

Business Services Assignment III

Accidents Happen!

- Reading for information
- Filling in a form

Assignment Summary

In this assignment, the learner will

- read a narrative scenario
- extract information from a narrative and insert it into the appropriate place on a form.

Prior Knowledge

- **Essential Skills**
- **LBS Levels**
- Basic form filling

Teaching Planning Notes

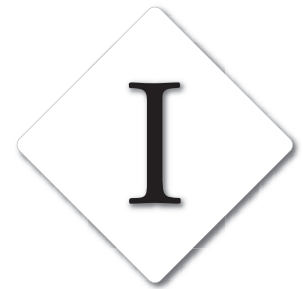
- Use *W.R.D.S.B.* “Accident Investigation Report”

With learner

- Teach form layout
- Teach vocabulary on form

Achievement Indicators

- Reads narrative
- Enters information onto form
- Distributes copies to appropriate personnel
- Identifies learning on self-achievement chart



FOCUS ON LEARNING

ESSENTIAL SKILLS

| | Complexity Levels | | | | |
|------------------------|-------------------|---|---|---|---|
| | 1 | 2 | 3 | 4 | 5 |
| <i>Reading Text</i> | ██████████ | | | | |
| <i>Document Use</i> | ██████████ | | | | |
| <i>Writing</i> | ██████████ | | | | |
| <i>Numeracy</i> | ████ | | | | |
| <i>Thinking Skills</i> | ██████████ | | | | |

LITERACY AND BASIC SKILLS

| | LBS Levels | | | | |
|--------------------------------|------------|---|---|---|---|
| | 1 | 2 | 3 | 4 | 5 |
| Communication | | | | | |
| <i>Read with Understanding</i> | ██████████ | | | | |
| <i>Write Clearly</i> | ██████████ | | | | |
| Numeracy | | | | | |
| <i>Measurement</i> | ██████████ | | | | |

Self-Management and Self-Direction

| |
|---------------------------------|
| <i>Concentration and Memory</i> |
| <i>Problem Solving</i> |
| <i>Self-Assessment</i> |
| <i>Thinking Skills</i> |

Ontario Curriculum Linkages

English, Grade 11, College Preparation (ENG3E)

Literature Studies and Reading – Overall Expectations

- LSV.01 – read and demonstrate an understanding of a variety of informational and literary texts from Canada and other countries, with an emphasis on identifying and explaining information, ideas, and issues

Understanding the Meaning of Texts – Specific Expectations

- LS1.04 – describe a variety of reading strategies and use them to understand specific texts, with an emphasis on previewing table of content, headings, illustrations, photographs, captions, and charts; forming questions about difficult sections of text; and using graphic organizers to record information

Ontario Secondary School Literacy Course, Grade 12 (OLC40)

Building Reading Skills – Overall Expectations

- BRV.01 – demonstrate the ability to read and respond to a variety of texts;
BRV.03 – demonstrate understanding of the content and meaning of informational, narrative, and graphic texts that they have read using a variety of reading strategies

Reading and Responding to Texts – Specific Expectations

- BR3.06 – use appropriate strategies to locate information in different types of texts, including: Graphic texts (e.g., use a ruler to read along lines in a table; read up from the horizontal axis and across from the vertical axis to find a point on a graph)

Using Reading Strategies to Understand Texts – Specific Expectations

During and After Reading

- BR3.06 – use appropriate strategies to locate information in different types of texts, including: Informational texts (e.g., search for key words from a question about the selection to locate specific information)
- BR3.07 – use appropriate strategies to make inferences about and interpret different types of texts, including: Informational texts (e.g., while reading, predict a writer's intentions, conclusions, or biases based on his/her presentation of the facts)

Accidents Happen

- Lee Merkle is the supervisor in a warehouse at the Waterloo Region District School Board, phone number (519) 811-3110.
One of his team members has been involved in an accident while on the jobsite. Fill in the form for Lee using the information provided by the injured worker.
- Jackie Chow is the injured person. Her Social Insurance Number is 932 651 914. Her Employee Identification Number is 23232.
- Jackie is a stock handler. While piling small boxes in Building 1, she tripped and fell over a piece of wood that had been left in the aisle by another employee. She cut her left knee.
- Antiseptic ointment was applied to the wound and a gauze pad was attached to the knee with adhesive tape. It was felt unnecessary to call a doctor as first aid seemed adequate. Her co-worker, Emily Mariano, witnessed the accident and assisted her. She returned to her work one hour after the injury took place.
- The accident happened on Oct. 3rd at 10:30 a.m. The accident was reported to Lee 1½ hours after the accident took place. Jackie's normal working day is 8:00 a.m. – 3:30 p.m.
- This employee has had no previous accidents and is a diligent and careful worker.
- What steps would you advise to be taken to prevent an accident like this from happening again? Fill in your idea as part of your answer to #6.
- Which copy of the “Accident Investigation Report” does Lee keep, and where do the other two copies go?
- Is there a time limit within which the report must be made? Highlight the time limit to the claim.





Waterloo Region
District School Board

HR-99-770

ACCIDENT INVESTIGATION REPORT

Please complete entire form. Human Resources

Supervisor/Principal: COMPLETE IMMEDIATELY AFTER EMPLOYEE ACCIDENT. Copies to be directed to each party as shown at bottom of this form *within three days of accident.* Print clearly and firmly.

| | | | | | |
|--|-------------------|------------------------------|-------------------------------|--|---|
| Name of Injured Person: | | Social Insurance Number: | | Employee Identification Number: | |
| Position: | | | Work Station & Phone Number: | | |
| Date of Accident: | Time of Accident: | Date Reported to Supervisor: | Time Reported to Supervisor: | Regular Working Hours: From To | |
| Accident Site (Building, Room): | | | | | |
| Description of Injury: | | | | | <input type="checkbox"/> Left Side <input type="checkbox"/> Right Side |
| Treatment of Injury: <input type="checkbox"/> First Aid <input type="checkbox"/> Doctor <input type="checkbox"/> Hospital | | Doctor's Name: | | Hospital Name: | |
| State Last Day & Last Hour Worked <i>to be completed only if time is lost from work:</i> | | | Expected Time Lost From Work: | | |

DESCRIPTION OF ACCIDENT *Please provide as much detail as possible.*

- 1.** What happened to cause the injury?

- 2.** Explain what the worker was doing and the effort involved.

- 3.** Identify the size, weight and type of equipment or materials involved.

- 4.** Describe injury, part of body involved and specify left or right side.

- 5.** Where did the accident occur?

- 6.** What conditions contributed to the accident and what steps have been taken to prevent recurrence?

- 7.** Give the names and addresses of witnesses or persons having knowledge of the injury.

SUPERVISOR'S/PRINCIPAL'S REPORT OF ACCIDENT

- 1.** Has the employee notified you of a similar related injury?

- 2.** Was the employee acting in a safe manner?

Supervisor/Principal
Phone Number
Date

SUPERVISOR/PRINCIPAL MUST REPORT THE EMPLOYEE'S RETURN-TO-WORK DATE. *Must be completed in writing.*

Supervisor/Principal
Phone Number
Date

WHITE COPY - Human Resources; YELLOW COPY - Health & Safety Office; PINK COPY - Supervisor/Principal

