



Task Title: Complete An Incident Report

**OALCF Cover Sheet – Practitioner Copy**

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**Learner Name:** \_\_\_\_\_

**Date Started (m/d/yyyy):** \_\_\_\_\_

**Date Completed (m/d/yyyy):** \_\_\_\_\_

**Successful Completion:** Yes  No

**Goal Path:** Employment  Apprenticeship   
Secondary School  Post Secondary  Independence

**Task Description:** Completing an incident report at work.

**Competency:** A: Find and Use Information B: Communicate Ideas and Information C: Understand and Use Numbers

**Task Groups:** A1: Read continuous text B2: Write continuous text  
B3: Complete and create documents C2: Manage time

**Level Indicators:**

- A1.2: Read texts to locate and connect ideas and information
- B2.2: Write texts to explain and describe information and ideas
- B3.1a: Make straightforward entries to complete very simple documents
- C2.1: Measure time and make simple comparisons and calculations

**Performance Descriptors:** See chart on last page

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**Materials Required:**

- Incident report form
- Pen
- Paper for rough draft
- Dictionary and thesaurus

## Learner Information

Employees are sometimes asked to complete an incident report if they witness an accident or an event where fire, police or ambulance needed to be called.

## Work Sheet

**Task 1: Fill out the top portion of the “Insurance Report” using the following details:**

**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 3<sup>rd</sup> 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.**

**Task 2: Complete the “Description of Incident or Accident” section using the following details (these details need to be sorted into a logical order):**

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

- **an employee throws a cigarette butt accidentally into the vat of wood stain**
- **the vat of wood stain catches on fire**
- **smoke quickly fills the room with haze**
- **a woman employee runs to the fire alarm and yells “Fire”**
- **a foreman waves his arms wildly at a maintenance man**
- **the maintenance man hits the sprinkler pipes with a long piece of wood**
- **water from the sprinkler pipes begins to fall**
- **employees run to the exits on the east side of the building**

**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.**

**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: \_\_\_\_\_

## ANSWER KEY

Sample of writing:

Insurance Report		
Date of Incident: <u>January 3<sup>rd</sup></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>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.</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

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<b>Levels</b>	<b>Performance Descriptors</b>	<b>Needs Work</b>	<b>Completes task with support from practitioner</b>	<b>Completes task independently</b>
A1.2	<ul style="list-style-type: none"> <li>scans text to locate information</li> </ul>			
A1.2	<ul style="list-style-type: none"> <li>locates multiple pieces of information in simple texts</li> </ul>			
A1.2	<ul style="list-style-type: none"> <li>makes low-level inferences</li> </ul>			
A1.2	<ul style="list-style-type: none"> <li>makes connections between sentences and between paragraphs in a single text</li> </ul>			
A1.2	<ul style="list-style-type: none"> <li>reads more complex texts to locate a single piece of information</li> </ul>			
B2.2	<ul style="list-style-type: none"> <li>writes texts to explain and describe</li> </ul>			
B2.2	<ul style="list-style-type: none"> <li>conveys intended meaning on familiar topics for a limited range of purposes and audiences</li> </ul>			

<b>Levels</b>	<b>Performance Descriptors</b>	<b>Needs Work</b>	<b>Completes task with support from practitioner</b>	<b>Completes task independently</b>
B2.2	<ul style="list-style-type: none"> <li>begins to sequence writing with some attention to organizing principles (e.g. time, importance)</li> </ul>			
B2.2	<ul style="list-style-type: none"> <li>connects ideas using paragraph structure</li> </ul>			
B2.2	<ul style="list-style-type: none"> <li>uses limited range of vocabulary and punctuation appropriate to the task</li> </ul>			
B2.2	<ul style="list-style-type: none"> <li>begins to select words and tone appropriate to the task</li> </ul>			
B2.2	<ul style="list-style-type: none"> <li>begins to organize writing to communicate effectively</li> </ul>			
B3.1a	<ul style="list-style-type: none"> <li>makes a direct match between what is requested and what is entered</li> </ul>			
B3.1a	<ul style="list-style-type: none"> <li>makes entries using familiar vocabulary</li> </ul>			



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<b>Levels</b>	<b>Performance Descriptors</b>	<b>Needs Work</b>	<b>Completes task with support from practitioner</b>	<b>Completes task independently</b>
C2.1	<ul style="list-style-type: none"><li>• recognizes values in number and word format</li></ul>			
C2.1	<ul style="list-style-type: none"><li>• understands and uses common date formats</li></ul>			
C2.1	<ul style="list-style-type: none"><li>• represents dates and times using standard conventions</li></ul>			

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This task: Was successfully completed  Needs to be tried again

Learner Comments:

Instructor (print):

Learner Signature:

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