



Incident Reporting for Workplace Safety & Health in SingHealth Corporate Office

Authors: Jerry Tan
Daniel Wong

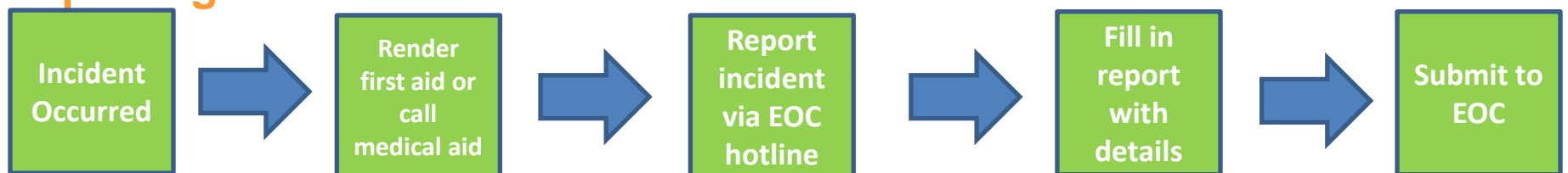
Introduction:

The Workplace Safety & Health Act was enhanced in Sep 2009 to cover all sectors of the industries – healthcare included, to ensure the safety & health of employees remains the top priority of the employer. SingHealth, as the largest public healthcare services provider is committed and strive to be the safest workplace in Singapore.

Aim:

To provide employees of SingHealth Corporate Office a systematic process to report all incidents happened during work, regardless at their workplace or not, and follow-up actions can be carried out timely and effectively.

Reporting Process:



To Report an Incident:

1. Call for medical aid and stay with the injured person(s) till aid arrives. Make an immediate report to your HOD as soon as possible.
2. Make a report by calling or sending an SMS to the Emergency Operations Centre (EOC) hotline at 8498 6605 or email ireport@singhealth.com.sg
3. Seek advice from your HOD if further action is required of you after making the report to EOC

Reporting Details:

1. Nature and *severity of injury
2. Identity of the injured (staff, contractor or member of public)
3. Type of incident (people, equipment or infrastructure)
4. Location of incident
5. Date and time when incident occurred
6. Number of person(s) involved, injury sustained or damage to property
7. Brief description of incident
8. Any action taken to assist the injured
9. Any notification to SCDF or SPF (if yes, state time of report)
10. Your name, designation, institution and contact details

*Severity Classification

Serious – Require hospitalization, multiple casualties and/or reportable to authorities

Moderate – Require medical attention or admission to hospital for less than 24 hours

Minor – Require no or simple First Aid treatment

Conclusion:

Being the first platform created to cover all staff of SingHealth Corporate Office, the Incident Reporting System not only provide the platform for effective steps to report workplace incidents, but also provide management the data required to come up with more measures that can be implemented to provide employees with a better workplace environment.