Chapter 2

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 the incident 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.

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**Incident Investigation Report**

**1) Type of incident** (Check all that apply)



|  |  |  |
| --- | --- | --- |
| D Serious injury | D Serious incident | 0 Minor injury |
| D Property damage |  | D Other |

**2) Basic Information**

Date and time of incident: Saturday, January 28, 2016 10:15 a.m. Location of incident: CDN Malls Hall1, in front of Cellphones Plus

Employer: ..:..T.:::.:ec:::..:.h.:....:S:::.!h.!.::o::.J::p:....\_\_ \_

**3) Injured workers**

Name (worker #1): Position/Title:

Type of injury:

Ahmed Masri

Salesperson

Broken wrist

|  |  |  |
| --- | --- | --- |
| D Fatal | D More than two days in hospital | 0 Medical aid |
| D First aid | 0 Time lost from work | D Permanent disability |

Name (worker #2):

N A

Position/Title: Type of injury:

|  |  |  |
| --- | --- | --- |
| o Fatal | o More than two days in hospital | o Medical aid |
| o First aid | o Time lost from work | o Permanent disability |

**4) Witnesses:** (If witnesses provided statements)

Name of witness: Ana Martinez Position/Title: Salesperson

Name of employer: Cellphones Plus

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

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

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

There was a loose tile on the floor.

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

Ensure the use of proper safety signage as soon as possible. Monitor floor conditions



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

Name: Susan Granger Tel.: (403) 222-2222 Email: [sgranger@CDNmalls.com](mailto:sgranger@CDNmalls.com)



Signature:

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