Temasek POLYTECHNIC	Incident Report		
Document No: EFM/FMO/009	Version No: 01	Revision No: 1	Date: 25/6/2024

Report No:	SMM/TP/< SOUTH ZONE>/IR/<013
Date & Time of Report:	16 January 2025, 2:30 PM
Reported by: (Name & Designation)	Richard, Assistant Operations Manager, Primech A&P
Reviewed by: (Name & Designation)	Jazz, Operations Manager, Primech A&P

Nature of Incident:	Unknown		
Date & Time of Occurrence:	16 January 2025, 2:30 PM		
Location:	Temasek Polytechnic BLK – 29 Level 2 Entrance		
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 16th January 2025, at around 2:30 pm, restroom cleaner Yip Kong Weng tripped and fell while sweeping the floor at BLK 29 Level 2 entrance. As a result of losing his balance, he fell and sustained injuries to his left elbow, thumb and shoulder. Restroom cleaner Yip Kong Weng immediately informed the supervisor-in-charge, Agnes. Thereafter, Supervisor Agnes escalated the incident to the site management team. Upon reaching the incident site, AOM Richard and AOM Geetha rendered first aid treatment to him. Yip Kong Weng was conscious when transported to Changi General Hospital by Grab Car and accompanied by his superior, OE Slamat.





Location of the incident

Cause:	Trip and Fall
Immediate Corrective Actions *(immediate actions taken after incident occurrence)*:	
Primech A&P's site management team promptly rendered assistance until Yip Kong Weng left for the hospital by private hire vehicle. The site management team has informed the relevant parties.	
Investigation Findings *(append & label photos of the incidents where applicable)*:	
Root Cause Analysis:	
Investigation in progress	
Additional Preventive Actions *(Additional follow-up to prevent future occurrence)*:	
Investigation in progress	