Where Did it Happen

**Location:**

4-H Property

4-H Rented Property

4-H Leader Owned Property

Other Private Property

Other \_\_\_\_\_

**Name of Property:**

\_\_\_\_\_

**Property Address**

Street Address:

\_\_\_\_\_

City:

\_\_\_\_\_

Province:

\_\_\_\_\_

Country:

\_\_\_\_\_

Postal/Zip Code:

\_\_\_\_\_

**Property Owner**

Name:

\_\_\_\_\_

Telephone #:

\_\_\_\_\_

## Incident – Immediate Actions Taken

### **Actions Taken**

If an accident or illness occurred, provide details of first aid treatment and name(s) of first aider(s); or emergency care that was required. If an incident occurred, provide details of what, if any, actions were taken to deal with incident on site.

Describe immediate actions taken:

---

---

---

---

### **Were emergency service contacted?**

Yes

No

### **Were non-emergency services visited?**

Yes

No

## Follow-up – Contacting Parents

### **Were parent(s)/guardian(s) contacted?**

Yes

No

n/a

### **Date Contacted: (yyyy-mm-dd)**

\_\_\_\_\_ - \_\_\_\_ - \_\_\_\_

### **Time Contacted:**

\_\_\_\_\_ : \_\_\_\_\_ am/pm

### **Method of contact:**

### **Did parent(s)/guardian(s) acknowledge response?**

Yes

No

**Parent/Guardian Comments:**

---

---

---

---

**Follow-up - Time Away from Program**

***Did the person miss time from the program/event or work?***

- Yes
- No
- Unknown

***Was the person involved sent home?***

- Yes
- No

***Why were they sent home/Why were they not sent home?***

---

---

---

---

---

---

**Follow-up – Reporting to Police**

***Was this reported to the police or other authority?***

- Yes
- No

If the incident/accident involved vehicles or criminal activity provide the details of the police service that was contacted (and vehicles involved if applicable). Additional information or photos can be emailed to [info@4-hnl.ca](mailto:info@4-hnl.ca)

## Follow-up – Reporting to Other Authorities

If the incident is related to a public health concern (such as COVID-19), child welfare or animal welfare, please provide details of reports made to other authorities.

---

---

---

---

---

## Parties - Add Details of Those Involved

### **Contact and Additional Information**

To complete this incident/accident report, add contact information for the parties involved.

You must provide contact information for:

- the incident/accident report (you)
- a trained leader or staff that was overseeing the event/program/club
- anyone involved or injured (i.e. A member, adult volunteer, spectator, witness, etc.)

### **Reporter**

---

### **Trained Leader or Staff**

---

### **Involved Parties**

---

---

---

---

## Upload File

Any additional supporting files (copies of police reports, photos taken of property damage or vehicles involved, witness statements) may be emailed to [info@4-hnl.ca](mailto:info@4-hnl.ca)

## Submit the Incident Report

Please submit this incident/accident report and any supporting documents to your club coordinator or [info@4-hnl.ca](mailto:info@4-hnl.ca)