

QUEENSLAND BUSHWALKERS CLUB INC

EVENT NOMINATION FORM

[illegible]

Visitors automatically become Probationary Members by signing the above Acknowledgement of Risk and Obligations on their first walk. A Probationary Member must become an Ordinary Member on his/her 2nd walk by filling out a Membership Form and paying the Membership Fee.

Leader's Use Only

[illegible]

Report of Injury or Incident on a Walk.

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Injury = Any injury requiring medical attention. Please phone or email to a Committee Member within 24 hours if possibility of an Insurance Claim.

Incident = Any event causing concern during a walk, including "near misses". Please report any Incident as soon as possible to a QBW Committee member.

Near Miss = An incident where there was a real risk of injury or potential to cause harm even if no one was injured or no equipment was damaged.

Leader's Checklist

- ☐ Ensure all participants sign the Event Nomination Form
- ☐ Ensure have a map, compass, first aid kit, mobile phone and any other appropriate equipment.
- ☐ Check if other walkers have additional equipment, eg rope, PLB etc.
- ☐ Hold an introductory circle where everyone introduces himself or herself.
- ☐ Advise details of the walk including expected terrain, distance & possible hazards. Show route on map if available.
- ☐ Ensure everyone has adequate food and at least two litres of water.
- ☐ Ensure everyone has adequate protection from the weather, eg warm jumper, raincoat, broad brim hat etc.
- ☐ Do a head count and let everyone know the number.
- ☐ If eight or more participants appoint a "Tail End Charlie" and explain use of Tail End Charlie.
- ☐ Explain details of how to keep together and what to do if separated.
- ☐ Before leaving, every driver to check car is secured, lights off and keys securely put away.