

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

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? <hr/> <hr/> <hr/> <hr/>			