



Task Title: Completing an Incident/Accident Report

OALCF Cover Sheet – Learner Copy

Learner Name: _____

Date Started: _____

Date Completed: _____

Successful Completion: Yes No

Goal Path: Employment Apprenticeship

Secondary School Post Secondary Independence

Task Description:

The learner receives written information and verbal accounts of an accident to complete an Accident Report. Learner can choose from three accident scenarios: Industrial skills, Food Service and Daycare.

Main Competency/Task Group/Level Indicator:

- Find and Use Information/Read continuous text/A1.3
- Communicate Ideas and Information/Write continuous text/B2.2
- Communicate Ideas and Information/Complete and create documents/B3.3a

Materials Required:

- Pen/pencil and paper and/or digital device

Learner Information

Accidents sometimes occur in the workplace. Learning how to properly report these incidents is critical to maintaining a safe workplace.

There are 3 different situations and accident forms. Choose the one that best suits your goal:

Scenario 1: Shipping and Receiving

Scenario 2: Food Service

Scenario 3: Daycare Centre

* Note: Some workplaces use the term **incident** and **accident** interchangeably.

Work Sheet

Scenario 1: Shipping and Receiving Accident

Task 1: Read the situation below. Your instructor will read additional details to you. You can take notes.

Based on what you read and hear, complete the Incident Report form. Complete the form with today's date and time. Write a description of the incident using complete sentences.

Situation: Imagine that you work in a warehouse in a factory. Your employee number is 256. On January 3rd there was a fire at the factory which began in the north corner of the large room that contains inventory. No one was hurt in the fire, but the factory was closed for repairs for three weeks. You have to fill out a report for the insurance agency. The agency is trying to find out what caused the fire and wants to know what you saw. Before you left your area you saw:

Scenario 2: Food Service Accident

Task 1: Read the situation below. Your instructor will read additional details to you. You can take notes.

Based on what you read and hear, complete the Accident Report form. Complete the form with today's date and time. Write a description of the incident using complete sentences.

Situation: You have been working as a cook's helper for the last six months. One day while walking past the stove, your colleague, Jarvis, trips on a box left on the floor.

Accident Report

Name of Employee: _____

Occupation: _____

Date

Time of Accident

Location of Accident: _____

Injury (if any) _____

Name(s) of witnesses _____

Description of the task including equipment and working conditions:

Description of what happened to cause the accident:

Name of person(s) completing the report: _____

Signature of Supervisor

Date

Recommendations for corrective actions:

Scenario 3: Daycare Centre

Task 1: Read the situation below. Your instructor will read additional details to you. You can take notes.

Based on what you read and hear, complete the Incident Report form. Complete the form with today's date and time. Write a description of the incident using complete sentences.

Situation: Sarah was working at a daycare centre as an Early Childhood Assistant. She was observing a co-worker cutting apples, celery and carrots for a morning snack.

Task Title: CompletingAnAccidentReport_EA_A1.3 _B2.2_B3.3a

Incident Report			
Daycare Facility:		Phone:	
Address:			
Client Name:		Age:	Sex: M F
Client Address:			
Date of Incident:	Time:	Time Reported:	Reported by whom (name and/or facility)
Caregiver/ Employee Present? Yes No	Caregiver/employee name: Title:		
Client or employee injured? Yes No	Severity of Injury? Minor Major Death Unknown		
Was treatment required? Yes No	Where treated? Home ER MD Office Admitted to Hospital		
Was a physician notified? Yes No	Physician name:	Date notified:	
Physician's findings related to incident:			
Describe the incident (write on back of form if you need more room):			
Follow-up actions taken (with supervisor or other employees):			