Report No:	SMM/TP/<West ZONE>/IR/<XXX>
Date & Time of Report:	24 April 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:	24 April 2024, 11:30 hr
Location:	Blk 31A swimming pool area
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 April 24, 2024, at approximately 11:40 AM, our cleaner, (Yong Wee Kiat), was performing sweeping duties at the swimming pool area when he inadvertently stepped on a drain cover. The cover gave way, causing him to trip and fall, resulting in cuts and bruises to his right elbow and right knee. Shortly after the incident, cleaner (Tang Chow Yok) who was cleaning the nearby toilet heard a loud sound and went to check. She saw Yong Wee Kiat's with the injuries on the floor and contacted Supervisor (Ramlee) to inform him of the situation. Around 11:45 AM, Supervisor (Ramlee) arrived at the swimming pool area, assessed the cleaner's condition, and administered first aid and advise him to go check-up nearby Clinic but cleaner refused. Supervisor (Ramlee) then barricaded the affected drain

	area with yellow signboards to prevent further accidents. Subsequently, Supervisor (Ramlee) reported the incident to Geetha (OE) for further action and documentation.
Impact:	Injuries on resulting in cuts and bruises to his right elbow and right knee.
Cause:	Trip and fell on Drain Cover

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

Check and assess staff conditions and performed first aids.

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

Image of the site of incident

Temasek POLYTECHNIC	Incident Report		
Document No: EFM/FMO/001	Version No: 01	Revision No: 0	Date: 24/4/2024



Image of the condition after the incident





Root Cause Analysis:
Cleaner unawareness & drain cover.
Additional Preventive Actions *(Additional follow up to prevent future occurrence)*:
Be vigilant on the surrounding area while working and report defects. To conduct mass briefing to improved safety measures and awareness among the team.