Report No:	SMM/TP/< EAST ZONE>/IR/<017
Date & Time of Report:	03 March 2025, 01:30 pm
Reported by: (Name & Designation)	Geetha, Assistant Operations Manager, Primech A&P
Reviewed by: (Name & Designation)	Jazz, Operation Manager, Primech A&P

Nature of Incident:	Unknown		
Date & Time of Occurrence:	03 March 2025, 06:30 to 07:00 AM(TBC)		
Location:	Temasek Polytechnic BLK – 26B Level – 1		
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 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	x
	8	Landscape	☐
	9	Others (Please specify):	☐

Incident Description *(append & label photos of the incidents where applicable)*:	
Summary:	On 03 Mar 2025, at approximately 7:30 am, supervisor Lim Poh Guan was about to conduct a toolbox briefing with his team when he noticed floater Hoteck Hwee had scratches and bruises on his right forehead, cheek, and chin. Upon further inquiry, Ho Teck Hwee informed that he went to draw the key for his assigned work in the morning from Block 26b FCC, and while riding his bicycle, he lost his balance and fell face down towards Block 26B nearby Lift Lobby 45. Supervisor Lim instructed the floater to go to the nearest clinic and subsequently informed the site management team of the incident.





Location of the incident



Cause:	Trip and Fall

Immediate Corrective Actions *(immediate actions taken after incident occurrence)*:
The Supervisor immediately instructed him to go and see a doctor at a nearby clinic.
Investigation Findings *(append & label photos of the incidents where applicable)*:
Root Cause Analysis:
Investigation in progress
Additional Preventive Actions *(Additional follow-up to prevent future occurrence)*:
Investigation in progress