Gym incident report form

Record what happened, the immediate response and the follow-up in one place.

Club / location _____

Date and time of incident _____

Report completed by _____

Complete as soon as practicable once everyone is safe. Record facts, not opinions or blame. Completed forms can contain health information, so store them securely and share them only with people who need them.

Person involved

Name _____

Contact phone or email _____

Date of birth (if injured) _____

☐ Member ☐ Staff member ☐ Visitor or guest ☐ Contractor ☐ Other

What happened

☐ Injury ☐ Illness or medical event ☐ Near miss

☐ Equipment failure ☐ Property damage ☐ Behaviour or security

Exact location in the club _____

Equipment involved (asset ID) _____

Describe what happened, in order. Record facts only: what was seen, heard or reported, and by whom.

Injury or symptoms, and the part of the body affected

Gym incident report form

Gym incident report - response, notification and follow-up.

Immediate response

- ☐ First aid given
- ☐ AED used
- ☐ Ambulance called
- ☐ Went home
- ☐ Continued activity
- ☐ Advised to see a doctor

First aid given by

Treatment provided

Witness name	Contact details	Statement taken? (Y/N)

Does this need to be notified?

Deaths, serious injuries or illnesses (for example, immediate admission to hospital as an in-patient) and dangerous incidents may need to be reported to your state or territory WHS regulator immediately. Preserve the site unless you need to make it safe or help someone. If unsure, escalate to the owner now.

- ☐ Not notifiable
- ☐ Regulator notified
- ☐ Unsure: escalated to owner

Notified by / date and time

Regulator reference number

Corrective action	Owner	Due	Done

Reviewed by manager / date

Closed by owner / date

Explore the related ClubPilot workflow