

Product Damage Report

Date of Accident: 09/13 Time of Accident: 2:20 a.m. Shift: midnight

Was anyone injured? Yes No

Specify what product(s) was damaged if any at all:

Two cartons containing steel tubing (product # 45-099)

What events/causes led to the accident?

Forklift ran into bottom of shelving unit containing cartons. Cartons fell from shelf as a result of the shelving unit being hit. Cartons are dented, some tubing is damaged dented.

Person reporting the accident: Linda Parker Reported to: T. Singh

Was the accident corrected immediately? Yes No
(If answer is no, explain why)

Forklift had to be used to complete loading a shipment. Cartons were left at side of aisle until we had time to move out of the way. All cartons were cleared from the aisle before start of morning shift (7 am)

Reported on: 09/14 Name: T. Singh

ACTIVITY

Product Damage Report

Document: 3.15A
Document Use, ES 2
Reading Text, ES 2

Instructions: Read the Dolmin Steel product damage report and answer the following questions.

1. What time did the accident occur?

2. Which products were damaged in the accident?

3. What equipment was involved in the accident?

4. How did the cartons fall off the shelves?

5. Who first reported the accident?

6. When were the cartons cleared off the floor?

7. Who submitted this product accident report?

8. How long after the accident was the report submitted?
