ANNEXURE 1

Occupational Health and Safety Act, 1993 (Act No. 85 of 1993)

REGULATION 9 OF THE GENERAL ADMINISTRATIVE REGULATIONS

Recording and Investigation of Incidents

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	Occupat. Disease

8. Expected period of disablement

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

9. Description of Occupational disease .....

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

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11. Was the incident reported to the Compensation Commissioner and Provincial Director?	Yes	No
12. Was the incident reported to the police?*	Yes	No

13. SAPS office and reference .....

* to be completed in the case of a fatal incident

** In case of a hazardous chemical substance, indicate substance exposed to

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

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

3. Designation of investigator .....

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4. Short description of incident .....

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5. Suspected causeof incident .....

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6. Recommended steps to prevent a recurrence .....

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Signature of investigator _____ Date _____

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

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Signature of employer _____ Date _____

D. REMARKS BY HEALTH AND SAFETY COMMITTEE

Remarks .....

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Signature of Chairman of Health and Safety Committee _____ Date _____