



Meals on Wheels

President: Mr. Michael Hall

Secretary: Mrs. Patricia Balcombe

MEALS ON WHEELS

TAMWORTH

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Form 6 Incident and Complaints

Date : ____ / ____ / ____

Complaint	Emergency Management	Incident	Injury
Insurance	Improvement Opportunity	Hazard	Covid-19

(circle/highlight relevant)

Reported By: _____

Date of Incident: ____ / ____ / ____

Incident / Complaint Details (meals – volunteers – staff – equipment – other)

Supporting Documents: photo's statements, e-mails etc

Investigation by:

What actions taken to mitigate the risk:

Included in report to Committee ☐

Managers Signature

Completed Date : ____ / ____ / ____

More than just a meal.