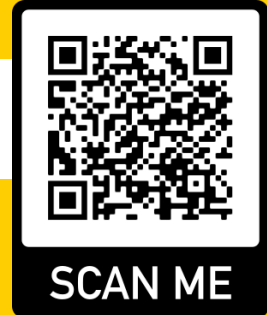


# HOW DO I REPORT AN INCIDENT OR NEAR MISS?



**1**

## ACCESS THE FORM

Scan the QR code on your device or visit [form.jotform.com/PonyClubAust/pca-incident-reporting-system](https://form.jotform.com/PonyClubAust/pca-incident-reporting-system)

**2**

## FILL IN THE FORM & SUBMIT

This form can be filled in online or in the field & submitted once re-connected. It can also be saved & finished later

**3**

## RELEVANT ORGANISATIONS NOTIFIED

Pony Club Australia & the relevant state are notified of the submission which is then reviewed

**4**

## ACTION

If regular incidents or near misses are identified in a high-risk activity or area, steps can be taken make the environment a safer place for everyone

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