Report No:	SMM/TP/<West ZONE>/IR/<XXX>
Date & Time of Report:	15 Feb 2024
Reported by: (Name & Designation)	HAN, Assistant Operations Manager
Reviewed by: (Name & Designation)	Ken Chang, Director of Operations, Primech A&P

Nature of Incident:	Trip and fall		
Date & Time of Occurrence:	15 Feb 2024, 09:07 hr		
Location:	Carpark E lot 190		
Duration of Service Disruption (if applicable):	Unknown,		
Type of Incident: (Select the type of incident) *[For fire alarm activation, the fire alarm zone and time when DECAM was called to inform of the nature of the alarm must be clearly indicated in the report]*	S/N	Type	
	1	Fire Alarm	☐
	2	Mechanical System	☐
	3	Electrical System	☐
	4	Plumbing and Sanitary	☐
	5	Building Facilities	☐
	6	System Application	☐
	7	Cleaning and Pest Control	☐
	8	Landscape	☐
	9	Others (Please specify): Trip and fall	×

Incident Description *(append & label photos of the incidents where applicable)*:	
Summary:	On February 15, 2024, at around 9:00 AM, compound cleaner Ng Boh Choon was carrying out his routine sweeping at carpark E compound when he tripped over a protruding brick at lot 190, causing him to fall and sustained injuries to his right-front forehead and right palm, leading him to bleed from a cut at the forehead. This took place when he was walking towards OE Slamat whom happened to be at the area. OE Slamat immediately assisted Ng Boh Choon to get up and moved to a corner. Primech A&P OM Jazz was promptly informed of the incident. At around 9:15 AM, Jazz and team arrived and provided first aid on Ng Boh Choon's injuries and informed TP Management team. Recognizing the need for further medical attention, they arranged

	for OE Slamat to accompany Ng Boh Choon to the nearest clinic for further check.
Impact:	Injuries on right-front forehead and right palm, leading him to bleed from a cut that leads to 4 Days MC
Cause:	Unaware of environmental risk.

Immediate Corrective Actions *(immediate actions taken after incident occurrence)*:

Check and assess staff conditions and prover first aids and send to near by clinic for further check.

Investigation Findings *(append & label photos of the incidents where applicable)*:

Image of the site of incident

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Image of the condition after the incident





Root Cause Analysis:
Cleaner unawareness & protruding bricks.
Additional Preventive Actions *(Additional follow up to prevent future occurrence)*:

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To conduct briefing, improved safety measures and awareness among the team.