



# Five Winds Backcountry Ski Club

Discover the Muskoka Wilderness

## SAFETY-RELATED REPORTS AND FORMS POLICY

### PART 1 – INCIDENT REPORTS

**Why?** Incident Reports are important as learning opportunities for the individual and group leader involved, and may precipitate development of new club policies and procedures to enhance safety in future club activities.

**Within what time frame?** Within a week of the incident the form must be completed and submitted.

#### **Where are Incidents Report Forms located?**

- Five Winds website (bottom of main page under Forms and Documents)
- On ski bus from Bus Organizer

**What incidents require reporting?** Unusual occurrences that have safety implications. Examples include but are not limited to:

- An injured or ill person who is able to ski/walk and return to bus
- A lost person (separated from the group for more than 10 minutes),
- An equipment problem that delays the group for more than 15 minutes
- Ski group returning late to the bus more than 15 minutes
- Ski group breaks into multiple groups,
- Skier goes through the ice with foot and leg (full body or past hips should be an Accident Report).
- Overturned canoe on a trail clearing event
- All major medical and other major incidents. An Accident report must also be completed

Incidents are not limited to winter activities.

**Who completes the form?** The group leader must prepare first draft and consult with the individual(s) involved if required, to seek their input. The leader shall review the form and may consult further with the member(s) for clarification and refinement of details. Ski bus organizer or safety committee member will encourage note-taking as soon as on the bus.

**What is the role of leaders and group members?** The member(s) and leader must review what happened to determine the lessons learned from the incident. For example;

- Member had Gorilla tape in daypack and de-laminated ski tip was fixed quickly. *Perfect result. No safety committee action required.*
- Member did not have Gorilla tape in daypack to fix de-laminated ski tip but had a leader with Gorilla tape and ski tip was fixed quickly. *Remind member about carrying a repair kit.*
- Nobody had a repair kit and had to walk out which slowed down the whole group and we were late to the bus which delayed our departure. *Remind everyone*



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about carrying a repair kit and maybe introduce a reminder group email. “We should remind people to check what they should carry in their daypack” Have a look at the website “What Should You Have In Your Daypack - Five Winds Winter Events”

**Who are Reports given to?** To a member of the Safety Committee. If not sure who that is, ask one of the club’s executive members.

**What does the Safety Committee do with a report?** A member of the Safety Committee will review the completed form and may ask for additional information to confirm lessons learned. The Safety Committee reviews the report and may follow-up with the member/leader to completely understand the incident.

The Safety Committee will determine if there is any lesson learned at the club level. The Safety Committee’s review could result in recommendations to the executive such as:

- no action required
- specific member/leader recommendations
- group education
- policy updates
- or other activities

### **What happens to Reports? Where are they stored?**

The Safety Committee shall summarize all the year’s incident reports and make recommendations to the Five Winds Executive prior to the AGM. The Executive reviews Safety Committee AGM summary of the report and provides support for the following year’s activities (new policy creation, safety seminar topics, training, general safety reminder emails, etc.)

Reports are kept by the Safety Committee chair person. Incident reports shall be kept for 3 years.

## **PART 2 – ACCIDENT REPORTS**

### **Why?**

- (1) The Club’s insurance policy requires a Canadian Snowsports Association Incident Report be filled in and submitted to Canadian Snowsports Association, Cross Country Canada and our insurance company (Jardine Lloyd Thompson Inc.) within 24 hours after the incident.
- (2) These reports must be filled in for a major medical and /or major incident that occurs where there is any hint we as a club could be held liable for the mishap/incident/event.

**Where located?** The Bus Organizer on the bus and Club’s President. The form is part of our club insurance and can be found in the insurance policy, Appendix C (Incident Form). We are referring to this form as an accident form.



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**What incidents require the report?** A major medical problem and a major incident (i.e. falling through the ice past your hips, etc.).

**Who completes these forms?**

- (1) Trip leader in consultation with ski group and accident victim (if available) and the club's Safety Committee and club's president.
- (2) The club president reviews and submits the completed forms to the Canadian Snowsports Association, Cross Country Canada and Jardine Lloyd Thompson Inc.

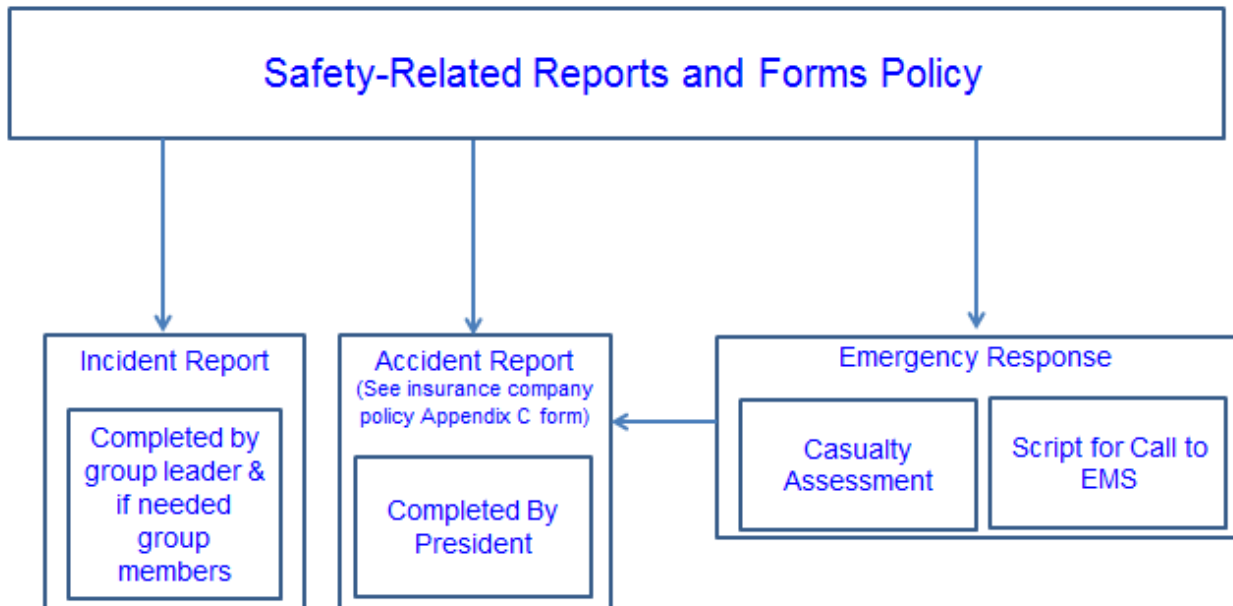
**Within what time frame?**

24 hours for insurance company Appendix C incident form.

**Who are reports given to?**

- (1) Safety Committee, for appropriate action and filing.
- (2) Club President, for appropriate action (send to insurance company) and filing.

**What Happens to Reports?** Reports are kept on file for 3 years with the club's Executive.





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## **PART 3 – EMERGENCY RESPONSE PLAN FORMS**

**Why?** To ensure best possible action and response to a serious emergency situation, by proper assessment of situation and relaying required information to an emergency response services

**Where located?** Group leaders to carry the Emergency Response Plan and its related forms, Casualty Assessment and Script for Call to EMS, in their packs, and ensure other group members know where they are. Forms will be available on the Five Winds website in the Forms and Documents section.

**What incidents require its use?** Any emergency which requires calling for assistance such as search and rescue, medical evacuation, etc.

**Who completes form?** Group leader with support from other group members according to skills and abilities during actual event.

