Report No:	SMM/TP/<zone>/IR/<XX010>
Date & Time of Report:	21 Aug 2024, 0800hrs
Reported by: (Name & Designation)	Richard, Assistant Operations Manager
Reviewed by: (Name & Designation)	Jazz, Operations Manager Primech A&P

Nature of Incident:	Injured by moving and stationary objects		
Date & Time of Occurrence:	21 Aug 2024, 0800hrs		
Location:	Block – 9-05-05 (Lobby – C)		
Duration of Service Disruption (if applicable):	Unknown, TBC		
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): Traffic, motorised vehicle	☐

Incident Description *(append & label photos of the incidents where applicable)*:	
Summary:	On 21st August 2024, at around 8:00AM, rest room cleaner Choo Kim Eng was carrying out her routine work when she tripped and fell onto the floor socket while cleaning tables. She sustained bruised on her left ankle. At 9:46 AM, OM Jazz received a call from ERM Officer Mr. CG to informed that Primech Cleaner was injured her ankle while cleaning the office. Jazz and Richard have arrived at the location around 9:50am and assess the cleaner condition and stop her from working. Site team has informed TP management team on the incident. Recognizing the need for further medical attention, site management team arranged for admin Jessalyn to accompany cleaner Choo Kim Eng to the nearest clinic for further check.
Impact:	Near Left ankle pain and swelling.

Cause:	Tripped and fell onto the floor socket while cleaning tables

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

Check and assess staff condition and stop her from work. Assist the cleaner to go nearby clinic for further check.

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

Image of the site of incident

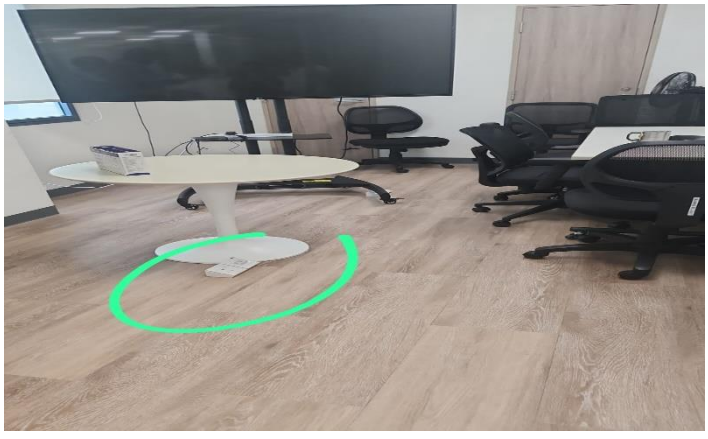




Image of the injured's leg condition after the incident





Root Cause Analysis:
Lack of awareness
Additional Preventive Actions *(Additional follow up to prevent future occurrence)*:
Beware of the surrounding, be vigilant for any hazards at working area.