**Technical Writing II Writing an incident report**

**Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

You are working in physics lab room 456 in the engineering department at Ibri College of Technology. You saw a student measuring with a glass thermometer. The student dropped the thermometer and broke it. When he tried to pick up from the he cut his finger his finger. The Lab technician, Mr Ali Al Kalbani, asked you to report the incident.

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| **Receiver’s details:**  Mr. Ali Al Kalbani  Lab technician  Ibri College of technology, Ibri  **Description of incident:**  **Location**: Physics Lab  **Date:** March 22, 2010  **Time:** around 11:30 am  **Details of incident:**  I was doing my own work in Physics Lab in Room no: 456 on Thursday, March 22, 2010 at around 11:30 am.  I saw a student was doing his work. He was measuring the temperature with glass thermometer. The name of the Student is Tony. He is in student in chemistry department in third semester. The student was not holding the glass thermometer well. As the result, the thermometer was dropped by the student. Student broke that thermometer. When he tried to pick up the glass from the floor, mistakenly he cut his finger. The damage was not excessive. After that he was given first aid.  **Causes of the incident**   * The Student **was** careless. He did not hold the glass thermometer.   **Recommendations:**   * The Students should be addressed to be careful with the all equipment in the Physics Lab * If any accident occurs then it should be told to Lab Teacher. * Before using the Lab equipment, each student should check it before using it.   **Reported by:**  Mr. Kalam Ahmed  Lecturer  ELC  Ibri College of technology, Ibri  Contact Number : 123123123 |