

OALCF Task Cover Sheet

Task Title: Completing an Accident Report

Learner Name:	
Date Started:	Date Completed:
Successful Completion: Yes ___ No ___	
Goal Path: Employment <input checked="" type="checkbox"/> Apprenticeship <input checked="" type="checkbox"/> Secondary School ___ Post Secondary ___ Independence ___	
Task Description: The learner will be given some written information on the accident and then some more details verbally from the instructor in order to complete the report. There are three different areas of employment to choose from: Industrial skills, Food Service and Daycare.	
Competency: A: Find and Use Information B: Communicate Ideas and Information C: Understand and Use Numbers	Task Group(s): A1: Read continuous text A2: Interpret documents B1: Interact with others B2: Write continuous text B3: Complete and create documents C2: Manage time
Level Indicators: A1.3: Read longer texts to connect, evaluate and integrate ideas and information A2.3: Interpret somewhat complex documents to connect, evaluate and integrate information B1.1: Participate in brief interactions to exchange information with one other person B2.2: Write texts to explain and describe information and ideas B3.3a: Decide what, where and how to enter information in somewhat complex documents C2.1: Measure time and make simple calculations	
Performance Descriptors: see the chart on the last page	
Materials Required: <ul style="list-style-type: none">• Instructors Scripts; Tasks; incident reports• Pencil/pen• Skill-building activities: note-taking	



Task Title: Completing an Accident Report

Instructions:

Instructor Preparation:

1. Learner chooses the appropriate incident report to complete
 - Industrial skills
 - Food service
 - Daycare

2. The instructor reads parts of the scenario for the chosen accident while the learner takes notes. The learner completes as much of the sample incident report form as they can, based on what they read and hear. Use today's date and time.



Task Title: Completing an Accident Report

Learner Information and instructions:

After reading about a workplace accident, and listening to the extra details that your instructor gives you, you will complete an accident report.

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

Part 1: Shipping and Receiving

Part 2: Daycare

Part 3: Food Service

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

2. Complete as much of the sample incident report form as you can, based on what you read and hear. Complete the form with today's date and time.

Accident Report

Name: _____ **Date:** _____

Part 1

Shipping and Receiving

An **incident** usually involves an unexpected accident that may or may not have caused an injury or damage.

For this task:

- Read the situation below
 - Your instructor will read additional details to you. You can take notes.
1. Based on what you read and hear complete the sample incident report form. Complete the form with today's date and time.
 2. Fill out the form on the next page using the following information. You can add other details if you wish.

Imagine that you work in a warehouse in a factory. Your employee # 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:

Your instructor will now read additional details

3. Make notes from the additional details your instructor provides.
4. Write the description of the incident using complete sentences in the incident report.

Instructor's script

Industrial skills accident

Please read the additional details below and give the learner time to take notes.

Instruct the learner that these details must be included in the accident report.

"Before you left your area you saw":

- a forklift moving backwards hit a vat of wood stain
- a vat of wood stain catch on fire
- a woman run to the fire alarm and yell "Fire".
- smoke quickly fill the room with haze
- a foreman wave his arms wildly at a maintenance man
- the maintenance man hit the sprinkler pipes with a long piece of wood
- water from the sprinkler pipes begin to fall
- employees run to the exits on the east side of the building

Accident Report

Name: _____ **Date:** _____

Part 2

Daycare Centre

An **incident** usually involves an unexpected accident that may or may not have caused an injury or damage.

For this task:

- Read the situation below
- Your instructor will dictate additional details. You can take notes.

1. Based on what you read and hear complete the sample incident report form. Complete the form with today's date and time.
2. Fill out the form on the next page using the following information. You can add other details if you wish.

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.

Your instructor will now read additional details

3. Make notes from the additional details your instructor provides.
4. Write the description of the incident using complete sentences in the incident report.

INCIDENT REPORT FORM

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:
Physicians 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)

Instructor's script

Daycare Accident

Please read the additional details below and give the learner time to take notes.

Instruct the learner that these details must be included in the accident report.

The co-worker (Janice Appleton) slipped with the knife and to Sarah's surprise; she cut the end of her finger. Sarah noticed that the cut was deep and that it should probably be reported. The co-worker sat down in shock and held her finger. She looked pale and was losing a lot of blood. Sarah wrapped the finger with a towel and went to get one of the other staff. Since Sarah witnessed the incident, she thought that she should complete the incident report form. The co-worker was driven to the hospital half an hour later for stitches. Sarah later heard that Janice had three stitches on her finger. She was glad that nothing too serious happened.

Accident Report

Name: _____ Date: _____

Part 3

Food Service

An **incident** usually involves an unexpected accident that may or may not have caused an injury or damage.

For this task:

- Read the situation below
 - Your instructor will dictate additional details. You can take notes.
1. Based on what you read and hear complete the sample incident report form. Complete the form with today's date and time
 2. Fill out the form on the next page using the following information. You can add other details if you wish.

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.

Your instructor will now read additional details

3. Make notes from the additional details your instructor provides.
4. Write the description of the incident using complete sentences in the incident report.

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

Instructor's script

Food Service Accident

Please read the additional details below and give the learner time to take notes.

Instruct the learner that these details must be included in the accident report.

Unfortunately, he was carrying a full pot of hot soup. The soup splashed down the front of his apron and over his hands. He was not wearing oven mitts. Jarvis immediately removed his apron and put his hands under cold water. His right hand and wrist was very red and it was clear he was in pain. You pulled a chair over to the sink so Jarvis could sit while continuing to leave his hand and wrist in cold water. You then called the head chef. Jarvis was driven to the hospital by a co-worker and received treatment for second degree burns. You were the only one in the kitchen who saw the accident so the chef asked you to complete the incident report.

Task Title: **Completing an Accident Report**

Performance Descriptors		Needs Work	Completes task with support from practitioner	Completes task independently
A1.3	<ul style="list-style-type: none"> integrates several pieces of information from texts 			
	<ul style="list-style-type: none"> identifies the purpose and relevance of texts 			
	<ul style="list-style-type: none"> infers meaning which is not explicit in texts 			
	<ul style="list-style-type: none"> compares or contrasts information between two or more texts 			
	<ul style="list-style-type: none"> uses organizational features, such as headings, to locate information 			
A2.3	<ul style="list-style-type: none"> manages unfamiliar elements (e.g. vocabulary, context, topic) to complete tasks 			
	<ul style="list-style-type: none"> integrates several pieces of information from documents 			
	<ul style="list-style-type: none"> compares or contrasts information between two or more documents 			
	<ul style="list-style-type: none"> uses layout to locate information 			
B1.1	<ul style="list-style-type: none"> chooses appropriate language in exchanges with clearly defined purposes 			
	<ul style="list-style-type: none"> participates in short, simple exchanges 			
	<ul style="list-style-type: none"> speaks or signs clearly in a focused and organized way 			
	<ul style="list-style-type: none"> repeats or questions to confirm understanding 			
B2.2	<ul style="list-style-type: none"> writes texts to explain and describe 			
	<ul style="list-style-type: none"> conveys intended meaning on familiar topics for a limited range of purposes and audiences 			
	<ul style="list-style-type: none"> begins to sequence writing with some attention to organizing principles (e.g. time, importance) 			

	<ul style="list-style-type: none"> • connects ideas using paragraph structure 			
	<ul style="list-style-type: none"> • uses limited range of vocabulary and punctuation appropriate to the task 			
	<ul style="list-style-type: none"> • begins to select words and tone appropriate to the task 			
	<ul style="list-style-type: none"> • begins to organize writing to communicate effectively 			
B3.3a	<ul style="list-style-type: none"> • uses layout to determine where to make entries 			
	<ul style="list-style-type: none"> • makes inferences to decide what, where and how to enter information 			
C2.1	<ul style="list-style-type: none"> • understands chronological order 			
	<ul style="list-style-type: none"> • understands and uses common date formats 			

This task: was successfully completed____ needs to be tried again____

Learner Comments

Instructor (print)

Learner Signature