

INVESTIGATION REPORT OPERATION CHART FOR PESS

STEP 1 : WHO TO FILL IN INVESTIGATION REPORT

Incidents involving:

- a) NIE Sports Facilities
In-charge – Supervisor of sports facilities office (Chew Ann Soon) to head investigation team and fill up investigation report assisted by staff/students at scene within one week from date of incident
- b) Cardio Room/Weights Room
In-charge – Yew Cheo to head investigation team and fill up investigation report assisted by staff/students at scene within one week from date of incident
- c) PESS Laboratories
In-charge – Lab Technicians (Sebastian, Judy and Farihin) to head investigation team and fill up investigation report assisted by staff/students at scene within one week from date of incident
- d) MERL Lab in-charge – Adrian Kee



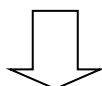
STEP 2 : WHO TO SUBMIT INVESTIGATION REPORT TO

Investigation Report to be submitted to respective supervisors:

Incidents involving Sports Facilities – Samantha Tang

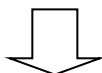
Incidents involving Cardio Room/Weights Room/MERL Lab – Samantha Tang

Incidents involving PESS Laboratories – Samantha Tang



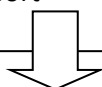
STEP 3 : ENDORSEMENT OF INVESTIGATION REPORT

Respective supervisors to send report to Senior Manager and Head PESS. All investigation reports to be seen and endorsed by Senior Manager and Head PESS (only for serious cases requiring the call for ambulance)



STEP 4 : SUBMISSION OF INVESTIGATION REPORT TO FURTHER AUTHORITIES (FOR LIFE THREATENING INJURIES OR WORKPLACE FATALITIES)

Rehana (or Ashley, Erny and Julisa in her absence) to submit Investigation Report by Hand to Mala, PA/Dean, AFA immediately upon receiving report



STEP 5 : FOLLOW UP ACTION

Ensure proper follow-up actions are implemented and completed. Completion of follow-up actions to be seen and endorsed by Senior Manager and Head PESS

IMPORTANT NOTES:

- 1 The following accidents will require an **Investigation Report 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

- 2 Incident Report which precedes Investigation Report to be filled by staff/students at scene of incident.