



AusTouch Facility Condition Summary Sheet

To be used to check the condition of facilities and equipment prior to each session.

(This sheet should be used weekly).

Facility / Equipment	Functional area	Element	Inspector and date	Details	Action required	Action taken (Yes / No)?



Incident Report Sheet

To be used by AusTouch Leaders to document any incidents which occur during their sessions.

(This sheet is to be used to report incidents, including, but not limited to, those that have caused injury).

Name and contact details of reporter	Time and date of incident	Location of incident	Incident description (cause)	Outcome description (injury, abuse, other)	Immediate action taken (e.g. ice, compression, removal from field etc)