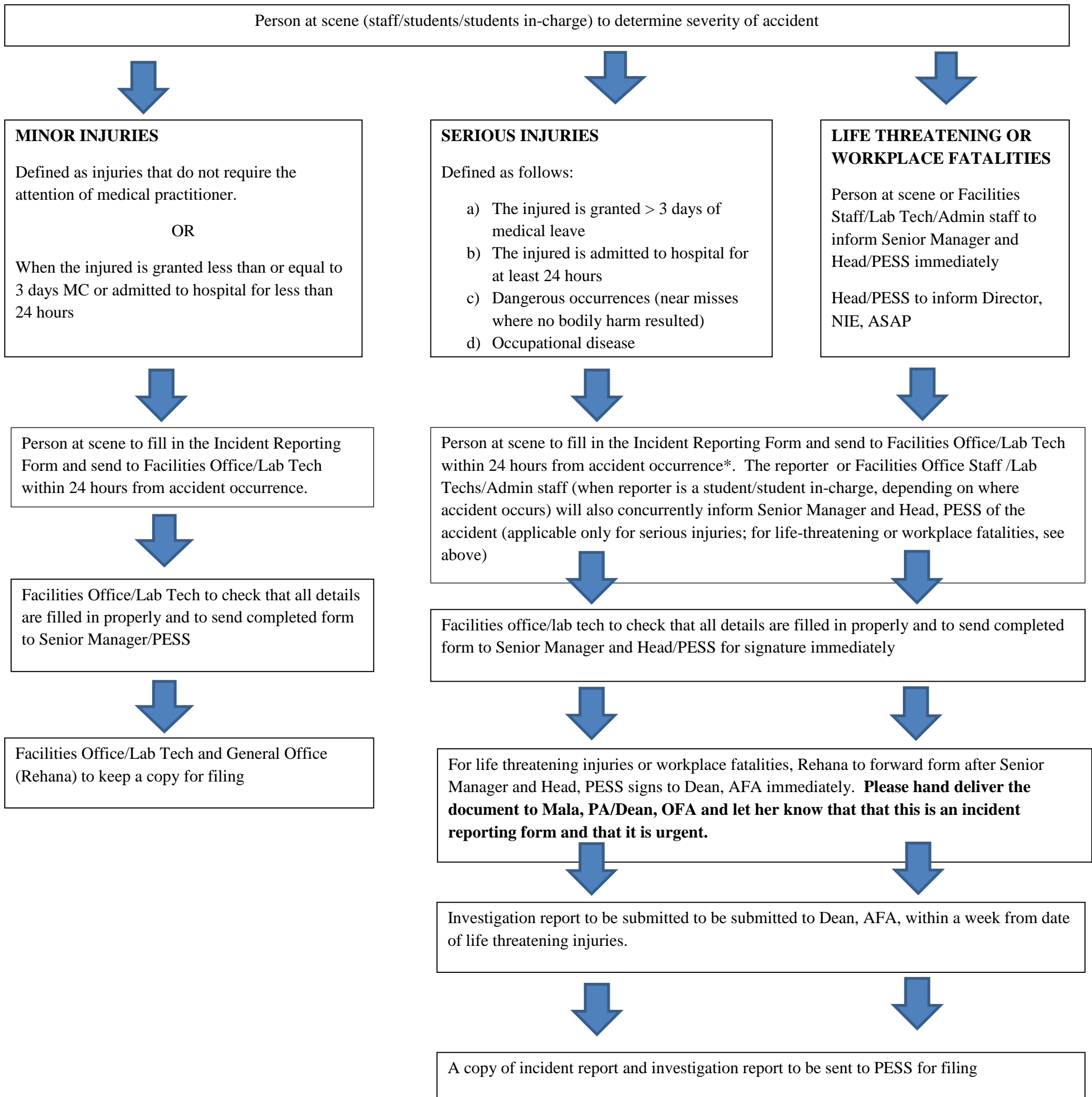


ADMINISTRATIVE PROCEDURES FOR REPORTING OF INCIDENTS IN PESS



*In the absence of Rehana, the following staff in order will replace her to adhere to the procedures of reporting:

- 1) Ashley
- 2) Erny
- 3) Julisa

Notes

- a) All incidents (accidents and near misses) are to be reported.
- b) PESS will report the accident (for life threatening injuries or workplace fatalities) to further authorities such as NIE Safety Committee, Director/NIE, NTU OHS and MOM (if necessary).
- c) A detailed investigation report may have to be submitted a week after the incident report where an injury requiring medical attention, or a dangerous occurrence, has happened. Please refer to the operation chart for investigation reporting.
- d) Incidents of the following nature must be reported to MOM under the WSH Act:
 - The injured is granted > 3 days of medical leave
 - The injured is admitted to hospital for at least 24 hours
 - Any work related fatality
 - Dangerous occurrences (near misses where no bodily harm resulted)
 - Occupational disease
- e) Please refer to the attached Annexes:
 - Annex A : Incident Reporting SOP for PESS
 - Annex B : Incident Reporting Form for PESS
 - Annex C : Detailed Investigation Report For PESS
 - Annex D : Investigation Report Operation Chart for PESS
 - Annex E : NTU Standard Operating Procedure on Workplace Incident Reporting and Investigation