

Incident and near-miss report

REVIEW DRAFT - DO NOT SIGN OR USE FOR CLIENT TESTING

Coach-only factual record; immediate care takes priority

Prioritize emergency response and medical evaluation before completing this form. This is not OSHA Form 301, a diagnosis, a release of claims or a substitute for mandatory reports. Do not record unsupported blame or unnecessary source-person medical information.

Incident ID, linked assessment ID and form version

Event date, local time/time zone and exact location

Recorder name/role and time this record was made

Event classification

- ☐ Client incident
- ☐ Worker incident
- ☐ Near miss
- ☐ Other

People involved: minimum necessary identification; restricted contact reference

Directly observed facts, symptoms and sequence with times

Information reported by others: source and wording distinguished from observation

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Actions, exposure details and notifications

Activity/stage, cessation time, equipment and relevant lot/device identifiers

If relevant: injury/exposure route, sharp type, new/used status, safety feature, PPE and disposal conditions

Do not enter a client's HIV/HBV/HCV status here or arrange unauthorized source testing. Prompt medical/source evaluation belongs with qualified clinicians under applicable consent and privacy requirements.

Immediate actions: what, by whom and at what time

EMS/clinical evaluation requested, times, handoff and known destination/outcome

Care offered or declined: factual account and advice/actions, not a liability release

Notifications actually made: recipient/role, time and reference; basis/permission as appropriate

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Preservation and follow-up

Restricted witness/contact or statement record references

Equipment/photos/other evidence preserved, custodian and secure location

Applicable reporting obligations checked by whom; reports made or action still needed

Addenda/corrections with date, author and reason; retain original record

Corrective actions, responsible owner, due date and completion evidence

Restricted storage/access, retention basis and review date

The completed report may contain sensitive information. Keep it outside public repositories and routine athlete activity uploads. Preserve factual records and obtain qualified advice about required reporting and lawful retention.