

Unit 11

1 BEFORE YOU WRITE

- A** Have you ever been in an accident at work? What information do you think you should give to your employer if you are in an accident?
- B** Read the form. Find *Work location*, and *Required medical attention*. What do these words mean?

2 WRITE

Imagine you had an accident at work. Complete the form with information about the accident.

Employee Accident Report

office of Human Resources

Employee name: _____

Employee Social Security number: _____

Address: _____

Home phone number: _____

Job Title: _____

Date of birth: _____

Date of accident: _____ Time of accident: _____

Place of accident: _____

Employee work location: _____

Employee required medical attention Yes No

Other information you would like to include: _____

Employee signature: _____ Today's date: _____

Can you... complete an employee accident report?