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OCCUPATIONAL HEALTH & 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/wound	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 the Provincial Director?	YES	NO
12	Was the incident reported to the police?*	YES	NO

13 SAPS office and reference _____

* to be completed in case of a fatal accident

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

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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 recurrence

Signature of investigator

Date

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

Signature of employer

Date

D. REMARKS BY HEALTH AND SAFETY COMMITTEE

Signature of Chairman of Health and Safety Committee

Date

