| Temasek POLYTECHNIC | Incident Report | | |
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| Document No: EFM/FMO/001 | Version No: 01 | Revision No: 0 | Date: 9/5/2024 |

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| Report No: | SMM/TP/<EAST ZONE >/IR/<XXX> |
| Date & Time of Report: | 9/5/2024 |
| Reported by:<br>(Name & Designation) | HAN, Assistant Operations Manager |
| Reviewed by:<br>(Name & Designation) | Ken Chang, Director of Operations, Primech A&P |

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| Nature of Incident: | Self-infect | | |
| Date & Time of Occurrence: | 08 May 2024, 0815 AM | | |
| Location: | Block 13 level 3 office female toilet | | |
| Duration of Service Disruption (if applicable): | Unknown, | | |
| 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>Self-infect | x |

| Incident Description *(append & label photos of the incidents where applicable)*: | |
|---|---|
| Summary: | On May 8, 2024, at 8:15 AM, in the female toilet of Block 13 on Level 3, Tan Soh Moy, the office cleaner, were preparing to wash the toilet while refilling a water pail beneath the basin. While doing so, she accidentally knocked her right elbow against the narrow basin. Initially, she felt a degree of pain but continued her work, assuming it would subside with the application of Medicine oil. However, the pain intensified, leading her to seek treatment at a Traditional Chinese Medicine (TCM) clinic during her lunch break. Later in the late afternoon around 4.10pm she informs AOM Han Cai yuan about her injury which have been treated.<br><br>Han Cai yuan after understand the cause of the injury, he advice Tan Sah Moy to go see Clinic doctor to do a proper check up and update. |

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| Impact: | Right elbow |
| Cause: | knocked her right elbow against the narrow basin |

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

Primech A&P management team check the cleaner condition make sure she is alright and Conduct a proper method of pushing out the pail of water from the basin below before carry up.

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

**Image of the site of incident**



**Image of the injured person**



Root Cause Analysis:

The investigation is still ongoing at the material point of reporting.

Additional Preventive Actions *(Additional follow up to prevent future occurrence)*:

To update after the investigation has been completed.