



Task Title: Completing an Incident/Accident Report

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:

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

Notes for Instructors/Facilitators:

1. Learner chooses the scenario and incident report they will complete:
 - Scenario 1: Industrial skills – Shipping and Receiving
 - Scenario 2: Food service
 - Scenario 3: Daycare
2. Learner reads the scenario of their choice.
3. The instructor reads parts of the scenario for the chosen accident while the learner takes notes.
4. The instructor reads the additional details (Instructor’s Script) for the chosen scenario.
5. The learner completes as much of the sample incident report form as they can, based on what they read and hear.

Scenario 1: Shipping and Receiving Accident – Instructor’s Script

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

Scenario 2: Food Service Accident – Instructor’s Script

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 were 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.

Scenario 3: Daycare Accident – Instructor’s Script

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.

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:

Incident Report:

Date: _____ Employee # _____

Name: _____
 Last First Middle

Date of Birth _____
 Mo. / Day/ Yr.

Address: _____
 # Street Apt. #

 City Province Postal Code

Phone: _____ - _____ - _____ Signature: _____

Description of Incident or Accident

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
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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.

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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):			

Answers

Scenario #1: Shipping and Receiving Accident

Incident Report:

Date: date task was completed Employee # 256

Name: should be learner’s name
 Last First Middle

Date of Birth / / - *should be learner’s date of birth*
 Mo. / Day/ Yr.

Address: should be learner’s information
 # Street Apt. #

 City Province Postal Code

Phone: - - Signature: learner

Description of Incident or Accident

 On January 3 I was working in the warehouse at the factory. I saw a forklift in the north corner of the room that contains inventory, back into a vat of wood stain. It tipped over then started on fire. The room got very hazy with smoke very quickly. Melody was working close and started yelling “fire”, then ran over and pulled the fire alarm. All of the employees started running towards the fire exits on the east side of the building. Will, the foreman, started waving his arms wildly to get the maintenance man’s attention. He was able to hit the sprinkler pipes with a large piece of wood. That started the water flowing out of the pipes and the kept the fire from spreading too far. The fire department arrived on the scene shortly after that.

Scenario #2 – Food Service Accident

Accident Report

Name of Employee: _____ should be learner's name _____

Occupation: _____ cook's helper _____

_____ date form completed _____ time form completed _____
Date Time of Accident

Location of Accident: _____ Kitchen, just past the stove _____

Injury (if any) _____ second degree burns to Jarvis' hands _____

Name(s) of witnesses _____ learner _____

Description of the task including equipment and working conditions:

Description of what happened to cause the accident:

On <insert a date> my colleague Jarvis, was walking past the stove towards the front counter when he tripped over a box left on the floor. Unfortunately, Jarvis was carrying a full pot of hot soup when he tripped. 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 were very red and it was clear he was in pain. I was the only other person in the kitchen at the time, so I pulled a chair over to the sink so Jarvis could sit down while continuing to leave his hand and wrist in cold water. Then I called the head chef. He arranged for Jarvis to be driven to the hospital by a co-worker. At hospital, Jarvis received treatment for second degree burns.

Name of person(s) completing the report: ___ should be learner's name ___

Signature of Supervisor

Date

Recommendations for corrective actions:

Scenario #3: Daycare Centre Accident

Incident Report			
Daycare Facility: Whatever name learner gives it		Phone:	
Address:			
Client Name:		Age:	Sex: M F
Client Address:			
Date of Incident: date learner does task	Time: time learner does task	Time Reported:	Reported by whom (name and/or facility) Sarah
Caregiver/ Employee Present? Yes No	Caregiver/employee name: Title: Janice Appleton		
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: Janice was taken to hospital where she got 3 stitches.		Date notified:
Physician's findings related to incident:			
Describe the incident (write on back of form if you need more room): I was working as an Early Childhood Assistant at ABC Daycare on <insert date>. I was observing my co-worker Janice Appleton as she cut up apples, celery and carrots for the morning snack. She slipped with the knife and cut the end of her finger. I noticed that the cut was deep and that it should probably be reported. Janice sat down in shock and held her finger. She looked pale and was losing a lot of blood. I wrapped her finger with a towel and went to get one of the other staff. Since I witnessed the incident, I thought that I should complete the incident report form. One of the other staff drove Janice to the hospital half an hour later for stitches.			
Follow-up actions taken (with supervisor or other employees):			

Performance Descriptors

Levels	Performance Descriptors	Needs Work	Completes task with support from practitioner	Completes task independently
A1.3	Integrates several pieces of information from texts			
	Identifies the purpose and relevance of texts			
	Infers meaning which is not explicit in texts			
	Compares or contrasts information between two or more texts			
	Uses organizational features, such as headings, to locate information			
B2.2	Writes texts to explain and describe			
	Begins to sequence writing with some attention to organizing principles (e.g. time, importance)			

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Levels	Performance Descriptors	Needs Work	Completes task with support from practitioner	Completes task independently
	Connects ideas using paragraph structure			
	Uses limited range of vocabulary and punctuation appropriate to the task			
	Begins to organize writing to communicate effectively			
B3.3a	Uses layout to determine where to make entries			
	Makes inferences to decide what, where and how to enter information			

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

This task: Was successfully completed Needs to be tried again

Learner Comments:

Instructor (print):

Learner (print):
