

Without Prejudice – Case ID: _____

From: Contract Manager

To: ☐ CRC/BNW Secretary (currently SM/P1)

☐ CRC/E Secretary (currently SM/P3)

Fatal Accident / Serious Incident Report

This is to report to CRC on account of -

☐ Fatal accident ^{Note 1} ☐ Others (specify) :

☐ Serious incident ^{Note 1}

Contract No. :

Project Title :

Contractor :

Date of Accident / Incident :

Surname of injured / the deceased:

Given Name of the deceased:

Sex : ☐ Male ☐ Female

Age : ☐ 16-17 ☐ 18-19 ☐ 20-29 ☐ 30-39
☐ 40-49 ☐ 50-59 ☐ 60 or above

Trade :

Description of Accident / Incident :

Suspension Notice (SN) from Labour Department: ☐ Yes (Please answer (a) to (c) below.) ☐ No

a. Quantity of SN:
b. Parties involved:
c. Works affected:

Improvement Notice (IN) : ☐ Yes ☐ No
from Labour Department

Apparent Cause :

Way Forward /
Recommendations :

Signature

Name :

Contract Manager

Post :

Date ^{Note 2} :

Remarks (Hard copy of the following submissions are attached and they have also been uploaded in the Safety Alert Module) :

☐ HD Form no. DCMP-F787 (Housing Authority Accident / Incident Report Form) has been endorsed.

☐ Contractor submitted the following form to Labour Department:

☐ Form 2; or

☐ Supplementary Information Sheet

☐ Accident Investigation Report has been submitted

c.c. ☒ SM/S&H (Ref. HD(C)TS 4/34/17)

☐ SM/P4, Project SBSE, BSE, BSI if the victim(s) is/are **employee(s) of Building Services Nominated Sub-contractor / Building Services Specialist Sub-contractor**

Note 1 : Serious incident means an incident involving either one or a combination of the following (with reference to Development Bureau Technical Circular (Works) no. 5/2023):

- (i) loss of life at a construction site;
- (ii) serious bodily injury at a construction site:
 - resulting in a loss or amputation of a limb; or
 - which has caused or is likely to cause permanent total disablement to the injured;
- (iii) dangerous occurrence or incident at a construction site leading to or resulting in injuries that are considered serious (but not up to the extent as described in (ii) above), or damage to works or property on or adjacent to the construction site that posed a potential threat to public safety as identified / notified by DEVB, Labour Department or Marine Department.

Note 2 : The report shall be issued to the CRC Secretary within a week after occurrence of fatal accident / serious incident.