



Task Title: Complete An Insurance Report at Work

OALCF Cover Sheet – Practitioner Copy

Learner Name: _____

Date Started: _____

Date Completed: _____

Successful Completion: Yes No

Goal Path: Employment Apprenticeship
Secondary School Post Secondary Independence

Task Description: Use details about an incident at work to complete an insurance report.

Main Competency/Task Group/Level Indicator:

- Find and Use Information/Read continuous text/A1.2
- Communicate Ideas and Information/Write continuous text/B2.2
- Communicate Ideas and Information/Complete and create documents/B3.1a
- Understand and Use Numbers/Manage time/C2.1

Materials Required:

- Pen/pencil and paper and/or digital device

Learner Information

Employees are sometimes asked to fill in an insurance report if they witness an accident or incident at work where fire, police or ambulance needed to be called.

Scan the scenarios below.

Scenario #1

You operate a drill press in a factory called Kolman. It is located in Barrie on Oak Street at number #41. Your employee number is 256. On January 3rd around 11:15 in the morning, there was a fire at the factory which began in the north corner of the large room that contains your drill press. No one was hurt in the fire, but the factory was closed for repairs for three weeks. It is now the first day of the next month, and 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.

Scenario #2

Before you left your drill press you saw the following in no particular order:

- an employee throw a cigarette butt accidentally into the vat of wood stain
- the vat of wood stain catch on fire
- smoke quickly fill the room with haze
- a woman employee run to the fire alarm and yell "Fire"
- 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

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Work Sheet

Task 1: Fill out the top portion of the *Insurance Report* on the next page using the details provided in Scenario #1.

Answer: No written response required here.

Task completed: Yes:

Task 2: Complete the "Description of Incident or Accident" section of the *Insurance Report* using the details provided in Scenario #2.

These details need to be sorted into a logical order. You can add other details that you think are important if they are not supplied.

When writing the description of the incident, use your own words, and write it in a story form, using complete sentences.

Answer: No written response required here.

Task completed: Yes:

Insurance Report

Date of Incident: _____ Employee # _____

Name of Company _____

Address: _____
Street Unit

City Province Postal Code

Phone: _____ - _____ - _____ Location of incident _____
Area code

Description of Incident or Accident (Attach additional paper if necessary)

Reported by: _____ Signature: _____

Position: _____ Date: _____

Answers

Answers will vary. An example is as follows:

Sample of writing:

Insurance Report		
Date of Incident: <u>January 3rd</u>	Employee # <u>256</u>	
Name of Company <u>Kalman</u>		
Address: <u>41 Oak Street</u>	Unit # _____	
# <u>41</u>	Street <u>Oak</u>	Unit # _____
<u>Barrie</u>	<u>Ont</u>	<u>L4N 1B7</u>
City	Province	Postal Code
Phone: <u>705-721-0000</u>	Location of incident <u>North corner</u>	
Area code		
Description of Incident or Accident (Attach additional paper if necessary)		
<p><u>While working at my drill press I saw an employee accidentally throw a cigarette butt into the end of wood stump. It took less than five seconds to catch fire. The room quickly filled with smoke. Then I saw a woman employee run towards the fire alarm yelling "Fire". I also saw the foreman waving and yelling for the maintenance man. After the foreman got the attention of the maintenance man he pointed to the sprinkler system because there was no water coming out. The maintenance man then grabbed a long piece of wood and started hitting the pipes. After two or three hits, the water started spraying all over the place. By this time the employees were running towards the exit on the east side of the building.</u></p>		
Reported by: <u>GARY PORTER</u>	Signature: <u>Gary Porter</u>	
Position <u>Drill press operator</u>	Date <u>February 1/2001</u>	

Adapted from Patterns in Spelling

Performance Descriptors

Levels	Performance Descriptors	Needs Work	Completes task with support from practitioner	Completes task independently
A1.2	scans text to locate information			
	locates multiple pieces of information in simple texts			
	makes low-level inferences			
	makes connections between sentences and between paragraphs in a single text			
	reads more complex texts to locate a single piece of information			
B2.2	writes texts to explain and describe			
	conveys intended meaning on familiar topics for a limited range of purposes and audiences			

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	begins to sequence writing with some attention to organizing principles (e.g. time, importance)			
	connects ideas using paragraph structure			
	uses limited range of vocabulary and punctuation appropriate to the task			
	begins to select words and tone appropriate to the task			
	begins to organize writing to communicate effectively			
B3.1a	makes a direct match between what is requested and what is entered			
	makes entries using familiar vocabulary			
C2.1	recognizes values in number and word format			
	understands and uses common date formats			

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	represents dates and times using standard conventions			
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This task: Was successfully completed Needs to be tried again

Learner Comments:

Instructor (print):

Learner Signature:
