

T E X A S   A D U L T   E D U C A T I O N   S T A N D A R D S  
L E S S O N   P L A N

**Before you begin**

**Title:** An Accident Report for an Injury on the Job

**Setting:** ABE/ASE

**NRS Level(s):** Level 4: High Intermediate Basic Education

**Open entry/exit:** Yes

**Context:** Workplace

**Standard(s):** Convey Ideas in Writing

**Benchmark(s):** 1.4, 2.4, 4.4

**Objective:** To communicate events and write reports in the workplace

**Materials:** Dialogue script, graphic organizer samples (attached), *What I Have Learned* worksheet

**Estimated time needed to prepare for this lesson plan:** 1.5 hours

**Estimated time needed to complete this lesson plan:** 2.5 hours

**The Lesson Plan**

**Introduce the lesson:**

Begin by asking the class: What information do you think should be included in a well written accident/injury report? What does a good accident/injury report look like?

**Teach the lesson:**

Divide the class into small groups and draw their attention to the board where the following instructions are written: (10 min). Each one in the group state what they do or have done for a living. Discuss what some goals are that people have with their employment. In a large group discussion share ideas that were discussed in the small groups. Focus on the goal many employees have which is to advance in their jobs or get the skills they need to be considered for promotion. Brainstorm on what skills or abilities an employer might be looking for in a prospective supervisor or lead person. What do most of these skills require in common? (e.g. an ability to communicate) Convey that writing reports or accounts of events that have occurred are an essential skill. Ask the group to brainstorm the following question: what purpose do reports serve for an employer? (1.4) Discuss the benefits of note taking and of having an outline or template to use before beginning writing. Discuss graphic organizers and provide examples of same: (2.4)

**Practice the lesson:**

Have the class observe a dialogue where an employee describes an accident that occurred on the job (10 min). Dialogue can be conducted by the teacher and an assistant or learner. Advise the learners they will be asked to write a report as if they were the supervisor hearing an explanation about what happened. Suggest that learners use one of the graphic organizers to help them take notes as they listen.

**Assess the lesson:**

After learners have written their reports peer feedback will be utilized. Learners will read each other's reports and provide suggestions for edits and revisions. (4.4)

Using a "What I Have Learned" worksheet, learners will be led to brainstorm what they learned about the goal they worked on during the learning cycle. From this group brainstorm learners will be asked to list on their own worksheet the particular things that they personally learned. Discuss some examples of how this learning might transfer to other contexts, and then ask learners to fill out the right-hand column of the chart. Have learners pair up to share their work, and then ask volunteers to share with the group. Give learners time to add ideas to their worksheets after this discussion.

**Apply the lesson to the real world:**

Students should be able to produce a legible and comprehensible accident report and apply to situations such as documenting a self-reported accident or documenting an accident while in a supervisory/managerial role.

**Submitted by:** Mike Fulton

# G R A P H I C   O R G A N I Z E R S

## DIALOGUE SCRIPT

Supervisor:     John, I need to get your input on what happened when you were injured on the job this past Monday. I'm glad you're feeling better. Can you tell me what happened?

Employee:       Sure, I'd be happy to. If you remember, you asked me to move those pallets that are in the back to the warehouse out to the dock to be loaded. You told me to use the new forklift and to be careful since we just got it.

S:            I remember. What happened then?

E:            I didn't have any trouble picking the pallets up but as I was pulling out onto the dock I noticed the stack was starting to shift on the forks of the lift. I immediately stopped like we've been taught in training and lowered the load back to the floor. As I got off the lift I noticed the pallets were really leaning and looked like they were about to fall over.

S:            Did anyone else notice what was going on?

E:            Not that I can remember. It was lunchtime and I guess everybody was in the break room.

S:            I see. Then what happened?

E:            Well, I tried to push the pallets back into place but the ones that were really coming off were high up. I crawled up the front of the lift to get to the pallets that needed to be straightened up. My foot slipped on the rack of the lift, it was really slippery, and I begin to fall. I grabbed onto the pallet stack to try and keep from falling. I lost my grip and fell off the rack and that's when the stack fell over on top of me.

S:            Do you remember lying on the floor?

E:            No, not really. I guess the fall kind of knocked me out. The next thing I remember is Bill and Ted are talking to me, asking me if I can hear them. My head really hurt. The paramedics came right after that and took me to the hospital. Am I in trouble?

S:            John, my job right now is to prepare a written report for the operations manager. He will review it and decide if any action needs to be taken to keep an accident like this from happening again. As I said, I'm glad you're feeling better.

Name: \_\_\_\_\_ Date: \_\_\_\_\_

**What I Have Learned**

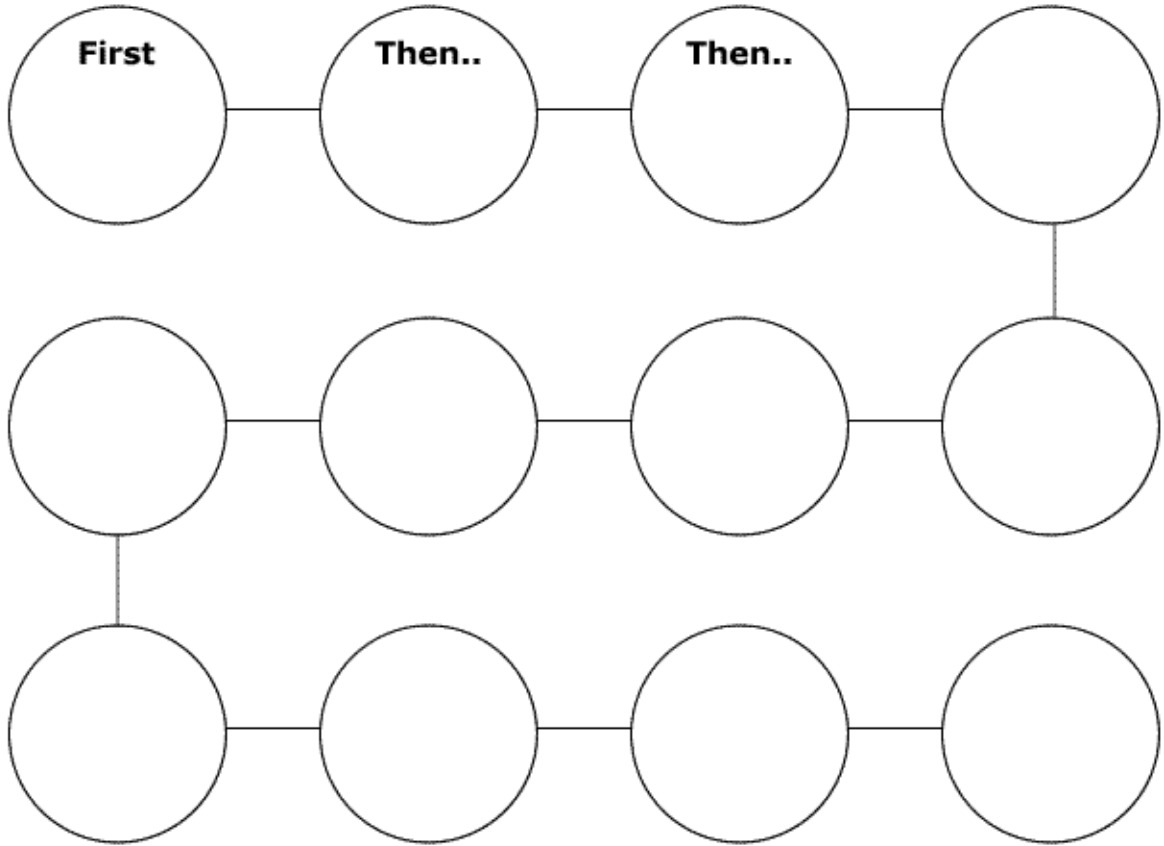
<b>What I learned about preparing an accident/injury report</b>	<b>How I will use this in other situations/places:</b>

TIME LINE

Write events for each event in time order from left to right. Add details along the line.



TIME LINE



Name: \_\_\_\_\_ Date: \_\_\_\_\_

Write your topic at the top. List steps or events in time order.

**Flow Chart**



Name: \_\_\_\_\_ Date: \_\_\_\_\_

Fill in each row with details that answer the question.

**Five W's Chart**

**What happened?**

**Who was there?**

**Why did it happen?**

**When did it happen?**

**Where did it happen?**