Temasek POLYTECHNIC	Incident Report		
Document No: EFM/FMO/009	Version No: 01	Revision No: 1	Date: 25/6/2024

Report No:	SMM/TP/< WEST ZONE>/IR/<015
Date & Time of Report:	27 February 2025, 07:05 AM
Reported by: (Name & Designation)	Richard, Assistant Operations Manager, Primech A&P
Reviewed by: (Name & Designation)	Jazz, Operation Manager, Primech A&P

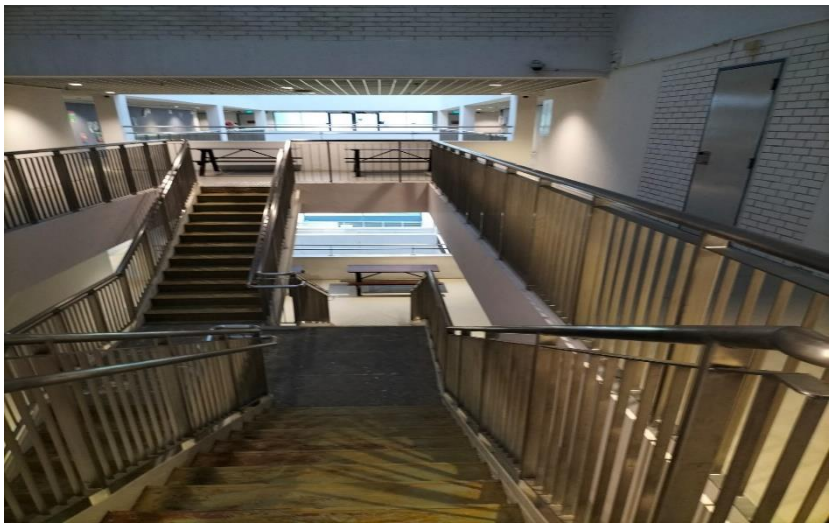
Nature of Incident:	Unknown		
Date & Time of Occurrence:	27 February 2025, 07:05 AM		
Location:	Temasek Polytechnic BLK – 28 Level – 4		
Duration of Service Disruption (if applicable):	Unknown,		
Type of Incident: (Select the type of incident) *[For fire alarm activation, the fire alarm zone and time 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 27th February 2025, at around 07:05 am, cleaner Sim Geok Lan was descending on the staircase to Level 4 at Block 28 when she tripped on the step and fell. She sustained slight bruises on her right wrist, lower right eyelid, and right kneecap. She slowly got up and carefully walked to Level 4 when she chanced upon her supervisor, Poh Poe, and informed her supervisor about the incident. Subsequently, Supervisor Poh Poe and OE Charles informed the incident to the site management team. OE Slamat has assisted Cleaner Sim Geok Lan to the nearby clinic.







	 Location of the incident
Cause:	Trip and Fall

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

Primech A&P's site management team checked and assessed the cleaner's condition and immediately stopped her from resuming her cleaning duties. One member from the site management team accompanied the cleaner to the nearby clinic for medical attention. The site management team has informed the relevant parties.

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