

ANNEXURE 1
 OCCUPATIONAL HEALTH AND SAFETY ACT, 1993 (ACT 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. ID Number of affected person						
4. Date of the 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	Occpat. 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						
11. Was incident reported to the Compensation Commissioner and the Provincial Director? YES NO * Make a cross in the appropriate square						
12. Was incident reported to the SAPS? (In case of fatality)						
13. SAPS office and reference						
** 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 investigation						
4. Short description of incident						
5. Suspected cause of incident						
6. Recommended steps to prevent a recurrence						
..... Signature of the investigator		 Date			

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

..... Signature of the Employer						 Date
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D. REMARKS BY THE HEALTH AND SAFETY COMMITTEE

Remarks							
..... Signature of chairperson of the Health and Safety Committee						 Date