

Worksheet 10: An incident report

1 Do you have health and safety rules and procedures in your workplace? Discuss with your partner.

2 Match these items of safety equipment to their purpose (1–6).

hard hat safety vests safety harness gloves first aid kit goggles

- 1 to protect your head _____
- 2 to protect your hands _____
- 3 to protect your eyes _____
- 4 to prevent falls at heights _____
- 5 so other people can see you in bad light _____
- 6 a box with basic medical equipment for an injury _____

3 Do you use any of the equipment in Exercise 2 for your job or in your workplace?

4 Read an incident report. What caused the problem?

- a an electrical fault b faulty scaffolding c human error

Incident Report

From: the Site Manager

Date / time of incident: 13 December, 10.55

Details of incident

An employee who was working at our Olympic Park site fell from the scaffolding on the second level of the new stadium. Luckily it was at a time of day when there are a lot of people on the site and so other workers that were on the same floor radioed me immediately. I called an ambulance, and it arrived approximately 20 minutes after the fall. The employee's name is Raj Shaikh and he is currently recovering in the hospital where the ambulance took him. His injuries include a broken leg and serious bruising, but the doctor reports that overall he was very lucky.

Assessment

Mr Shaikh was on the second level inspecting electrical wiring which was faulty. He stepped back and fell from the scaffold. There was a guard rail with warning tape, but Mr Shaikh fell backwards over the rail. He was wearing a hard hat, but he was not wearing his safety harness and so he accepts the injury was his fault.

Action taken

I have asked all team leaders who work at our sites to remind employees whose jobs involve working on the scaffolding of health and safety procedures. I also visited Mr Shaikh in hospital and said the company sent its best wishes for a quick recovery.

5 Read the report again and answer these questions.

- 1 Where did the incident happen?
- 2 How quickly did other staff help the employee?
- 3 Who was the employee?
- 4 What are his injuries?
- 5 What was the man doing?
- 6 Was he wearing the correct safety equipment?
- 7 What do all team leaders need to tell the staff who work on the scaffolding?
- 8 Is Mr Shaikh going to recover?

6 Underline seven relative clauses in the report. What is the purpose of the clauses?

7 Add these relative clauses (a–f) to the sentences (1–5) from incident reports. Add the missing pronoun (*who, which, where, whose, when*).

- a it is always kept
 - b protects the eyes from small metal parts.
 - c had the accident with the chemicals
 - d it was dark and not many people were on site.
 - e head is not protected
- 1 The employee _____ was not wearing protective gloves.
 - 2 The incident happened at a time _____ .
 - 3 The first aid kit was in the room _____ .
 - 4 All employees need equipment _____ .
 - 5 Any person _____ cannot enter the site.

8 In which two sentences in Exercise 7 can you use *that* as the relative pronoun?

9 Think about your workplace and a possible health and safety problem. Then imagine an incident with an employee and write a report. Remember to answer the following questions:

- 1 Where and when did the incident happen?
- 2 Who is the employee? What is his/her job?
- 3 What was he/she doing? What are the injuries?
- 4 What caused the incident? Was the employee following health and safety rules?
- 5 What has happened as a result?

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|---------------------------------------|--------------------------|
| give details of an incident | <input type="checkbox"/> |
| assess the causes of an incident | <input type="checkbox"/> |
| describe the action taken as a result | <input type="checkbox"/> |