Training
Lesson Plan
How To Report Incidents

Description

Introduction to How To Report Incidents for food service employees. Topics include general information, basic steps to take following an accident, notification, and what to do.

By the end of this class participants will be able to:

1. Take appropriate actions following any accident

Duration: 15 minutes

Materials

How To Report Incidents Handout from http://www.ehs.ucr.edu/safety/diningservicessafety.html (one for each participant)

How To Report Incidents Assessment

Procedure

1. Circulate roster among all participants (1 minute)

2. Distribute copies of the “How To Report Incidents” handouts to group (1 minute)

3. Review the content from each topic on handout (8 minutes)
   a. General
   b. Basic Steps
   c. Notification
   d. What To Do

4. Assess the participant’s comprehension using the “Test” section in the How To Report Incidents Assessment. (5 minutes)