Important! Download and save this fillable PDF on to your computer, and then complete the task using the PDF that you saved on your computer.

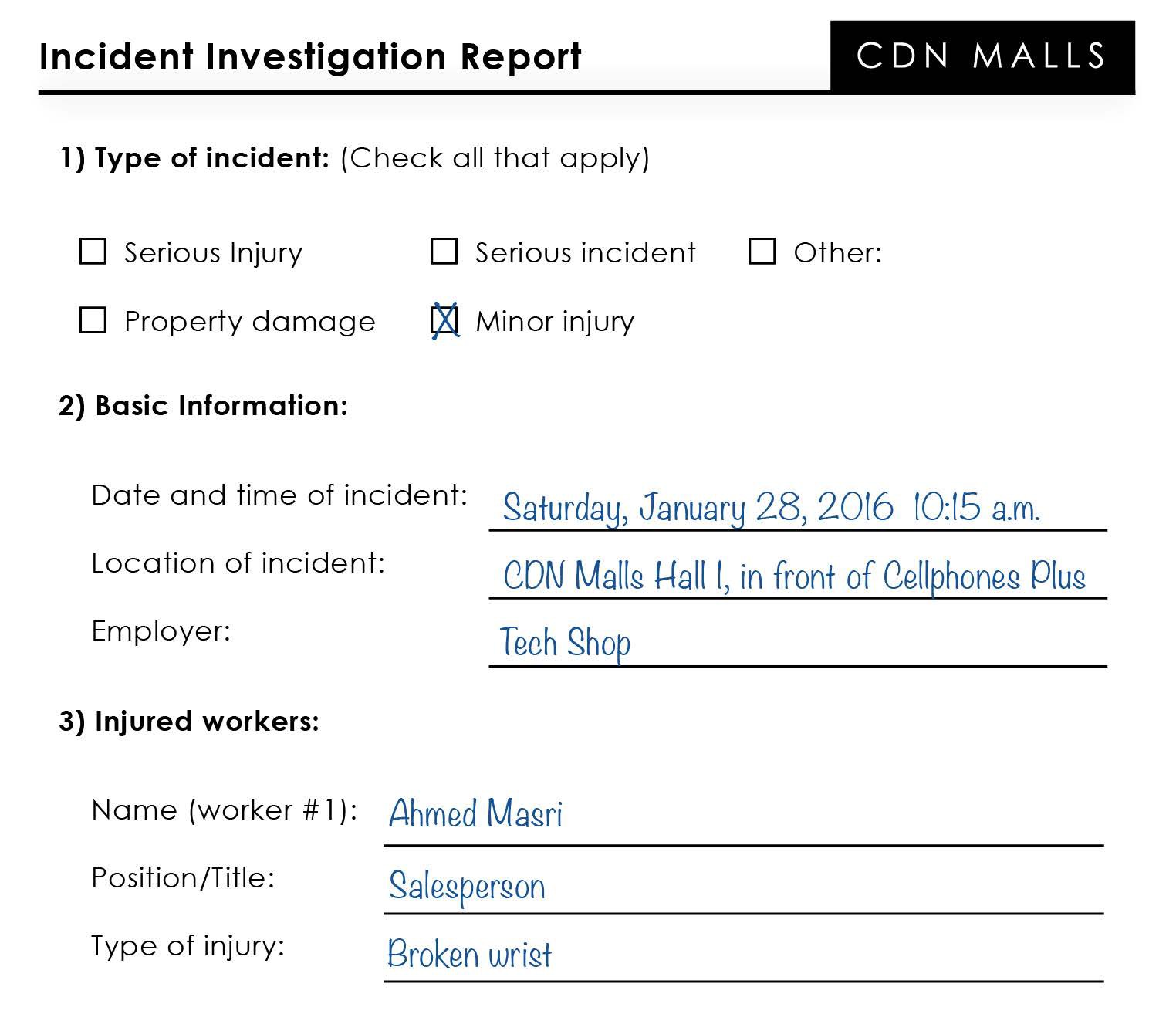
**Writing Practice**

**Writing a Description**

Look at the incident investigation report for the incident at CDN Malls below. Most of the report has been completed, but the description of the incident in Section 5 is incomplete.

Write a description of the incident for Section 5 of the form based on what Ana said. Read or listen to Ana’s statement about what happened again if you need to.

Remember to use facts from what Ana said to describe what happened. Write your description in the order that it happened and remember to use the past tense. Follow the steps that you learned from the strategy coach for writing a description of an event.



**In the Workplace**

An Intermediate Integrated Skills Textbook



Chapter 2 © Bow Valley College

D Fatal D More than two days in hospital

.l&J Medical aid

D First aid l'&J Time lost at work D Permanent disability

Name (worker #2) : *NJ* A

Position/Title: Type of injury:

D Fatal D More than two days in hospital

D Medical aid

D First aid D Time lost at work D Permanent disability

**4) Witnesses:** (If witnessess provided s tatements) Name of witness: Ana Martinez

Position/Title: gale per on

Name of employer: CellphonePlu

Contact (Tel/email): (403) 444-4444 [amart@anymail.ca](mailto:amart@anymail.ca)

Date of incident: January 28, 2016

Date of statement: January 30, 2016

In the Workplace

Chapter 2

© Bow Valley College **la C**·IM**D**.j**®**. **J**

**5) Describe what happened immediately before, during, and after the incident.**

**6) What was the cause of the incident?**

There wag a looge tile on the floor.

**7) How can we prevent a similar incident from happening in the future?**

Engure the uge of proper gafety gignage ag goon ag poggible. Monitor floor conditiong regularly.

**8) Contact information:** (Include the name and contact information for the person completing this form)

Name: gugan Granger

Tel: (403) 222-2222

Email: [ggranger@cdnmallg.ca](mailto:ggranger@cdnmallg.ca)

signature: **Susan Granger**

Adapted from Government of Alberta Jobs, Skills, Training and Labour. (2009). Used with Permission.

In the Workplace

Chapter 2

© Bow Valley College **la C**·IM**D**.j**®**. **J**