



Sporting Shooters' Association of Australia

Conservation & Wildlife Management (SA) Inc.

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Incident or Bodily Injury Investigation

v02.14

C&WM incident or bodily injury investigations are conducted to determine the *cause* of the incident as well as recommend and implement corrective action. Investigations are not conducted to apportion blame or liability. Importantly, the scope and complexity of any investigation should mirror the actual or potential seriousness of the incident. Clear communication of the investigation outcomes is integral to the investigation.

Location of incident: _____ Date of incident: _____

Injured person: _____ Male / Female

Activity Coordinator: _____ Team Leader: _____

Brief description of incident: _____

Type of injury (body part affected): _____

Injured person account: _____

Witness account: _____

- 1) Basic activity being undertaken: _____
- 2) Was the activity approved by C&WM Council: Yes / No
- 3) Was activity application sighted by investigator: Yes / No
- 4) Was the activity addressed on the Risk Assessment: Yes / No
- 5) Was the Risk Assessment sighted by the investigator: Yes / No
- 6) What relevant training had the injured person received? _____
- 7) What additional instruction was provided in relation to the activity? _____
- 8) Who provided the training and what qualifications did they have to do so: _____

- 9) Was the injured person under direct supervision? Yes / No
- 10) How far from the incident was the Coordinator / Team Leader? _____
- 11) What PPE was being worn by the injured person? _____
- 12) Did the injured person have a pre-existing injury or medical condition relevant to the injury?
Yes/No, if yes please describe: _____

Review

- 13) Was this a reasonable or appropriate activity to be undertaken by the injured person? Yes / No
Explain: _____

- 14) What additional training or instruction might have prevented the incident?

- 15) Could closer supervision have prevented the incident? Yes / No
Explain: _____

Investigator's name: _____ Signature: _____
Date: _____

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Date: _____

C&WM President: _____ Signature: _____
Date: _____