

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	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
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9. Description of occupational disease _____

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

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

** 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 _____

4. Short description of incident

5. Suspected cause of incident

6. Recommended steps to prevent a recurrence

Signature of Investigator Date

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

Signature of employer Date

D. REMARKS BY HEALTH AND SAFETY COMMITTEE

Remarks

Signature of Chairperson of Health and Safety Committee Date