

RECORDING AND INVESTIGATION OF INCIDENTS

(Occupational Health and Safety Act, No 85 of 1993. Regulation 9 of the General Administrative Regulations)

A. RECORDING OF INCIDENT

1. Name of employer
2. Name of affected person
3. Identity number of affected person
4. Date of incident 5. Time of incident
6. Part of body affected

Head or Neck	Eye	Trunk	Finger	Hand
Arm	Foot	Leg	Internal	Multiple

7. Effect on person

Sprains or strains	Contusion or wounds	Fractures	Burns	Amputation
Electric shock	Asphyxiation	Unconsciousness	Poisoning	Occupational Disease

8. Expected period of disablement

0-13 days	2-4 weeks	>4-16 weeks	>16-52 weeks	>52 weeks or permanent disablement
Killed				

9. Description of occupational disease.....

10. Machine/process involved/type of work performed/exposure*

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 *(in case of a hazardous chemical substance, indicate substance exposed to)

11. Was the incident reported to the Compensation Commissioner and Provincial Director?

Yes	No
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12. Was the incident reported to the police? **

Yes	No
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13. SAPS office and reference

** (To be completed in case of a fatal incident.)

B. INVESTIGATION OF THE ABOVE INCIDENT BY A PERSON DESIGNATED THERETO

1. Date of investigation
2. Name of investigator
3. Designation of investigator.....

4. Investigator assisted by: a) b)
c) d) e)

5. Short description of incident
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6. Suspected cause of incident
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7. Recommended steps to prevent a recurrence
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Signature of Investigator Date

C. ACTION TAKEN BY EMPLOYER TO PREVENT THE RECURRENCE OF A SIMILAR INCIDENT

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Signature of employer Date

D. REMARKS BY HEALTH AND SAFETY COMMITTEE

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Signature of Chairperson of Health and Safety Committee

Date