

INCIDENT REPORTING SOP FOR PESS

- 1 This SOP is to ensure that all staff know the protocol for reporting workplace accidents and carry out appropriate investigations to reduce any potential workplace risks.
- 2 Incident is to be reported and investigated by using the procedure stated below:-

When an Accident occurs...		
Scenario	What to Do	Further Actions
Minor injury which does not require the attention of medical practitioner.	<ul style="list-style-type: none"> • Informs PESS first aiders who will render first aid assistance (if necessary) 	<ul style="list-style-type: none"> • Person at scene to submit Incident Reporting Form to Senior Manager within 24 hours • Copy of incident reporting form to be submitted to Rehana for filing.
Serious injury which requires the attention of medical practitioner during office hours or cases which requires the call for ambulance	<ul style="list-style-type: none"> • Whoever is at the workplace notifies NIE Security for assistance and to call ambulance if necessary or send the injured to any clinics or hospitals if necessary. • Concurrently informs PESS first aiders who will render first aid assistance (if necessary) • Informs Safety Officer (Senior Manager and Head, PESS) ASAP 	<ul style="list-style-type: none"> • Person at scene to submit Incident Reporting Form to Senior Manager and Head/PESS within 24 hours. • Copy of incident reporting form to be submitted to Rehana for filing.
Serious injury which requires the attention of medical practitioner after office hours or cases which requires the call for ambulance	<ul style="list-style-type: none"> • Whoever is at the workplace notifies NIE Security for assistance and to call ambulance or send the injured to any clinics or hospitals. Informs Safety Officer (Senior Manager and Head, PESS) ASAP 	<ul style="list-style-type: none"> • Person at scene to submit Incident Reporting Form to Senior Manager and Head/PESS by next working day. • Copy of incident reporting form to be submitted to Rehana for filing.

When an Accident occurs...		
Scenario	What to Do	Further Actions
Injured is unconscious during office hours	<ul style="list-style-type: none"> Whoever is at the workplace notifies NIE Security for assistance and to call ambulance. Concurrently informs PESS first aiders who will render first aid assistance (if necessary) Informs Senior Manager and Head/PESS immediately 	<ul style="list-style-type: none"> Head/PESS to inform Director, NIE, immediately Person at scene to submit Incident Reporting Form to Senior Manager and Head/PESS within 24 hours Copy of incident reporting form to be submitted to Rehana for filing and she will report to further authorities.
Injured is unconscious after office hours	<ul style="list-style-type: none"> Whoever is at the workplace notifies NIE Security immediately for assistance and to call for ambulance Informs Senior Manager and Head/PESS immediately 	<ul style="list-style-type: none"> Head/PESS to inform Director, NIE, ASAP Person at scene to submit Incident Reporting Form to Senior Manager and Head/PESS by next working day. Copy of incident reporting form to be submitted to Rehana for filing and she will report to further authorities.

NIE Security – 6790 3999

IMPORTANT NOTE

The following accidents will require submission of the incident reporting form to OFA. An **Investigation Report also needs to be submitted within a week** from submission of the incident report. MOM requires these accidents to be reported to them 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

Please refer to Investigation Report Operation Chart on details of who to fill up the investigation report.

(Updated Oct 2018)