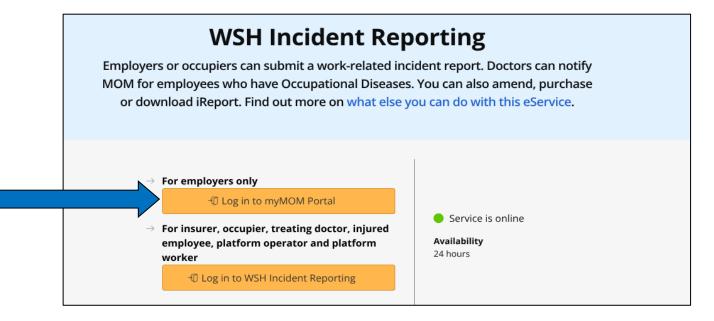
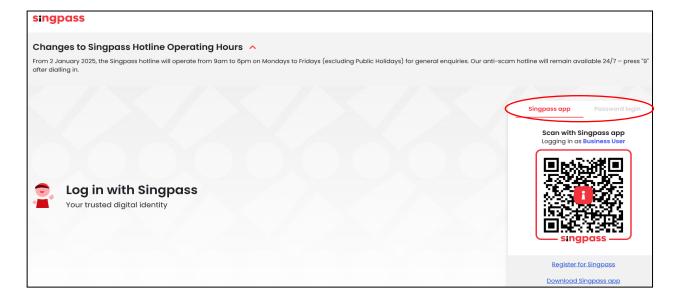
# FOR EMPLOYER (PLATFORM WORKER) GUIDE TO FILE WSH INCIDENT REPORT VIA myMOM PORTAL

Note: This guide is for employers to file WSH Incident Report for employees who also were performing <u>platform work</u> at the time of accident.

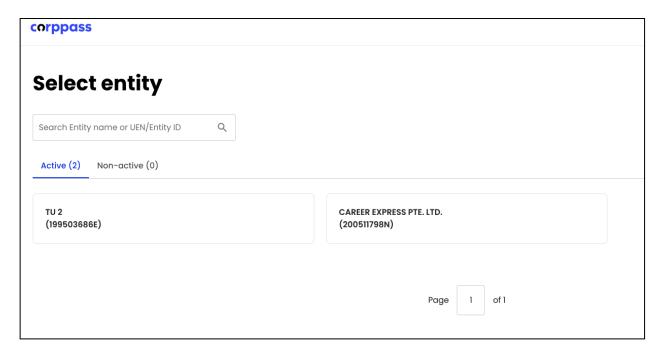
- 1. To report work-related accidents, you will need to submit the WSH Incident Report at the following link: (https://www.mom.gov.sg/eservices/services/wsh-incident-reporting)
- 2. Click "Log in to myMOM Portal".



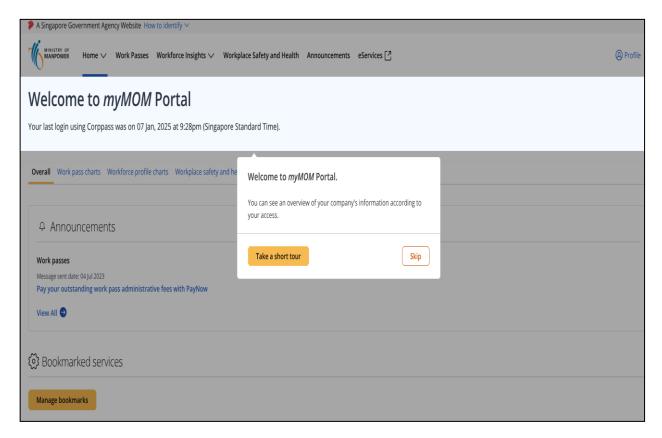
3. Scan QR code with your 'Singpass app' or 'Password login' to login.



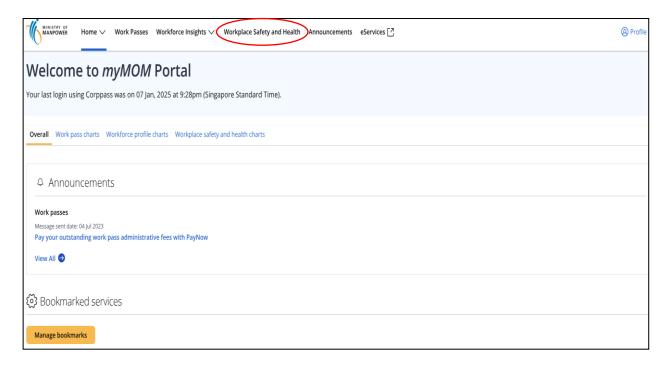
4. Select your organisation's **'UEN/Entity ID'**. This will display all UEN/Entity IDs associated with your organisation.



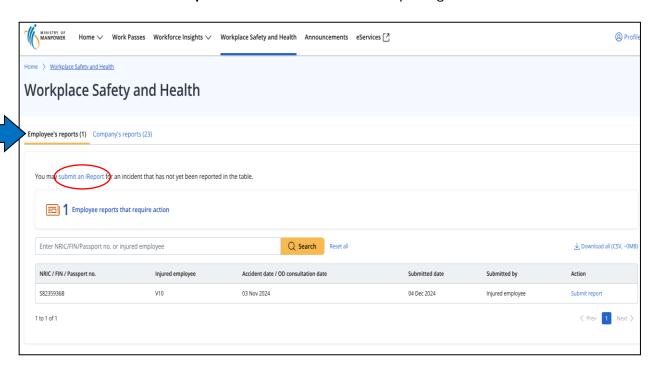
5. At the 'myMOM Portal' page, you will see an overview of your company's information.



6. Click 'Workplace Safety and Health' menu to view all 'Employee's reports' and 'Company's reports'.



- 7. Under 'Employee's reports',
  - Click 'submit an iReport' to access WSH Incident Reporting.

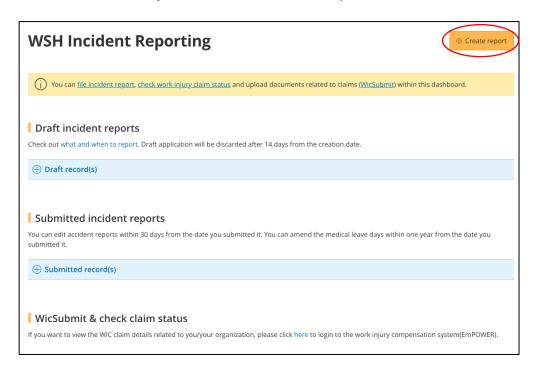


**Note:** After submission, only certain fields in the iReport can be amended, as the cases may have been routed for case processing or follow-up.

If you are unable to amend the fields (greyed out in the iReport eservice), you may submit your request for amendment online via this link: <a href="https://form.gov.sg/657183ca07c8110012c690d6">https://form.gov.sg/657183ca07c8110012c690d6</a>

For more information, visit the FAQ for WSH incident reporting: <a href="https://www.mom.gov.sg/faq/ireport">https://www.mom.gov.sg/faq/ireport</a>

8. Click 'Create Report' to submit an incident report.

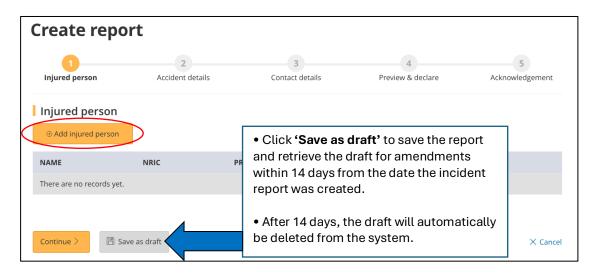


- 9. At the 'Create Report' page, gather the information and documents required before proceeding.
  - Select **'Employer'** if reporting an incident involving a worker from your organisation that is also a platform worker.
  - Select and fill in all the mandatory fields.
  - Click 'Continue' to go to the next page.
  - Click 'Cancel' to discard your information.



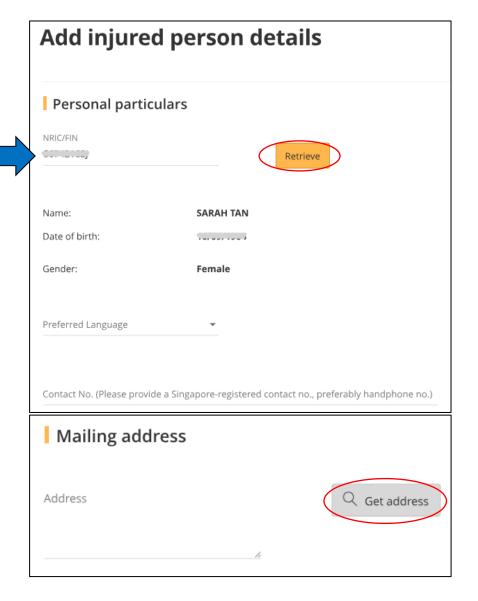
#### 10. At 'Injured Person' page,

• Click 'Add injured person'.

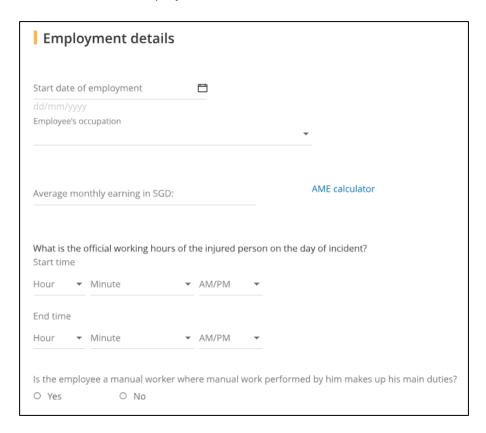


#### 11. At the 'Add Injured person details' page,

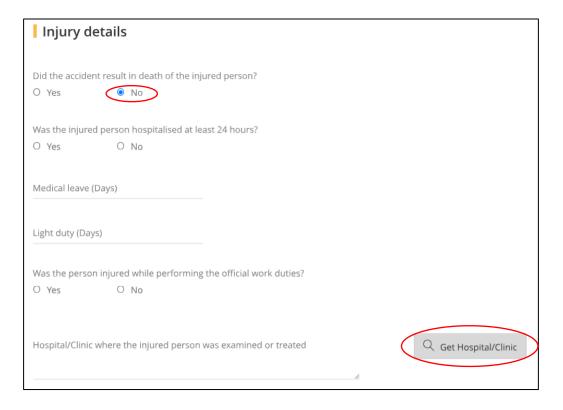
- Enter their NRIC/FIN number in the text box and click the 'Retrieve' button.
- Check that all the personal particulars are correct.
- Fill in all the other mandatory fields.



• Fill in all the employment details.

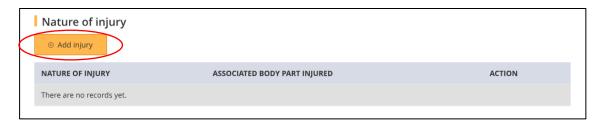


- 12. Steps for non-fatal accidents involving the injured person. (Skip to fatal accidents steps)
  - At the 'Injury details' section.
  - Select 'No' for "Did the accident result in death of the injured person?".
  - Fill in all the other mandatory fields.
  - Select the hospital/clinic where the injured person was examined or treated.



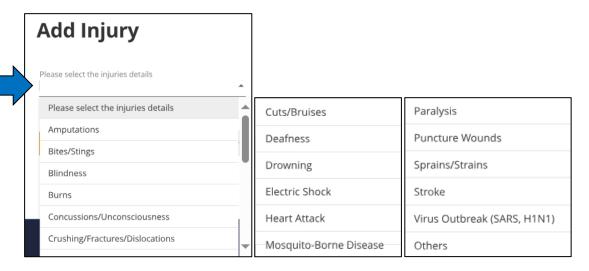
#### 13. At the 'Nature of injury' section,

• Click 'Add Injury'.

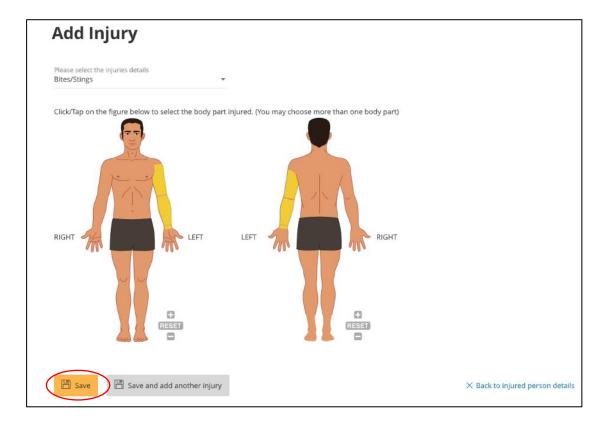


#### 14. At the 'Add Injury' section,

• Select the injuries details.



- Click on the body parts based on the injured area.
- Once done, click 'Save'.
- Click 'Back to injured person details' to exit without saving.



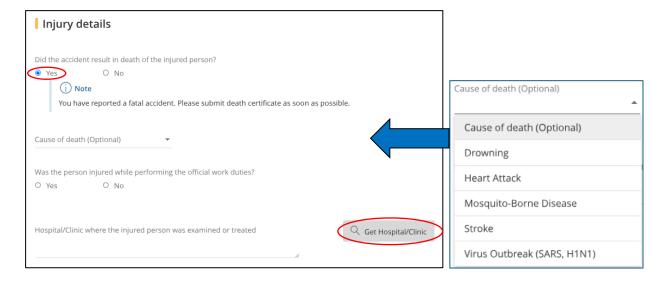
#### 15. At the 'Insurance details' section,

- Select the insurer's name, fill in the insurance policy no.
- Once done, click 'Save'.



#### 16. Steps for fatal accident involving the injured person. (Skip if not applicable)

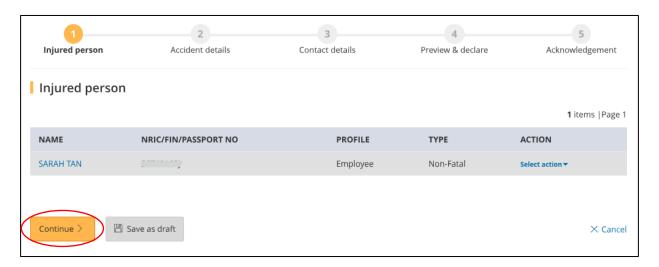
- At the 'Injury details' section.
- Select 'Yes' for "Did the accident result in death of the injured person?".
- For the 'Cause of death (Optional)', this is based on the accident description in the death certificate. Leave the field blank if the option is not applicable.
- Select the hospital/clinic where the injured person was examined or treated.



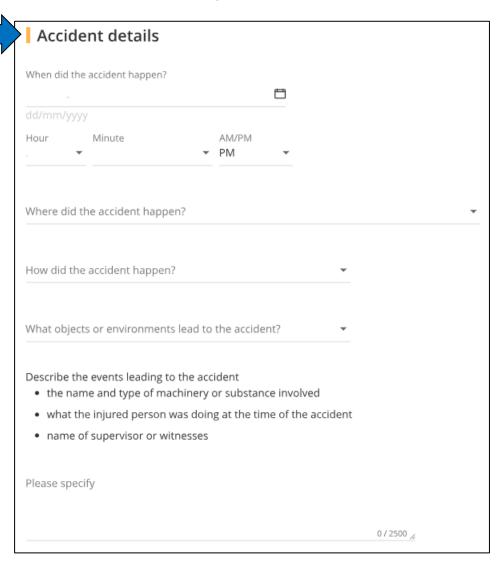
- Select the insurer's name, fill in the insurance policy no.
- Once done, click 'Save'.



- After saving is complete,
- Click 'Continue' to save your injured person's information.



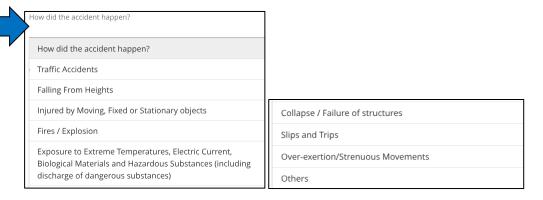
#### 17. At the 'Accident details' page,



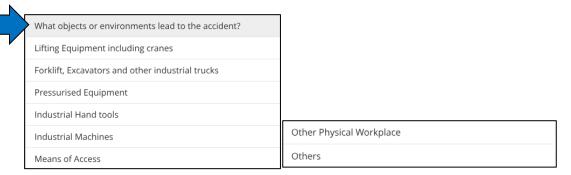
18. Workplace name and full addresses <u>are required</u> if the accident happened at another organisation's premise or in a public place or road. Please specify accordingly.



19. Select an option for 'How did the accident happen?'. (Refer to the full list in Page 14)



20. Select an option for **'What objects or environments lead to the accident?'.** (Refer to the full list in Page 19)

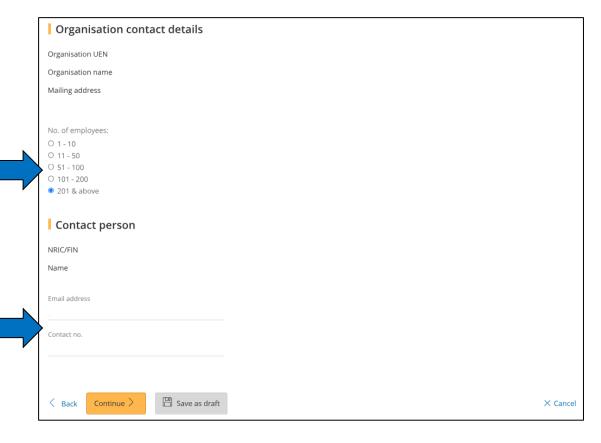


- 21. Please specify the full accident description that led to the accident.
  - Do not indicate 'NA' only.
  - Do not indicate 'Refer to attachment' only. (e.g. Police report, Company investigation report, etc.)
  - Click 'Continue' once done.



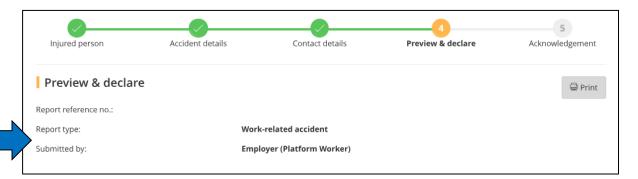
#### 22. At 'Organisation contact details' page,

- Check that the UEN/Name/Mailing address is correct.
- Select the no. of employees.
- Fill in the contact person's email address and contact no.
- Click 'Continue' once done.

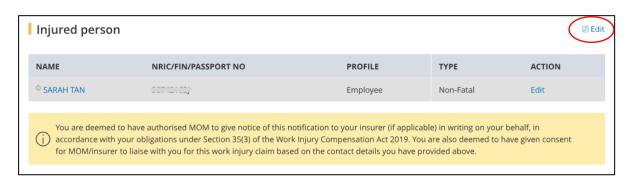


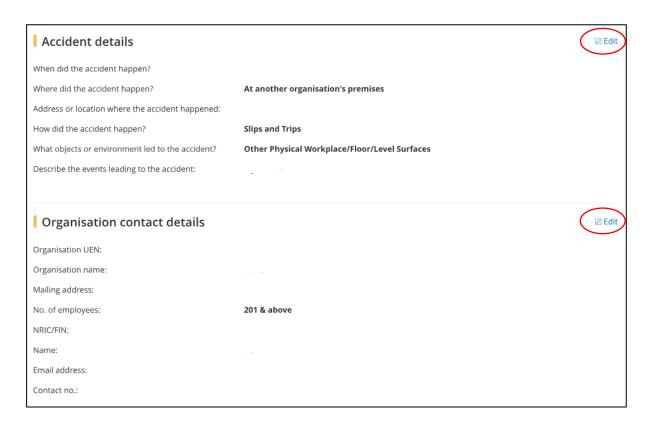
#### 23. At 'Preview and Declare' page,

• Please scroll down and check that all information is filled in correctly before clicking submit.

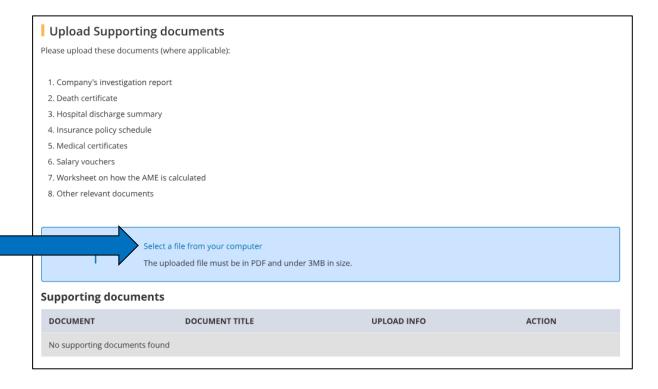


• Click 'Edit' if you wish to amend a certain field in the report.





 Click 'Select a file from your computer' if you wish to upload any of the documents listed (where applicable).



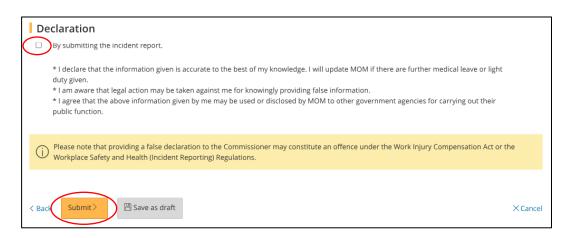
**Note:** After clicking submit, only certain fields in the iReport can be amended, as the cases may have been routed for case processing or follow-up.

If you are unable to amend the fields (greyed out in the iReport eservice), you may submit your request for amendment online via this link: <a href="https://form.gov.sg/657183ca07c8110012c690d6">https://form.gov.sg/657183ca07c8110012c690d6</a>

For more information, visit the FAQ for WSH incident reporting: <a href="https://www.mom.gov.sg/faq/ireport">https://www.mom.gov.sg/faq/ireport</a>

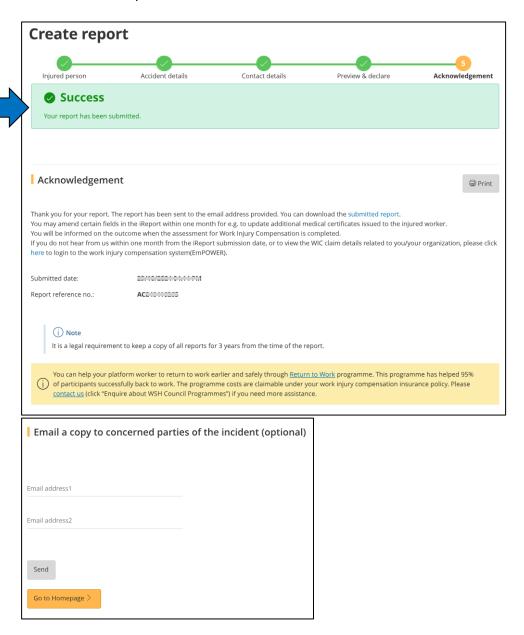
#### 24. Tick the box after reading all the declarations.

Click 'Submit'.



#### 25. At 'Acknowledgement' page,

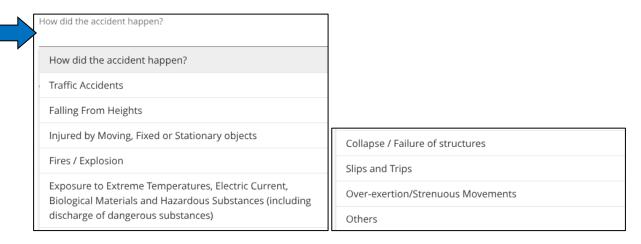
- Check if the report has been successfully submitted.
- Optional: Scroll down the page and fill up to 2 email addresses to receive a copy of the incident report details.



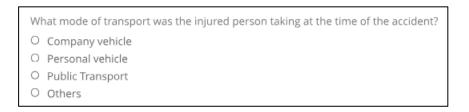
# 'How did the accident happen' &

### 'What objects or environment lead to the accident' list

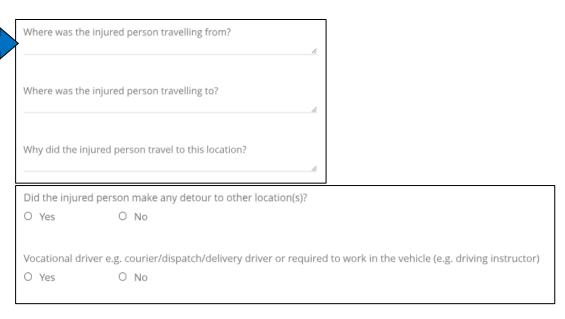
- 26. These are the types of events which resulted in the injury of the victim.
  - Select the most appropriate accident type from the dropdown list.
  - Please specify clearly if selected 'Others'.



- 27. For 'Traffic Accidents', select the mode of transport that the injured person took.
  - Refer to scenarios table in Page 18.



Fill in the details of where the injured person travelled from/to, the reason and if there was a
detour to other location(s).



• Select the objects or environments that led to the accident. (Refer to the full list in Page 19).

What objects or environments lead to the accident?	
Lifting Equipment including cranes	
Forklift, Excavators and other industrial trucks	
Pressurised Equipment	
Industrial Hand tools	
Industrial Machines	Other Physical Workplace
Means of Access	Others

• Explain in detail the events leading to the accident.

Describe the events leading to the accident  the name and type of machinery or substance involved	
<ul> <li>what the injured person was doing at the time of the accident</li> </ul>	
name of supervisor or witnesses	
Please specify	
	0/2500 /

#### 28. Types of 'Falling from Heights',

• For 'Other Locations', please select the objects/environments that led to the accident.

From Roof	
From Mobile Work Platform (e.g. cherry pickers, mast climbing work platform, suspended scaffolds)	
From Scaffold	
From Ladder	
From Stairs/Steps	
From Structure	
From Vehicle	
Other Locations (e.g. holes in the ground, machines, trees, hoist towers)	
What objects or environments lead to the accident?	
Lifting Equipment including cranes	
Forklift, Excavators and other industrial trucks	
Pressurised Equipment	
Industrial Hand tools	
Industrial Machines	Other Physical Workplace
Means of Access	Others

29. For types of 'Injured by Moving, Fixed or Stationary objects', please select the objects/environments that led to the accident.

Struck by falling objects (e.g. worker struck by falling debris)

Struck by moving objects (e.g. worker hit by hammer or some flying object) excluding falling objects

Cut/Stabbed by objects (e.g. knives, needles)

Striking against fixed or stationary objects (e.g. worker walked into glass door)

Stepping on objects (e.g. worker stepped on nails)

Caught in/between objects (e.g. worker sandwiched between machine and walls)

What objects or environments lead to the accident?

Lifting Equipment including cranes

Forklift, Excavators and other industrial trucks

Pressurised Equipment

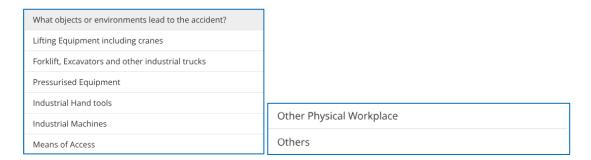
Industrial Hand tools

Industrial Machines

Means of Access

Others

30. For types of 'Fires/ Explosion', please select the objects/environments that lead to the accident.



- 31. Types of 'Exposure to Extreme Temperatures, Electric Current, Biological Materials and Hazardous Substances (including discharge of dangerous substances)'.
  - Please select the objects/environments that lead to the accident.

Exposure to/contact with extreme temperatures (heat/cold)

Exposure to/contact with electric current

Exposure to/contact with biological materials (e.g. animals, people, plants, insects, virus, bacteria)

Exposure to/contact with hazardous substances (e.g. chemicals, dusts, gases, solids, radiations)

Discharge of Dangerous Substances

What objects or environments lead to the accident?

Lifting Equipment including cranes

Forklift, Excavators and other industrial trucks

Pressurised Equipment

Industrial Hand tools

Industrial Machines

Means of Access

Others

#### 32. Types of 'Collapse/Failure of Structures',

Forklift, Excavators and other industrial trucks

Pressurised Equipment
Industrial Hand tools

Industrial Machines

Means of Access

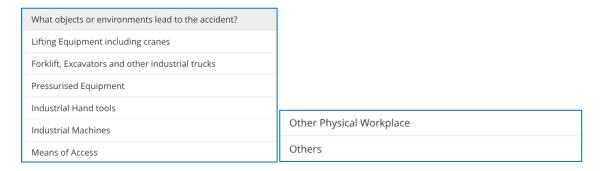
• Please select the objects/environments that lead to the accident.

Collapse/Overturning of cranes and other lifting	g equipment
Collapse of scaffolds	
Collapse of formwork/Failure of its supports	
Cave-in of excavation, tunnel, etc	
Collapse of building, walls under construction	
Failure of dry dock or floating dock leading to a	ccidental flooding
What objects or environments lead to the accident?	
Lifting Equipment including cranes	

Other Physical Workplace

#### 33. For types of 'Slips and Trips' and 'Over-exertion/Strenuous Movements',

Please select the objects/environments that lead to the accident.



Others

#### 34. Types of 'Others',

• Please describe if selected 'Other accident types not elsewhere classified'.

Suffocation/Drowning		
Other accident types not elsewhere classified		
What objects or environments lead to the accident?		
Lifting Equipment including cranes		
Forklift, Excavators and other industrial trucks		
Pressurised Equipment		
Industrial Hand tools		
Industrial Machines	Other Physical Workplace	
Means of Access	Others	

# **Scenarios for Traffic Accidents**

	Accident Description	How did the accident happen (type):	What objects or environment led to the accident:
Scenario 1  If the accident happened on a public road which is not part of any occupier's premises.	The employee claimed that despite him pulling the hand brake, the company lorry continued to move forward and hit a tree. This incident had caused his hand to be injured.	Traffic Accident	Cars, Vans, Lorries, Trucks
	A delivery driver was driving a van along Pioneer Road to deliver goods when he lost control of the van and crashed into a tree along the road.		
Scenario 2  If the accident happened on a public road but the area was part of the occupier's premises (road construction).	A worker was hit by a passing vehicle while assisting in the road construction works.	Struck by Moving Objects (Not to be classified as traffic accidents)	Others - Motor Vehicles (e.g. lorries, prime movers)
Scenario 3 If the accident happened within the occupier's premises (factory's car park).	A production worker took a nap by lying on a car park in the factory premises. A car hit him.	Struck by Moving Objects (Not to be classified as traffic accidents)	Others - Motor Vehicles (e.g. lorries, prime movers)

# 'What objects or environment led to the accident' list

#### 35. List of 'Objects or Environments lead to the accident'.

- Objects/items that lead to the accident type (related to the accident and not injury).
- Select the most appropriate accident type from the dropdown list.
- Please specify if selected 'Others'.

What objects or environments lead to the accident?	
Lifting Equipment including cranes	
Forklift, Excavators and other industrial trucks	
Pressurised Equipment	
Industrial Hand tools	
Industrial Machines	Other Physical Workplace
Means of Access	Others

#### 36. Lifting Equipment including Cranes, please specify if 'Others'.

Mobile / Crawler Cranes
Tower Cranes
Overhead Cranes
Piling machines
Lifting appliances / gears (e.g. chain block)
Lifts and Hoists
Mobile Work Platform (e.g. cherry pickers, mast climbing work platform, suspended scaffold)
Others

#### 37. Forklift, Excavators and other Industrial Trucks, please specify if 'Others'.

Forklifts
Reach truck / stacker
Automatic storage retrieval system
Excavators
Steam rollers
Others

#### 38. Pressurised Equipment, please specify if 'Others'.

Pressurised Piping / Accessories (e.g. spray hose, pressure relief valves, gauges)
Air / Steam Receivers
Refrigerating Plant Pressure Receivers
Boilers
Gas Cylinders (e.g. oxygen tank, acetylene tank, LPG tank)
Heat Exchangers
Others

#### 39. Industrial Hand Tools:

Non-electrical hand tools (e.g. hammer, screw driver)

Electrical hand tools (e.g. electrical drills)

#### 40. Industrial Machines, please specify if 'Others'.

Power Press
Guillotine Machine
Lathes or Milling Machine
Drilling Machine
Bar Benders
Saws (e.g. table saws, band saws)
Transmission Machines (e.g. belts, gear, chain, pulley)
Others

#### 41. Means of Access, please specify if 'Others'.

Scaffold (Metal/Bintagor)
Stairs or Steps
Ladders
Gangway
Mobile ramp
Others

#### 42. Other Physical Workplace:

Floor/Level Surfaces

Roof (including skylight)

Structures

Form Work

Confined Space

#### 43. Others,

Please specify if selected 'Accident Agencies Not Elsewhere Classified'.

Motor vehicles (e.g. lorries, prime movers)

Furniture and Fittings (e.g. bed, cabinet, door, hatch cover)

Knives and Needles

Metal Items (excluding knives/needles)

Hot scalding liquid / Steam

Goods/Cargo

Dusts, Gas, Liquids and Chemicals

Accident Agencies Not Elsewhere Classified

Updated as at 24/01/2025.