Report No:	SMM/TP/<zone>/IR/<XXX>
Date & Time of Report:	22 July 2024
Reported by: (Name & Designation)	Richard, Assistant Operations Manager
Reviewed by: (Name & Designation)	Jazz, Operations Manager Primech A&P

Nature of Incident:			
Date & Time of Occurrence:	22 July 2024, 07 : 05 AM		
Location:	Block – 32 Level 2		
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 22 July 2024 at around 7:05 AM, Cleaner Lee Thian Cheng was on his way to Block 32 level 2 corridor when he missed his step on the floor curb that caused him to fall. He sustained slight bruise on his left palm, left knee and cut on his upper lip. He then get up and slowly walk to Blk 32 store after he wash his bleeding mouth at the toilet afterwards he saw our OE Slamat and informed on the incident. Lee Thian Cheng informed that his daughter is on her way to pick him up. OE Slamt checked his injuries and offer to accompany him to go clinic but he refused. OE Slamat has informed the management on the incident while waiting for Lee Thian Cheng's daughter to pick him and go to the nearest Clinic.
Impact:	Injures to his left knee , left palm and cuts on he is upper lip

Cause:	Missed step onto the curb

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

OE salmat assessed the area and advised Cleaner to go see doctor.

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

Image of the site of incident

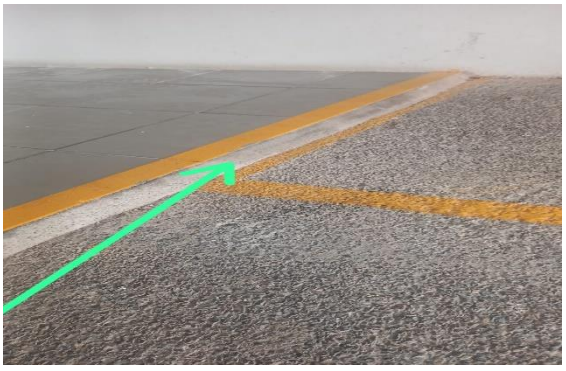


Image of injured parts





Root Cause Analysis:

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