Temasek POLYTECHNIC	Incident Report		
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Report No:	Primech/TP/Central-Zone/IR/005
Date & Time of Report:	15 May 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:	15 May 2024, 09:40 hr		
Location:	Blk 28 Pathway near Carpark D		
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 15th May 2024, at 9:40 a.m.,Kamalawathi D/O AL DE PERERA, a cleaner from Block 25A, was on her way to block 28 canteen for her tea break when she tripped and fell onto the uneven floor and hit her head onto the aluminium louver. She sustained injuries on her left knee, cuts to her lower lip and a crack on her tooth. Medical attention was required. At 9:43 a.m., Cleaner Sup Sharon spotted the injured cleaner sitting on the floor and assisted her to sit on a chair. OE Slamat who happened to be at the area also informed Primech A&P site management team and they arrived at the location promptly. Jazz and team provided initial first aid treatment before contacting her family members and arranged for her transportation to Changi General Hospital (CGH) by taxi, accompanied by OE Slamat.

Impact:	The cleaner sustained injuries on her left knee, a cracked tooth and bleeding from lower lip due to a cut. Medical attention was required.
Cause:	Cleaner sustained injuries from trip and fall due to uneven flooring.

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

Primech A&P site management team promptly rendered assistance and first aid treatment to the cleaner upon being notified of the incident. Additionally, notified cleaner's family members on the incident and arranged for her transportation to Changi General Hospital (CGH) by taxi, accompanied by OE Slamat for further medical assessment on the cleaner.

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

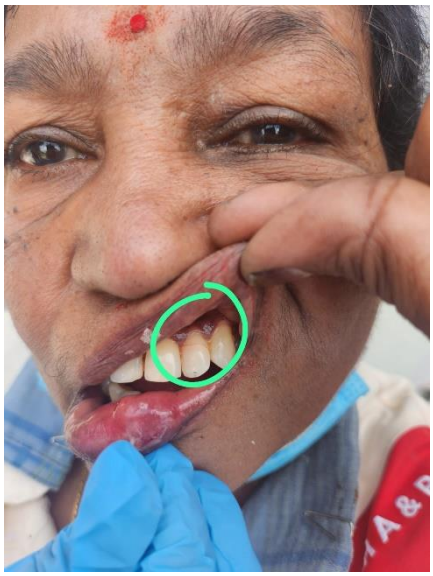
Image of the site of incident







Image of the condition after the incident







Root Cause Analysis:

Cleaner sustained injuries from trip and fall due to uneven flooring.

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

Primech A&P site management team will continue to conduct briefings to the team, detailing the importance of safety measures and awareness at workplace.