



## INCIDENT / ACCIDENT STATEMENT REPORT

Office use only

Incident / Accident Ref No :

Name :

I/C No :

Phone No. :

Classifications : ☐ SLG ☐ Sub Contractor

Emp. No. :

Sub contractor : \_\_\_\_\_

Designation :

☐ Victim ☐ Operator ☐ Witness ☐ Supervisor

☐ Others :

Date / Time of incident / accident :

Date / Time reported :

Location of incident / accident :

Name of immediate supervisor :

Describe in detail how the incident / accident occurred and if required, provide a sketch or diagram on the reverse side of this form

Correction Action



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### Root Cause Investigation

### Corrective Action

### Effectiveness of Corrective Action (30 days after implementation of CA)

☐ I hereby that I have read, understand and admit this statement is true

|               | Victim / Witness | Interviewer |
|---------------|------------------|-------------|
| Name :        |                  |             |
| Employee ID : |                  |             |
| Date :        |                  |             |
| Signature :   |                  |             |

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### Guideline for Investigations / *Garis panduan untuk penyiasatan :*

- 1) Place/location of investigations to be separated/isolated from outside interference and reasonably comfortable  
*Tempat penyiasatan perlu terpisah/terasing daripada pengaruh luar dan selesa.*
- 2) Convince those involved in your questioning that the objective of the investigation is to find root cause to prevent recurrence  
*Yakinkan orang yang akan disoalsiasat bahawa objektif penyiasatan adalah untuk mencari punca sebenar kemalangan dan untuk mengelakkan ia berulang.*
- 3) There should be no finger pointing or blame / *Bukan untuk menuding jari atau mencari salah.*
- 4) Repeat question for confirmation / *Ulangi soalan untuk kepastian.*
- 5) If required, ask additional questions / *Jika perlu, tanya soalan tambahan.*
- 6) Repeat answers to person/s involved for confirmation before signing / *Ulangi jawapan kepada orang yang disoalsiasat untuk kepastian sebelum dia menandatangani.*
- 7) Tell him / her we may recall if required and likewise should there be anything he/she missed, please come back  
*Beritahu kepadanya yang dia mungkin akan dipanggil semula jika perlu atau terdapat maklumat yang masih tidak mencukupi.*