Report No:	SMM/TP/< WEST ZONE>/IR/<007>
Date & Time of Report:	19 June 2024
Reported by: (Name & Designation)	Geetha, Operations Executive
Reviewed by: (Name & Designation)	Ken Chang, Director of Operations, Primech A&P

Nature of Incident:	Over exertion/strenuous movements
Date & Time of Occurrence:	19 June2024, 08:30am
Location:	Block 23 level 2
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	x
8	Landscape	☐
9	Others (Please specify):	☐

Incident Description *(append & label photos of the incidents where applicable)*:

Summary:	On 19th June 2024 8:30am, Table-top Cleaner Tan Meng Chai was pushing the trolley at Block 23 level 2 corridor towards Blk 25 canteen to do the cleaning when he made a turn with the trolley, he suddenly felt intense pain on his left back of the knee. OE Slamat who arrived shortly around 8:35am found Cleaner Tan Meng Chai in pain while sitting at the staircase. OE Slamat informed the site team on the incident and accompany him to Changi General Hospital for further check.
Impact:	Sprained on his left back of the knee

Cause:	Over exertion/strenuous movements

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

OE Slamat immediately stopped Cleaner Tan Meng Chai from work and brought him to the nearest Hospital.

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



Image of the site of incident



Image of the condition after the incident

Root Cause Analysis:
Investigation In progress
Additional Preventive Actions *(Additional follow up to prevent future occurrence)*:
Investigation In progress