

# Workplace Incident Investigation and Reporting

## NTU/OHS/SOP/05.7

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Access Category: General

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### 1. Purpose and Scope

1.1 This document outlines procedure for the reporting of work-related incidents, and to provide guidance on their investigation. To investigate the immediate and underlying causes of the incident and ensuring remedial action is taken to prevent recurrence.

1.2 The procedure applies to:

- All incidents in NTU workplaces and is applicable to all faculty, staff, students, contractors and visitors to NTU
- All NTU employees working in a non-NTU registered workplace;
- All faculty and staff who are on official work duties, local and/or overseas;
- All students performing laboratory and fieldwork activities for research purposes, including Final Year Project students.

1.3 However, this SOP excludes injuries sustained from or due to:

- a) workplace violence (unless the injury is sustained when stopping the incident as part of work);
- b) deliberate acts of misdeeds, including suicide attempt and self-inflicted injuries;
- c) commuting between place of residence and workplace and vice versa; and/or
- d) non work-related vehicular accidents on NTU campuses and overseas locations.
- e) student activities arising from transition-orientation programs, overseas exposure programs, etc

### 2. Definitions

2.1 **Incident** - occurrence arising out of, or in the course of, work that could or does result in injury and ill health. It can also be a dangerous occurrence or an occupational disease.

2.2 **Accident** - An incident where injury and ill health occurs.

2.3 **Near-Miss** - an incident where no injury and ill health occurs, but has the potential to do so.

- 2.4 **Dangerous Occurrence** - occurrences specified in First Schedule of Workplace Safety and Health Act which requires immediate notification to Ministry of Manpower (refer to Appendix 1).
- 2.5 **Occupational Disease (OD)** - means any disease specified in the Second Schedule and any other disease that is directly attributable to any exposure to any chemical or biological agent arising out of and in the course of any employment. List of Occupational Diseases reportable to MO.M. are listed in Appendix 2.
- 2.6 **First-aid** - treatment given to an ill or injured person before regular medical aid can be obtained.
- 2.7 **Work-related accident** - a work-related accident is any unintended event that occurs in the course of work that leads to an injury or condition.
- 2.8 **iReport** - online incident notification system for reporting of incident to M.O.M.
- 2.9 **Workplace** - a workplace is any place where a person carries out work or is to work. This includes a laboratory or field work where research is performed or any incidental activities in support of the research work.
- 2.10 **Responsible Person (RP)** -NTU staff who is the reporting officer of the NTU staff and student employed or studying in NTU. Principal Investigator and Reporting Officer are examples of RP.
- 2.11 **Person-In-Charge (PIC)** -is a NTU staff, in charge of / managing contractor(s), tenant(s) or on-site collaborator(s) working in NTU workplace.
- 2.12 **C/PAR form** -corrective and preventive action report to address deficiencies or deviations (Refer to SOP on Operating Procedure on Corrective and Preventive Action Report)
- 2.13 **Corrective Action** -refer to action(s) to eliminate the cause(s) of a nonconformity or an incident and to prevent recurrence.
- 2.14 **Preventive Action** -refer to action(s) taken to reduce or eliminate the probability of specific unintended events from happening in the future.
- 2.15 **IIRF** -NTU online Incident Investigation & Reporting Form
- 2.16 **MOM** -Ministry of Manpower
- 2.17 **NTU Workplaces** -Entities bearing NTU's Unique Entity Number (UEN)
- 2.18 **OHSE** -Office of Health, Safety and Emergency
- 2.19 **Safety Representative** -appointed safety focal person for schools/departments whose role is to promote workplace health and safety matters, aligning to NTU's requirement.

### **3. Incident Reporting and Investigation Procedure**

- 3.1 Upon the occurrence of a workplace incident or work related incident, both local and overseas, the informant shall notify OHSE via online incident investigation reporting system <http://www.ntu.edu.sg/ohs/Pages/default.aspx> (IIRF) within 24 hours.
- 3.2 On receiving notification of the incident, the responsible person, school's safety officer/safety representatives and relevant personnel shall conduct investigation to establish the cause of the incident. The injured person(s) and eye witnesses (if any) shall be interviewed to gather information/facts about the incident.
- 3.3 Incident investigation report shall be submitted to OHSE within 7 calendar days from date of the incident.
- 3.4 For workplace incident reportable to MOM, OHSE shall notify MOM through online incident reporting system ([iReport](#)) within 10 calendar days from date of the incident.
- 3.5 For incident (involving NTU employee) that occurred in non-NTU workplaces, NTU shall investigate the incidents with occupier of the workplace.
- 3.6 NTU or their nominated representatives shall investigate all workplace incidents that happened in areas under the control of NTU such as buildings in Biopolis, Novena, One-North or CleanTech Park.
- 3.7 For incidents involving contractors managed by NTU, the PIC shall:
- i. submit notification of the incident through IIRF system;
  - ii. ensure the contractor conduct and submit an investigation report to NTU/OHSE within 7 days from date of incident;
  - iii. verify documents submitted by the contractor during investigation;
  - iv. ensure contractor implement corrective and preventive action(s) recommended in the incident investigation report; and
  - v. maintain records of all documents related to the incident.
- 3.8 The PIC shall re-evaluate the contractor's safety performance for every reportable incident case recorded.
- 3.9 For incident in tenant's premises involving the public (which include staff and students of NTU) shall be handled by the tenant. Refer to SOP on Tenant Management.
- 3.10 The PIC shall ensure incident involving on-site collaborator(s) are reported to NTU PIC. The PIC shall report to OHSE via on-line IIRF upon receiving the incident notification.
- 3.11 For reportable workplace incident, the PIC shall ensure contractor/on-site collaborator report the incident to MOM within the stipulated timeline (within 10 days) and furnish copy of the iReport to OHSE.
- 3.12 All workplace incident investigation must be documented and records must be kept at both school and department level for a minimum period of 6 years.
- 3.13 For serious workplace incident which warrants immediate attention, the informant shall contact NTU Emergency Hotline 6790-5200 to report. Cordon off the affected area when safe to do so and do not tamper with the incident scene (unless for rescue work or work necessary for the general safety for life and property). Conduct incident investigation.

3.14 The types of reportable workplace incidents, timeline to report and who should report is summarised in table below:

What to report	When to report	Who should report
<p>Employee was injured in a work accident or contracted a disease due to work exposure to biological or chemical agent, resulting in one of the following:</p> <ul style="list-style-type: none"> <li>hospitalisation for at least 24 hours.</li> <li>MC for more than 3 days (whether consecutive or not).</li> </ul>	<p><b><u>Submit an incident report</u></b> (iReport) within one of the following:</p> <ul style="list-style-type: none"> <li>within 10 days of the accident.</li> <li>within 10 days from the 4th day of medical leave.</li> </ul> <p>If the employee subsequently dies from the injury or disease, you must <b><u>notify the Commissioner</u></b> immediately.</p>	<p>Employer</p> <p><b>If the injured is a NTU employee, NTU should report</b></p>
<p>An employee dies during work or at a workplace as a result of work.</p>	<p><b><u>Notify the Commissioner</u></b> as soon as reasonably practicable and submit an incident report within 10 days.</p>	<p>Employer</p> <p><b>If the deceased is a NTU employee, NTU should report</b></p>
<p>Self-employed person or member of public dies at a workplace as a result of works done.</p>	<p><b><u>Notify the Commissioner</u></b> as soon as reasonably practicable and submit an incident report within 10 days.</p>	<p>Workplace occupier</p> <p><b>NTU should report if it happens in NTU workplace.</b></p>
<p>Self-employed person or member of public is injured as a result of works done at a workplace and is sent to hospital for treatment.</p>	<p><b><u>Notify the Commissioner</u></b> as soon as reasonably practicable.</p>	<p>Workplace occupier</p> <p><b>NTU should report if it happens in NTU workplace</b></p>

### Dangerous Occurrence

What to report	When to report	Who should report
<p><b><u>Dangerous Occurrences</u></b></p> <p>(refer to Appendix 1)</p>	<p><b><u>Notify the Commissioner</u></b> as soon as reasonably practicable and submit an incident report within 10 days of the occurrence.</p>	<p>Workplace occupier</p> <p><b>NTU should report if it happens in NTU workplace</b></p>

### Occupational Disease

What to report	When to report	Who should report
<ul style="list-style-type: none"> <li>Employee contracts an <b><u>Occupational Disease under WSHA</u></b></li> </ul> <p>(refer to Appendix 3)</p>	<p><b><u>Submit an incident report</u></b> within 10 days of receiving the diagnosis.</p>	<p>Employer</p> <p><b>NTU -If NTU is the employer</b></p>
<ul style="list-style-type: none"> <li>Employee contracts an <b><u>Occupational Disease under WSHA.</u></b></li> </ul>	<p><b><u>Submit an incident report</u></b> within 10 days of</p>	<p>Doctor</p>

	diagnosing the Occupational Disease.	
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- 3.15 For chemical fire / release of hazardous material beyond the laboratory confines that may endanger the public or any other person(s), notify SCDF and Pollution Control Dept, NEA.

#### **4. Investigation Report**

- 4.1 All incidents are to be investigated to determine the root cause(s) with corrective and preventive actions identified (see Appendix 4).
- 4.2 The risks assessment(s) and any safe work procedure (SWP) shall be reviewed to incorporate these new control measures.
- 4.3 For reportable incidents (see para 3.14 above) a detailed report including all relevant documents and interviews shall be produced and given to OHSE in the event that authorities conducts any investigation.

#### **5. Roles and Responsibilities**

- 5.1 The School Chair and Head of Department (HOD):
- a) Shall be responsible for the Safety and Health matters in the school/department;
  - b) Shall ensure that the incident reporting and investigation procedure is implemented in the school/department. This includes contractor, tenant or on-site collaborators managed by the School/Department;
  - c) May direct the School/Department Safety Committee or members to conduct the investigation on his behalf if the incident/accident occurs in a common area;
- 5.2 School/Department/School Safety Officer and Workplace Safety Representative:
- a) Be notified of any incidents that happen to NTU's employees and students
  - b) Provide support, facilitate and guide the investigating team in their investigation and may assist in documentation, where necessary
- 5.3 OHSE will lodge an iReport to MOM as required in WSH (Incident Reporting) Regulations within the timeframe when it meets the following criteria:
- a) As soon as reasonably practicable if employee dies during work or at a workplace as a result of work;
  - b) Within 10 days of the work-related injuries, occupational disease and dangerous occurrence;
  - c) Within 10 days from the 4<sup>th</sup> day of the medical leave;
  - d) Notify The Commissioner immediately if employee succumbed to the injuries or disease or when a dangerous occurrence occurred;

- e) Keep the iReport and investigation reports for at least 6 years.

5.4 The Safety Committee shall:

- a) To oversee the development and implementation of OSHMS for the School/ Department with aligning to the University requirements
- b) Initiate and be involved in the incident investigation as soon as possible;
- c) Ensure that corrective and preventive actions are established and tracked to closure;
- d) Keeps the investigation report for at least 6 years

5.5 The Responsible Person shall:

- a) Be notified and involved in the investigation of any accidents, incidents and near misses in his/her area as soon as reasonably practicable;
- b) Implement corrective and/or preventive actions;
- c) Ensure an IIRF is submitted within the stipulated time line;
- d) Re-conduct and review risk assessment(s) and related safe work procedures;
- e) Update the school/department management and OHSE if his/her injured staff has any extended medical leave resulting from the accident

5.6 PIC shall ensure that he/she:

- a) Is notified of any incident where contractor, tenant or on-site collaborator are at work;
- b) Notify Safety Officer or Safety Representative of any incident and submit IIRF;
- c) Instruct the contractor, tenant or on-site collaborator to conduct an investigation and review the corrective and preventive actions;
- d) Oversee the whole investigation and submit the investigation report within 7 calendar days to OHSE;
- e) Issue C/PAR to the contractor, tenant or on-site collaborator if he has deviated safety practices (Refer to SOP on Corrective and Preventive Action Report for the C/PAR form)

5.7 Faculty, Staff and Students who are injured in a work related incidents shall:

- a) Inform Responsible Person as soon as possible;
- b) Submit the online IIRF within 24 hours upon occurrence of any incident;
- c) Participate in the investigation and provide relevant documents not limited to medical certificates;
- d) Update the Responsible Person if there are additional extended medical leave resulting from the accident;

5.8 Contractor's Manager/Supervisor shall:

- a) Inform NTU PIC immediately upon the occurrence of an incident
- b) Ensure that a copy of the iReport is provided to Safety Officer or School Representative for incident that requires reporting to MOM;
- c) Provide useful and factual documents. The documents may include the contractor's incident report to MOM, permit-to-work, training certificates, etc.

## 6 Consulted Parties

The following have been consulted in the drafting of this document:

Name	Designation	College/School/Department
OHSE Safety team	Safety Officers	Office of Health, Safety and Emergency
SHARP Cat 1 & Cat 2 safety committee members	Safety officers, safety representatives and safety members	NTU community

## 7 Related Legislation, Policies, Procedures and Guidelines

Type	Document Title
Legislation	Workplace Safety and Health (WSH) Act
Legislation	WSH (Incident Reporting) Regulations
Legislation	Workplace Injury Compensation Act
Procedure	SOP on Workplace Safety Ownership
Procedure	SOP on Terms of References for Workplace Health and Safety Committee, Workplace Safety Officers and Workplace Safety Representatives in Schools/Departments of NTU/NIE
Procedure	SOP on Contractor Management
Procedure	SOP on Control of Records

## 8 Responsible Parties and Contacts

Procedure Owner: Chief Health, Safety and Emergency Officer

Responsible Office: Office of Health, Safety and Emergency

For clarification on this procedure, please contact:

Name	Designation	Email	Telephone
Alvin Seah	Senior Assistant Manager	ckseah@ntu.edu.sg	69047395

## 9 Revision History

Version	Approved By	Approval Date	Effective Date	Sections Modified	Details of Change
0	Dr Lee Kien Wah	12 Aug 2009	12 Aug 2009	N.A	Initial Release
1	Dr Lee Kien Wah	24 Mar 2010	24 Mar 2010	N.A	Change of Documentation format
				Appendix II	Revision of IIRF form format
1a	Dr Lee Kien Wah	2 Jul 2010	2 Jul 2010	5	Inclusion of OHS emergency reporting number
2	Dr Lee Kien Wah	15 Jul 2010	15 Jul 2010	1	Revision of Scope
				5	Revision of Incident Reporting Procedure
				Explanatory note 1	Revision of Occupational Diseases
				Appendix II	Revision of IIRF
3	Dr Lee Kien Wah	6 Oct 2013	6 Oct 2013	1	Revision of Aim
				N.A.	Removal of Introduction
				2	Revision of Scope
				3	Revision of Definition
				4	Revision of Responsibilities
				Appendix I	Revision of Occupational Diseases
4	Dr Lee Kien Wah	15 Nov 2012	15 Nov 2012	2	Revision of Scope
				3	Revision of Definition
				5	Revision of Incident Reporting and Investigation Procedure
				7	Revision of Incident Reporting
				8	Inclusion of Investigation Report
				Appendix I	Inclusion of List of Dangerous Occurrence
				Appendix II	Revision of Occupational Diseases
				Appendix III	Revision of IIRF
				Appendix IV	Inclusion of Investigation Report
5	Dr Lee Kien Wah	4 Apr 2014	4 Apr 2014	2	Revision of Scope
				3	Revision of Definitions
				4	Revision of Responsibilities
				5	Revision of Incident Reporting and Investigation Procedures
				7	Incident Reporting
				8	Revision of investigation Reporting
				Appendix 1	List of Dangerous Occurrences
				Appendix 2	Revision of IIRF



				Appendix 5	Inclusion Frequently Asked Questions (FAQ)
				Appendix 6	Type of workplace incident reportable to MOM
5a	Dr Lee Kien Wah	19 Jan 2015	19 Jan 2015	5.2	Revision of OHS emergency contact number to 6790-5200  Inserted: "and follow by an investigation report as per procedure stipulated in Clause 5.5"
				5.3	Inclusion of sentence - "Refer to FAQ in Appendix 5"
				Appendix 2	Replacement of Appendix 2: "Revision of IIRF" with "Occupational Diseases"
6	Dr Goh Chin Foo	18 Jan 2018	18 Jan 2018	1.2	Added in employees injured in overseas trips and working in non-NTU registered locations
				1.3	Added exclusion of student activities
				2(b)	Added definition for C/PAR
				2(d)	Added definition for Dangerous occurrence Removed "no one is killed or injured" from dangerous occurrence
				2(f) (h) (i) (j) (k) (m) (q) (r) (s)	Added definition for IIRF, SCDF, NEA, MOH, OHSE, NTU UEN, IIRF, Workplace, Workplace Safety Representative, WHSE
				3.2	Added stakeholders involved in investigation and interview process
				3.3	Added "calendar"
				3.4	Added NTU as the employer will conduct investigation in non-NTU registered workplaces
				3.6	Added procedure process for incidents involving contractors and contractor re-evaluation
				3.7	Insert "For cases where MOM notification is needed" Replace incident report with iReport.
				3.8	Inserted Section 4 Documentation to merge under Section 3.8
				5	Revision of responsibilities for School Chair, OHSE, Safety Committee, Safety Officer, Workplace Safety Representative, PIC, Responsible Person, Contractor Manager
Appendix 4	Remove "to address (2) & (3) columns at corrective action review and preventive action review				

				Appendix 5	Inserted actions to be taken for traffic accident scenario
				Appendix 6	Inserted hyperlink to document here: <a href="https://www.wshc.sg/files/wshc/uploads/file/2014/WSH_Guidelines_Investigating_Workplace_Incidents_for_SMEs.pdf">https://www.wshc.sg/files/wshc/uploads/file/2014/WSH_Guidelines_Investigating_Workplace_Incidents_for_SMEs.pdf</a>
7	Dr Goh Chin Foo	11 Jun 2018	10 Jun 2021	1.1	Review scope and purpose of his documents.
				2.3	Added definition for near-miss
				2.4	Added definition for dangerous occurrence
				2.5	Revised definition for Occupational Disease
				2.6	Added definition for first-aid
				2.7	Revised definition for work-related accident;
				2.8	Added definition of iReport
				2.9	Added definition of workplace
				2.13 & 2.14	Revised definitions for corrective and preventive action
				3.8	Revised the procedure to reflect PIC shall re-evaluate the contractor's safety performance for reportable case recorded;
				3.9	Added incident reporting for incident in Tenant's premise
				3.10	Added incident reporting for incident involving on-site collaborator.
Appendix 4	Updated the investigation report form to reflect Office of Health, Safety and Emergency.				

## **Appendix 1 – List of Reportable Dangerous Occurrences**

The following dangerous occurrences must be reported to MOM under the Workplace Safety and Health Act:

1. Bursting of a revolving vessel, wheel, grindstone or grinding wheel moved by mechanical power.
2. Collapse or failure of a crane, derrick, winch, hoist, piling frame or other appliance used in raising or lowering persons or goods, or any load bearing part thereof (except breakage of chain or rope slings), or the overturning of a crane.
3. Explosion or fire damage to the structure of any room or place in which persons are at work, or to any machinery or plant contained therein, and resulting in the complete suspension of ordinary work in the room or place or stoppage of machinery or plant for not less than 5 hours, where the explosion or fire is due to the ignition of dust, gas or vapour, or the ignition of celluloid or substance composed wholly or in part of celluloid.
4. Electrical short circuit or failure of electrical machinery, plant or apparatus, attended by explosion or fire or causing structural damage thereto, and involving its stoppage or disuse for not less than 5 hours.
5. Explosion or fire affecting any room in which persons are at work and causing complete suspension of ordinary work therein for not less than 24 hours.
6. Explosion or failure of structure of a steam boiler or of a receiver or container used for the storage at a pressure greater than atmospheric pressure of any gas or gases (including air) or any liquid or solid resulting from the compression of gas.
7. Failure or collapse of formwork or its supports.
8. Collapse, in part or in whole, of a scaffold exceeding 15 metres in height or of a suspended scaffold or a hanging scaffold from which any person may fall more than 2 metres.
9. Accidental seepage or entry of seawater into a dry dock or floating dock causing flooding of the dry dock or floating dock.

## Appendix 2 - List of Reportable Occupational Diseases

The following Occupational Diseases must be reported to MOM under Workplace Safety & Health Act:

1. Aniline poisoning	21. Mercurial poisoning
2. Anthrax	22. Mesothelioma
3. Arsenical poisoning	23. Musculoskeletal disorders of the upper limb
4. Asbestosis	24. Noise-induced deafness
5. Barotrauma	25. Occupational asthma
6. Beryllium poisoning	26. Occupational skin cancers
7. Byssinosis	27. Occupational skin diseases
8. Cadmium poisoning	28. Organophosphate poisoning
9. Carbamate poisoning	29. Phosphorous poisoning
10. Cataracts due to infra-red, ultraviolet or X-ray radiation	30. Poisoning by benzene or a homologue of benzene
11. Compressed air illness or its sequelae, including dysbaric osteonecrosis	31. Poisoning by carbon dioxide gas
12. Cyanide poisoning	32. Poisoning by carbon disulphide
13. Diseases caused by excessive heat	33. Poisoning by carbon monoxide gas
14. Diseases caused by ionizing radiation	34. Poisoning by oxides of nitrogen
15. Glanders	35. Poisoning from halogen derivatives of hydrocarbon compounds
16. Hydrogen sulphide poisoning	36. Silicosis
17. Lead poisoning	37. Toxic anaemia
18. Leptospirosis or its sequelae	38. Toxic hepatitis
19. Liver angiosarcoma	39. Tuberculosis
20. Manganese poisoning	40. Ulceration of the corneal surface of the eye from exposure to tar, pitch, bitumen, mineral oil (including paraffin), soot

## Appendix 3

### Frequently Asked Questions

Q1. How many days of medical leave is reportable under new amendments?

Ans: Any workplace accidents which render the injure employees unfit for work for **more than three days**, regardless of whether these were consecutive days. Some examples to illustrate the changes are as follow:

Examples	MOM		NTU
	Compulsory to report before 6 Jan 2014?	Compulsory to report after 6 Jan 2014?	Compulsory to report?
<p>The reporting requirement for the less severe injuries has been removed but the obligation to compensate an injured employee remains.</p> <p>For example, if an employee is granted 3 days (or fewer) of medical leave, the employer is not required to report the accident. However, the employer remains liable to pay compensation to the employee.</p>	No	No	Yes
<p>A staff cuts his/her finger while at work. He/she is given a total of two (2) days of medical leave.</p>	No	No	Yes
<p>A staff cuts his finger while working. He/she is initially given two (2) days of medical leave.</p> <p>He/she went back to work for one day.</p> <p>He/she is later given another two (2) days of medical leave for the same injury.</p>	No	Yes	Yes
<p>A staff cut his/her finger while working. He/she is given 4 days of medical leave.</p>	Yes	Yes	Yes
<p>An employee met with a traffic accident*:</p> <ol style="list-style-type: none"> <li>While traveling during work or for work (e.g. travel from workplace to venue for meeting), regardless of the mode of transport.</li> <li>While traveling in own car/friend's car/public transport to and fro between home and workplace.</li> </ol>	N.A	Yes*	Yes
	N.A	No	No

Note: \*This is on condition that the other reporting criteria are met, i.e. employee injured in accident:

- Died, or
- Was hospitalised for at least 24 hours, or
- Given MC for more than 3 calendar days (consecutive or otherwise).

Q2: Is the 3 days of medical leave\*\* based on working days or calendar days?

Ans: The incident reporting requirement is still based on calendar days. The 3 days of medical leave will be inclusive of any medical leave issued for public holidays, rest days and non-working days.

Examples	MOM	NTU
	Require to report?	Compulsory to report?
MC granted for 3-5 Jan (Mon-Wed).	No (3 days of MC)	Yes
MC granted for 12-15 Jan (Thu-Sun). Sun is rest day.	Yes. (More than 3 days MC)	Yes

\*\*Any workplace accidents which render the injure employees unfit for work for more than three days.

Q3: How should the number of days of medical leave be counted for the purpose of reporting?

Ans: A workplace accident needs to be reported when the injured employee is first granted more than 3 days of medical leave, consecutive or otherwise, due to a single workplace accident.

This means employers are to report incidents to MOM from the 4th day of the medical leave. When filling the incident report, the total number of days of medical leave granted as a result of the single workplace incident should be used.

Examples	Require to report?	Timeline for reporting	Number of days of MC to be filled in incident report	MOM	NTU
				Require to report?	Compulsory to report?
MC granted for 3-4 Feb (Mon-Tue)  Work on 5 Feb (Wed)	Yes. 4 days of MC (consecutive or otherwise).	Report within 10 days from 7 Feb. Therefore employer should report the incident to MOM by 16 Feb (Inclusive).	2 + 2 = 4 days	Yes	Yes
MC granted for 3 Feb (Mon).  Went for medical follow up and given further MC for 7-10 Mar (Fri-Mon). Sun is rest day.	Yes. 5 days of MC (consecutive or otherwise).	Report within 10 days from 9 Mar. Therefore employer should report the incident to MOM by 18 Mar (Inclusive).	1 + 4 = 5 days	Yes	Yes

## Appendix 4

### Office of Health, Safety and Emergency - Investigation Report

IIRF No.: \_\_\_\_\_ Date of Investigation: \_\_\_\_\_

<b>Investigation Team</b>	
Team Leader	
Team Members	

Description of Accident/Incident			
Name of Injured		Contact No. of Injured	
Body Parts Injured		Location where Accident/ Incident/ happened	
Date & Time of Accident/ Incident/			

- Injury / Illness
- a. Happened in the workplace? (Yes/No) \_\_\_\_\_
- b. Injury/illness is work-related? (Yes/No) \_\_\_\_\_
- Property Damage (describe) \_\_\_\_\_
- Others (please specify) \_\_\_\_\_



1) Chronology of events:

Investigation Findings: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

2) Direct Cause of accident/ incident

3) Indirect cause of accident/incident



4) Systemic lapse(s) (tick where applicable, may have more than 1 systemic lapse)

- |   |  |
|---|--|
| <input type="checkbox"/> Lack of management or implementation of SOPs     | <input type="checkbox"/> Lack of procedures or provisions              |
| <input type="checkbox"/> Lack of training                                 | <input type="checkbox"/> Lack of communication                         |
| <input type="checkbox"/> Lack of supervision and control                  | <input type="checkbox"/> Lack of knowledge                             |
| <input type="checkbox"/> Lack of PPE                                      | <input type="checkbox"/> Lack of maintenance                           |
| <input type="checkbox"/> Substandard conditions (e.g. wear & tear & etc.) | <input type="checkbox"/> Substandard actions (e.g. carelessness, etc.) |
| <input type="checkbox"/> Environmental issues (e.g. dim, noisy & etc.)    | <input type="checkbox"/> Others (please specify)                       |

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**Corrective Action Review:**

S/No.	Action	Date & Person Responsible

**Preventive Action Review:**

S/No.	Action	Date & Person Responsible

**Prepared by:** \_\_\_\_\_

**Designation:** \_\_\_\_\_

**Date:** \_\_\_\_\_