

Filling out an Incident Report

Task: Read a description of an incident and fill in a report about it using your personal information.

On Feb. 23, 2020 Gina Robles was walking on the second floor when she slipped on water that was on the floor at 6:56 AM. She hurt her hip badly. There was not wet floor sign. She reported the accident on the same day at 8 AM.

This is her ID card:

	Gina Robles 486 Bliss Rd. Windsor ON N8H 5T7	Employee ID: 23474 226-890-1364 Date of Birth: Sept. 4, 1988
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Incident Report Form			
Date submitted:	Employee Number:		Department:
Last Name:	First Name	Phone Number	Date of Birth _ _ / _ _ / _ _ _ _ MM DD YYYY
Address:		City:	Postal Code:
Date and Time of Incident:		Report to (Manager, Supervisor):	
What happened?			