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| Report No: | SMM/TP/<zone>/IR/<XXX> |
| Date & Time of Report: | 09 April 2024 |
| Reported by:<br>(Name & Designation) | Richard, Assistant Operations Manager |
| Reviewed by:<br>(Name & Designation) | Ken Chang, Director of Operations, Primech A&P |

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| Nature of Incident: | | | |
| Date & Time of Occurrence: | 09 April 2024, 01 : 35 PM | | |
| Location: | Block – 13– 3-84 Female Toilet | | |
| Duration of Service Disruption (if applicable): | Unknown, TBC | | |
| Type of Incident:<br>(Select the type of incident)<br><br>*[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):<br>Traffic, motorised vehicle | ☐ |

| Incident Description *(append & label photos of the incidents where applicable)*: | |
|---|---|
| Summary: | **On April 09 , 2024 at around 1:35 PM cleaner Tan Sah Moy was cleaning the toilet at Block 13 Level 3- 84 when the ceiling light cover fell onto her right shoulder. Cleaner informed the user immediately whom nearby the location. User has informed SMM Thomas. Smm Thomas quickly informed OE Geetha on the incident. OE Geetha has checked the cleaner condition , cleaner do not sustained any injuries. She then ask the cleaner to go see Doctor for a further check. Cleaner Tan Sah Moy refused to go see doctor as he is feeling ok. OE geetha informed all the relevant parties on the incident.** |
| Impact: | NIL |

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| Cause: | Loosen Ceiling Light Cover |

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

OE geetha assessed the area and advised Cleaner Tan Sah Moy to go see doctor.

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

**Image of the site of incident**



**Image of the leg condition after the incident**

Root Cause Analysis:

1. Fell off ceiling light cover

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| Additional Preventive Actions *(Additional follow up to prevent future occurrence)*: |
| 1.Beware of the surrounding,be vigilant for any hazards at working area. |