



File Ref.: CEDD T-65-0065-1-sf 0

31 July 2022

**Civil Engineering and Development Department
Technical Circular No. 02/2022**

Reporting of Incidents on CEDD Works Sites

Introduction

This technical circular (TC) sets out the procedure for reporting incidents on the Civil Engineering and Development Department (CEDD) works sites or arising from CEDD works contracts¹. It should be read in conjunction with CEDD TC No. 05/2020 and CEDD General Circular (GC) No. 02/2020.

2. This TC shall be read by all staff, resident site staff (RSS) and consultants involved in contract administration and site supervision.

Effective Date

3. This TC takes immediate effect.

Effect on Existing Circular

4. This TC supersedes CEDD TC No. 06/2020 which is hereby cancelled. This revision is to stipulate the requirement for independent review report (IRR), which is to be prepared by CEDD Project Offices, and to enhance the incident reporting procedures.

Scope of this Circular

5. The scope of this TC covers the reporting of the following incidents-

- (a) Serious Incidents (as defined at **Appendix A**); and
- (b) Incidents other than Serious Incidents, including-
 - Construction incidents (i.e. incidents as a result of construction activities)

¹ For the purpose of this TC, works contracts also include construction contracts, quarry rehabilitation contracts and maintenance contracts administered/managed by CEDD.

- Traffic and transport incidents
- Potentially sensitive incidents

Reporting of Incidents

6. The Engineer's Representative² (ER) shall report all incidents on or arising from his works site according to the following reporting procedure-

- (a) Serious Incidents shall be reported through the appropriate channels as stipulated in paragraphs 9 to 20; and
- (b) Incidents other than Serious Incidents, including Dangerous Occurrences (see **Appendix A**) without any casualty, shall be reported according to the procedure stated in paragraphs 21 to 25.

7. A flowchart for the above procedure with the relevant contact details is shown at **Appendix B**. If there is any doubt about whether an incident should be classified as any of the above categories, the ER should err on the safe side by initiating reporting.

8. The Division Head (at D1 level or above) shall **arrange responsible person(s)** from the RSS **to take up the respective role as stipulated in the incident reporting flowchart** to ensure that a robust upward reporting mechanism is in place. He shall check with the ER to ensure that the ER can report all incidents in a timely manner, both within and outside office hours. Regular desktop drill of the upward reporting is highly recommended. The ER shall ensure that his site staff are aware of the need for prompt incident reporting, display the flowchart at **Appendix B** on site, update regularly the contact details using the form at the latest **Appendix B** included in the CEDD Emergency Services Bulletin Board and provide a copy of the Appendix with updated contact details to the Division Head and his relevant staff in order that emergencies and incident reporting can be dealt with promptly. All relevant persons must ensure that they are contactable at all times, and divert telephone calls to their replacements when on leave or not available. The full version of **Appendix B** with updated contact details is included in the CEDD Emergency Services Bulletin Board. The Technical Secretary/Headquarters, CEDD Headquarters (HQ) will update the general contact details and inform the ERs via the Technical Secretaries of the Offices.

Reporting Procedure for Serious Incidents

Verbal Report

9. Within 30 minutes of the incident, the ER (or his assistant) shall inform the Division Head, the Senior Engineer/Safety and Environmental Adviser (SE/SEA), CEDD HQ (or in his absence the Engineer/Safety and Environmental Adviser 3 (E/SEA3)) and the Secretariat Press Officer (Development) of the Development Bureau (DEVB)'s Secretariat Press Office (SPO(DEV)) (or in his absence the Senior Information Officer (Development) 1 (SIO(DEV)1),

² The term "Engineer Representative" also refers to the Supervising Officer's Representative (as used in Design and Build contract) and the Supervisor / Project Manager's Delegate (as used in New Engineering Contract (NEC)).

or in case of reporting outside office hours, the Duty Officer of Information Services Department).

10. The Division Head shall then inform the Senior Engineer/Public Relations, CEDD HQ (SE/PR) (or in his absence Engineer/Public Relations 2 (E/PR2)), the Office Head and the Director of Civil Engineering and Development (DCED) immediately upon notification from the ER. The Office Head shall inform Departmental Radar, i.e. the Deputy Director of Civil Engineering and Development (DDCED), as soon as possible.

11. The verbal information shall be confirmed in writing in the format at **Appendix C** within 3 hours.

12. For a construction incident involving fatality or serious injury, the ER shall also inform the Occupational Safety and Health Branch of the Labour Department (LD) as soon as possible, and for a marine incident the Vessel Traffic Centre of the Marine Department (MD) as well. The ER shall keep the Division Head and SE/SEA informed of any development and further details of the incident. SE/SEA will keep the Chief Assistant Secretary (Works) 5, DEVB (CAS(W)5, DEVB) informed accordingly.

13. For a Serious Incident involving tree failure causing loss of human life or any injury:

- (a) the ER shall also immediately inform Senior Landscape Architect/HQ3 (SLA/HQ3) (or in his absence the Landscape Architect/HQ on call (LA/HQ on call) at the same time; and
- (b) the ER shall confirm verbal information as specified in **Appendix C**, within 3 hours, in writing for onward reporting via SLA/HQ3 to the Greening, Landscape and Tree Management Section (GLTMS) of DEVB. SLA/HQ3 will keep Chief Landscape Architect/HQ (CLA/HQ) and the Assistant Director (Technical) informed accordingly.

14. For a traffic and transport incident on road network³, the Division Head or his delegated senior professional staff in CEDD shall-

- (a) arrive at the scene within the response time as specified in Note 3, **Appendix B**;
- (b) verify the type, nature and extent of the incident;
- (c) contact the Police officers at the scene and verify details of the incident;
- (d) contact and brief/alert the Emergency Transport Co-ordination Centre (ETCC) on the incident;
- (e) take charge of the remedial/recovery work at the scene;
- (f) make a realistic estimate of the time required to complete the remedial/recovery works and inform their supervisors, the Police at the scene and ETCC;
- (g) escalate the incident and consider implementing temporary remedial measures, such as temporary resurfacing and decking over the carriageway by steel plates, for cases of Serious Incidents not being resolved before peak

³ Road network is defined in Annex A of the “Handbook on Handling of Emergency Traffic and Transport Incidents” issued by the Transport Department (TD).

hours;

- (h) update the Police at the scene and ETCC on the progress of the clearance works regularly;
- (i) take other necessary actions at the scene in accordance with the Handbook on Handling of Emergency Traffic and Transport Incidents; and
- (j) complete the Action Checklist at **Appendix D**.

Preliminary Written Report (for construction incidents only)

15. Within 24 hours of the incident, the ER shall send a preliminary written report to SPO(DEV), SE/SEA, SE/PR and the Division Head in the format at **Appendix E**. The Contractor's report, if already received, shall be attached.

16. For any incident involving fatality, the ER shall provide additional information related to the next of kin of the deceased to CAS(W)5, DEVB in the format at **Appendix F**. During the collection of any personal information, the relevant parties shall be informed that the information is essential for arranging prompt assistance to the deceased's family by the Social Welfare Department.

Comprehensive Written Report (for construction incidents only)

17. The Engineer⁴ shall review with the Contractor on the Contractor's incident investigation report and the effectiveness of the site safety management system, following the investigation procedure in Chapter 9 (Section 9.2) of the Construction Site Safety Manual. The Engineer shall prepare a comprehensive written report (CWR) to provide the findings, recommendations for improvement and an action plan for preventing recurrence with target completion dates. SE/SEA should be consulted, as necessary, in preparing the CWR. The CWR shall be submitted by the Division Head through the respective Office Head to DCED and copied to DDCED and SE/SEA within 7 working days of the incident.

18. Apart from the CWR, the Engineer shall also provide SE/SEA with other information on the incident as soon as possible when requested by SE/SEA.

Independent Review Report (for construction incidents and other incidents when required by DCED)

19. For contracts administered by Consultants, the Project Office concerned shall actively participate in the incident investigation and prepare an independent review report (IRR) with in-depth scrutiny on the correct logging of all the relevant events and identification of the prima facie evidence as well as the associated roles and responsibilities of different parties in the incident. In addition, lessons learnt, immediate and root causes shall be elucidated in the IRR. The IRR, together with the finalized CWR, shall be submitted by the Division Head, through the respective Office Head to DCED and copied to DDCED and SE/SEA within 14 working days of the incident.

20. The Project Office shall also prepare a summary, with proper illustration by photos,

⁴ The term "Engineer" also refers to the Supervising Officer (as used in Design and Build contract) and the Project Manager (as used in NEC contract).

graphics or animations, of the investigation for sharing with other project teams in CEDD by email and presentation.

Reporting Procedure for Incidents other than Serious Incidents

21. In the event of an incident other than a Serious Incident, the ER shall inform the Division Head and SE/SEA as soon as possible.

22. For a construction incident, including those which does not result in any injury or damage to property (i.e. near miss incident), the ER shall provide the Division Head and SE/SEA a preliminary written report within 24 hours in the format at **Appendix E**. A CWR shall be submitted by the senior engineer of the project to the Division Head and copied to SEAU within 14 working days of the incident. The content of the CWR shall refer to paragraph 17.

23. For avoidance of doubt, reporting of tree failure incidents other than Serious Incidents (i) that do not involve loss of human life or any injury; or (ii) when occurred during or immediately after inclement/ severe weather conditions such as tropical cyclones and heavy persistent rains etc. is not covered by this TC⁵. The ER shall follow the latest requirements and procedures issued by the Tree Management Office (TMO) of DEVB.

24. For a traffic and transport incident on road network which has caused or has the potential to cause significant traffic and transport impacts (e.g. lane/road closure for a sustained period of time) and if notified by the Police for assistance, the Division Head or his delegated senior professional staff in CEDD or RSS shall arrive at the scene and consider whatever actions stated in paragraph 14 as deemed appropriate.

25. For a potentially sensitive incident, the Division Head shall follow up according to the procedures stated in paragraphs 12 to 15 of Appendix A to CEDD GC No. 02/2020. Examples of such incidents may include public protest, physical confrontation, event with police involvement, workers' wage dispute, etc.

Enquiries

26. Enquiries on this TC should be addressed to the Senior Engineer/Safety and Environmental Adviser, CEDD Headquarters.

References

- (a) ETWB TCW No. 20/2005 – Upward Reporting of Major Emergency Incidents from Works Departments
- (b) ETWB GC No. 2/2005 – Crisis Management
- (c) CEDD GC No. 02/2020 – Communication with the Media
- (d) CEDD TC No. 05/2020 – Crisis Management and Upward Reporting of

⁵ Useful information is available at Landscape Division Bulletin Board.

Major Incidents from CEDD to DEVB

- (e) Chapter 9 of Construction Site Safety Manual
- (f) SETW's memo ref. ETWB(W)516/82/04 dated 29 March 2004 – Notification of Serious Accident or Dangerous Occurrence on Construction Sites to ETWB
- (g) Handbook on Handling of Emergency Traffic and Transport Incidents
- (h) TMO's requirements on Tree Failure Reporting (the relevant documents can be accessed via Cyber Manual for Greening)

(The above documents can be accessed via the CEDD Emergency Services Bulletin Board)

(Signed)

(Michael H S FONG)
Director of Civil Engineering and Development

Serious Incident

1. For the purpose of this Technical Circular, an incident is classified as a Serious Incident if:

- (i) it has led to fatality;
- (ii) it has resulted in serious bodily injury and
 - (a) the victim is in critical condition;
 - (b) there is a loss or amputation of limb(s);
 - (c) it has caused or is likely to cause permanent total disablement to the victim; or
 - (d) for tree failure incidents only, there is or likely to be major injury of any one, e.g. the injured is admitted or to be admitted to a hospital by ambulance.
- (iii) it has led to serious damage to works or property (e.g. building structures or vehicles);
- (iv) the media have arrived on site, have telephoned to ask for information or have reported a construction incident just happened;
- (v) it will arouse public interest/concern in view of the damage or inconvenience that has been caused (e.g. serious/complete blockage to main pedestrian/vehicular access or disruption to the provision of essential utilities over an extensive area or for a prolonged period of time) or its potential harm to workers and/or the public;
- (vi) it has created a drawn-out situation, which the victim has lost conscious, and may lead to fatality or multiple injuries; or
- (vii) it has resulted in road/lane closures of traffic-sensitive routes (red routes or pink routes) and/or public transport-sensitive routes and/or routes to vulnerable areas as listed in Annex A of the “Handbook on Handling of Emergency Traffic and Transport Incidents”.

Dangerous Occurrence

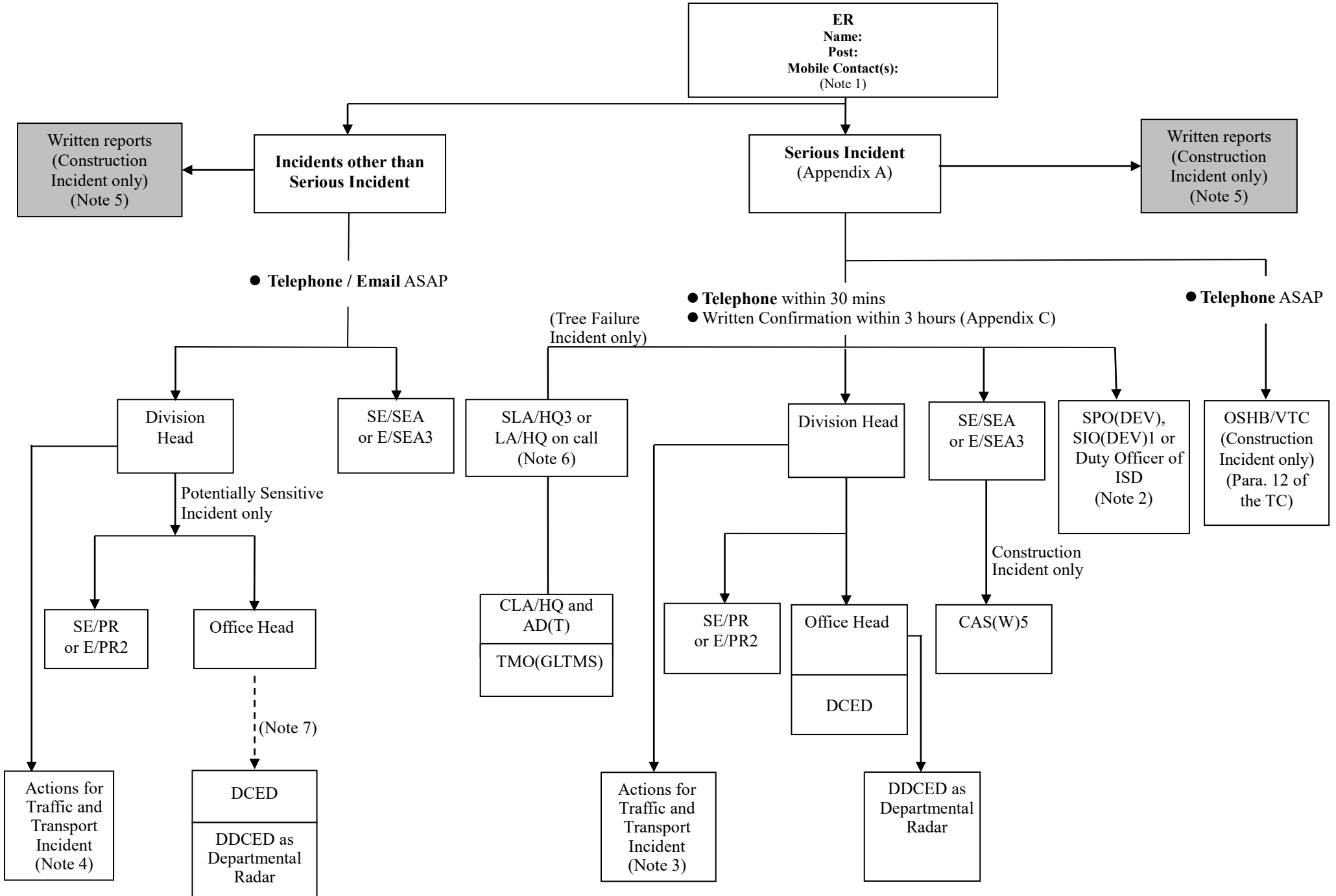
2. A Dangerous Occurrence is defined under Schedule 1 of the Occupational Safety and Health Ordinance as follows:

- (i) The disintegration of a revolving vessel, wheel, grindstone or grinding wheel that is operated by mechanical power.
- (ii) The collapse or failure of a lifting appliance (except the breakage of chain or rope slings) (In this Schedule, "lifting appliance" includes crane, derrick, winch and hoist.)

- (iii) An explosion or fire that-
 - (a) causes damage to the structure of any workplace, or to any plant or substance at a workplace; and
 - (b) prevents the continuation of ordinary work at the workplace.
- (iv) An electrical short circuit or electrical failure of electrical plant that-
 - (a) is followed by, or associated with, an explosion or fire; or
 - (b) causes structural damage to the plant,

being a short circuit, failure, explosion, fire or damage that stops the operation of the plant or prevents it from being used.
- (v) An explosion of a receiver or container used for the storage at a pressure greater than atmospheric pressure of any gas or gases (including air) or any liquid or solid resulting from the compression of gases.
- (vi) A total or partial collapse of a roof, wall, floor, structure or foundation of premises where a workplace is located.
- (vii) A total or partial collapse of any overburden, face, tip or embankment within a quarry.
- (viii) The overturning of, or a collision with any object by-
 - (a) a bulldozer, dumper, excavator, grader, lorry or shovel loader; or
 - (b) a mobile machine used for the handling of any substance in a quarry.

CEDD Flowchart for Reporting Incidents on CEDD Works Sites



Notes

Note 1

- The ER may identify an assistant to assist with the reporting, and two standby staff to take up the reporting duties in case he or his assistant is not available.
- The details of the Designated ER(s) responsible for reporting of incidents shall be clearly shown, including their name(s), post(s) and mobile contact(s) in the flowchart and the Division Head and SEAU shall be informed (see Para. 7 of the TC).
- In all kinds of incidents, the ER should provide advance information with quality photos of the accident scene (including the general scene, the construction materials and plants concerned) via Whatsapp or text message of mobile phone to SE/SEA or E/SEA3 within 30 minutes after being notified by the Contractor.

Information required in Verbal Report

- Contract No. and Title
- Time and location of incident
- Classification of incident – Construction Incident, Traffic and Transport Incident
- A brief account of incident with the number of persons injured/trapped
- Seriousness of injury or extent of damage (if known)
- Whether the media have arrived on site and the name of the media (if known)
- Name of officer and telephone number for further contact
- Traffic and transport facilities affected, pedestrian access blocked (for Traffic and Transport Incident)

Note 2

- Make it clear that the incident occurs in connection with a CEDD construction contract.

Note 3

The Division Head or his delegated senior professional staff in CEDD (Para. 14 of the TC)

- Arrive at scene within the following response time:
 - **1 hour/2 hours** (during/outside office hours) for Urban Area and New Towns.
 - **2 hours/3 hours** (during/outside office hours) for remaining New Territories and Lantau Island.
- Contact ETCC, Police and other relevant departments.
- Take necessary actions at the scene and complete Action Checklist (Appendix D).

Note 4

- The Division Head shall consider appropriate actions under Para. 21 of the TC.

Note 5

- Within 24 hours, preliminary report to SE/SEA, SE/PR, SPO(DEV) and Division Head (Appendix E) (For fatal case, submit Appendix F within 6 hours).
- Within 7 working days (for Serious Incident) / 14 working days (for Incidents other than Serious Incidents), comprehensive report through Division Head and Office Head to DCED and copied to DDCED and SE/SEA.
- For details, see Paras. 15 & 17 for Serious Incidents and Para. 19 for Incidents other than Serious Incident.

Note 6

- Where loss of human lives or any injury are involved in tree failure incident, the ER shall report immediately to the Division Head and SLA/HQ3 under Para. 13 of the TC
- The ER shall verify the maintenance party of the failed/toppled/concerned tree(s), preferably within one hour upon notification of the incident.
- SLA/HQ3 shall report to TMO/GLTMS of DEVB in calling sequence of:
 1. AS(TM) on call
 2. H/TMO
 3. H/GLTMS
- The ER shall keep the SLA/HQ3 informed of the development and further details for reporting to GLTMS as necessary.

Note 7

- Dotted line represents action that may have to be taken according to CEDD GC No. 02/2020.

Legend

DCED	Director of Civil Engineering and Development
DDCED	Deputy Director of Civil Engineering and Development
AD(T)	Assistant Director (Technical), CEDD
H/GLTMS	Head of Greening, Landscape and Tree Management Section
H/TMO	Head of Tree Management Office, DEVB
AS(TM)	Assistant Secretary (Tree Management), DEVB
SPO(DEV)	Secretariat Press Officer (Development), DEVB
SIO(DEV)1	Senior Information Officer (Development) 1, DEVB
CAS(W)5	Chief Assistant Secretary (Works) 5, DEVB
CLA/HQ	Chief Landscape Architect/HQ, CEDD
SLA/HQ3	Senior Landscape Architect/HQ3, CEDD
LA/HQ on call	Landscape Architect/HQ on call, CEDD
SE/PR	Senior Engineer/Public Relations, CEDD
E/PR2	Engineer/Public Relations 2, CEDD
SE/SEA	Senior Engineer/Safety & Env. Adviser, CEDD
E/SEA3	Engineer/Safety & Env. Adviser 3, CEDD
ER	Engineer's Representative
DEVB	Development Bureau
TMO	Tree Management Office, DEVB
CEDD	Civil Engineering and Development Department
ISD	Information Services Department
ETCC	Emergency Transport Coordination Centre
OSHB	Occupational Safety & Health Branch, Labour Department
VTC	Vessel Traffic Centre, Marine Department

Contact Details (The full version of Appendix B with mobile telephone numbers and email addresses is included in the CEDD Emergency Services Bulletin Board.)

Post	Tel. No.	Fax No.	E-mail Address
SPO(DEV), DEVB	3509 8330	2537 9672	
SIO(DEV)1, DEVB	3509 7591	2537 9672	
Duty Officer, ISD (Outside Office Hours)	2842 8745, 2523 2721, 2842 8748 (24-hr)	2537 1540, 2845 9078, 2810 1721	
SE/PR, CEDD	2762 5321	2624 6680	pru@cedd.gov.hk
E/PR2, CEDD	2762 5394	2624 6680	
SE/SEA, CEDD	2762 5621	2714 5174	seau@cedd.gov.hk
E/SEA3, CEDD	2762 5392	2714 5174	
SLA/HQ3, CEDD	3758 3431	2760 9401	landscape.tf@cedd.gov.hk
LA/HQ on call, CEDD	3758 3433, 9701 9832 3758 3432	2760 9401	
OSHB, LD	2815 0678 (24-hr) (In case of no contact, 9495 8966(HKI), 9432 9827(IS), 9132 0344 (K), 9132 0341 (NTE), 9495 8967 (NTW))		
VTC, MD	2233 7801 (24-hr)		
CAS(W)5, DEVB	3509 8335	2524 9308	wp1s@devb.gov.hk
ETCC	2410 0066, 2410 0193	2428 6502	

Urgent By Email and Fax

Confirmation of Verbal Report on Serious Incident under CEDD Works Contract (to be submitted within three hours of the incident)

	To	Email	Fax No.
	Division Head	_____	_____
	SE/SEA, CEDD	seau@cedd.gov.hk	2714 5174
	SE/PR, CEDD	pru@cedd.gov.hk	2624 6680
	SPO(DEV), DEVB		2537 9672
	* CAS(W)5, DEVB	wp1s@devb.gov.hk	2524 9308 <i>(*For Construction Incidents only)</i>
	^ SLA/HQ3, CEDD	landscape.tf@cedd.gov.hk	2760 9401 <i>(^For Tree Failure Incidents only)</i>
	^ H/TMO, DEVB	tf@devb.gov.hk	<i>(^For Tree Failure Incidents only)</i>

From	(Name)	(Tel. No.)
	_____	_____
	(Post)	(Fax. No.)
	_____	_____
	(Division)	(Date)
	_____	_____
	(Signature)	(Time)
	_____	_____

1. Contract No. :
2. Contract Title :
3. Name of Contractor :
4. Location of Incident :
(Location Plan Attached)
5. Date and Time of Incident :
6. Nature and Brief Account of Incident :
7. Number of Person(s) Injured/Killed *(with names of hospital if known)* :
8. Name(s), Sex(es) and Age(s) of Person(s) Injured/Killed *(if known)* :
9. Seriousness of Injury, or Extent of Damages *(if known)* :
10. Name of Media Arrived on Site/Reported the Incident *(if any)* :
11. @Any Other Information :

(@ For Serious Incident involving :

Tree Failure Incident causing loss of human life or any injury –

- *A plan showing location of individual failed tree(s), also appropriately stated with (1) street name/address of property involved or adjacent property/nearby lamp post no./slope no.; (2) on pavement/roadside planter/hillside/slope or retaining wall.*
- *Name/Post/Mobile No. of the staff deployed at scene*
- *Approx. size of tree involved (height, spread, diameter at breast height (DBH))*
- *Failed tree part involved: whole tree/branch (length x diameter)*
- *Species (if known)*
- *Injured delivered/to be delivered to hospital (name of hospital), etc*
- *Defective tree/branch removed/secured*
- *Property damage involved (e.g. vehicle, building structure)*
- *Traffic Impact (e.g. extent of traffic affected)*
- *Relevant departments on site*
- *Photo records showing the failed tree/tree part and the site*

Traffic and Transport Incident on road network–

- *Traffic and transport facilities affected, pedestrian access blocked)*

**CEDD Action Checklist on
Handling of Traffic and Transport Emergency Incidents**

(To be completed by officer who first arrives at incident site)

1. Time

- a. Time of incident reported _____ am/pm
 b. Time of arrival on spot _____ am/pm
 • Traffic peak period
 • Traffic non-peak period

2. Nature of Incident

- a. Road collapse Extent _____
 b. Collapse of scaffolding length of _____
 or structure under construction road affected
 c. Road blockage number of _____
 lanes closed
 d. Road closure
 e. Others Extent _____
 • flooding
 • landslip

3. Arrival of Police and Staff of Other Departments

- a. Police arrived on spot Y N
 b. TD staff arrived Y N
 c. Staff of other concerned department/
 office (e.g. WSD, DSD, GEO) arrived Y N _____

4. Traffic and Transport Facilities Affected

- a. Major road
 • Red route
 • Pink route
 b. Public transport sensitive route
 c. Route to vulnerable area

Note: Classification of the road network system adjoining construction sites, for road emergency purpose, should follow the Annex A of the Handbook on Handling of Emergency Traffic and Traffic Incidents.

5. Remedial Works

- a. Estimated time for completion
 of remedial works _____
 b. Classification of Incident - Serious
 Not serious

6. Assessment of Situation

a. Under control Y N

b. Details

• traffic diverted

• contra flow

• opening of bus or tram lane to traffic

c. Remedial action agreed with police Y N

d. Details of remedial works

e. Situation of remedial action

• Remedial works not commenced

• Remedial works just commenced

• Remedial works in progress

f. Latest assessment

• Is time for completion realistic? Y N

• If not, provide more realistic time _____

7. Further Reporting

Telephone Division Head Tel number _____ (office)

Fax

Fax number _____

Name _____

Post _____

Telephone _____

Date _____

Time _____

(To be vetted by concerned Division Head of CEDD)

8. a. Assessment of situation agreed Y N

b. Further details required

9. a. Further escalation of incident required Y N

b. Report to _____

(Division Head)

Date _____

Time _____

Urgent By Email and Fax

Preliminary Report on Construction Incident under CEDD Works Contract (to be submitted within 24 hours of the incident)

	Email	Fax No.
To : Division Head	_____	_____
SE/SEA, CEDD	seau@cedd.gov.hk	2714 5174
*SE/PR, CEDD	pru@cedd.gov.hk	2624 6680 (<i>*For Serious Incidents only</i>)
*SPO(DEV), DEVB		2537 9672 (<i>*For Serious Incidents only</i>)
^ SLA/HQ3, CEDD	landscape.tf@cedd.gov.hk	2760 9401 (<i>^For Tree Failure Incidents only</i>)
Our Ref. : () in _____		
From : _____	(Name)	(Tel. No.)
_____	(Post)	(Fax. No.)
_____	(Division)	(Date)
_____	(Signature)	(Time)

1. Contract No. :
2. Contract Title :
3. Name of Contractor :
4. Location of Incident (*Location Plan Attached*):
5. Date and Time of Incident :
6. Nature and Brief Account of Incident (*with a Sketch Attached, Yes/No*) :

7. Number of Person(s) Injured/Killed :
8. Name(s), Sex(es) and Age(s) of Person(s) Injured/Killed (*if known*) :

9. Seriousness of Injury, or Extent of Damages :
10. Probable Cause of the Incident, if Established :

11. Measures Introduced (or to be Introduced) to Prevent Recurrence of Similar Incidents :

12. Effect of Incident on Progress of Works :

13. Contractor's Report Attached : (*Yes/No*)
14. Any Other Information :

