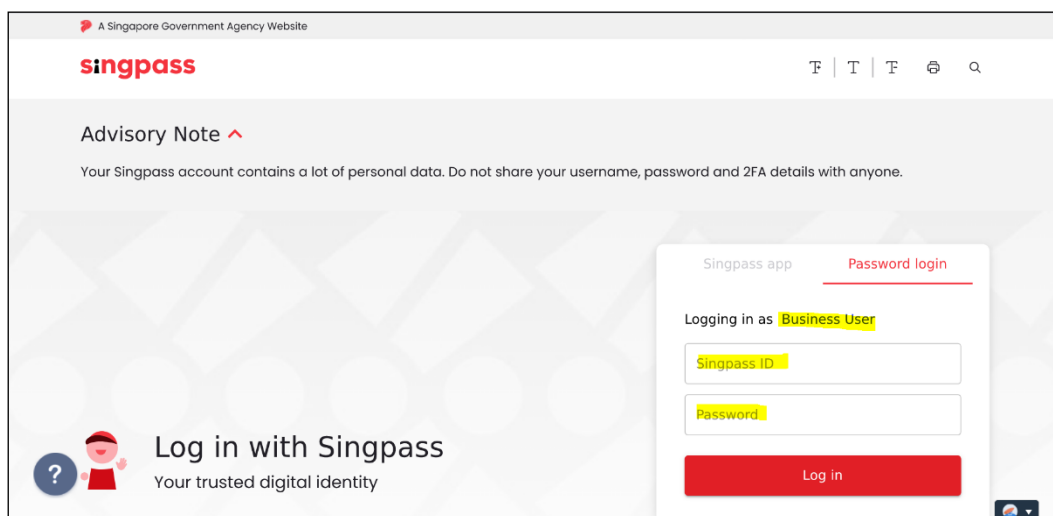


For Occupiers –

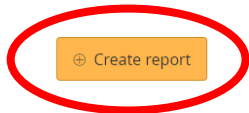
Guide to Submit MHI Process-Related Incident Report via WSH IR eService


- 1) Submit a MHI process-related incident report using the WSH IR eService. (<https://www.mom.gov.sg/eservices/services/wsh-incident-reporting>)
- 2) To log in, click on '**For Business Users**' and enter your Singpass details.



3) Click 'Create Report' on your account dashboard.

WSH Incident Reporting



 You can [file incident report](#), [check work injury claim status](#) and upload documents related to claims ([WicSubmit](#)) within this dashboard.


Draft incident reports



Check out [what and when to report](#). Draft application will be discarded after 14 days from the creation date.

 Draft record(s)

Submitted incident reports

You can edit accident reports within 30 days from the date you submitted it. You can amend the medical leave days within one year from the date you submitted it.

 Submitted record(s)


 Use search filters for faster results 

39 records 1 2 3 4 5 >

REPORT REFERENCE NO	ACCIDENT DATE	REPORT TYPE	INCIDENT PERIOD	REPORTED BY	ACTION
DO200405754	20/06/2020	Dangerous occurrence / process-related incident	Nil	Occupier	Select action
DO200405753	15/06/2020	Dangerous occurrence / process-related incident	Nil	Occupier	Select action
DO200405673	12/06/2020	Dangerous occurrence / process-related incident	Nil	Occupier	Select action
DO200405672	01/06/2020	Dangerous occurrence / process-related incident	Nil	Occupier	Select action
DO200405671	04/11/2019	Dangerous occurrence / process-related incident	Nil	Occupier	Select action

WicSubmit & check claim status

You can view the case status related to you/your organisation. You can use 'Select action' to access WicSubmit to upload documents or submit objections to notice of computation/notice of assessment. If the case you are searching is not listed below, please [click here](#).

 Work injury compensation record(s)

- 4) At the **'Create report'** page, under 'You are reporting as:', select **'Occupier'**. Under 'What are you reporting?', select **'A dangerous occurrence / process-related incident'**. Click **'Continue'**.


Create report

You are reporting as:

- Employer
- Occupier
- Injured person's legal representative
- Treating Doctor

What are you reporting?

- A workplace accident with injured person
- A dangerous occurrence / process-related incident

 If the Dangerous occurrence/ process related incident results in fatalities, please report under "A workplace accident with injured person"

 Tip

It will take about 10 minute(s) to complete this report.

Continue >

× Cancel

- 5) At the **'Accident details'** page, enter the information required. Click **'Continue'**. To save the report, click **'Save as draft'**. You can access the saved report from the **'Draft incident reports'** section on your account dashboard. Clicking **'Cancel'** will discard your information.

Examples:


If you are reporting a loss of containment of dangerous substances and if there were persons exposed to the dangerous substance, under 'How did the accident happen?', select 'Exposure to Extreme Temperatures, Electric Current, Biological Materials and Hazardous Substances (including discharge of dangerous substances)'. Next, select 'Exposure to/contact with hazardous substances (e.g. chemicals, dusts, gases, solids, radiations)'.

If you are reporting a loss of containment of dangerous substances and there was no exposure of dangerous substance to workers, under 'How did the accident happen?', select 'Exposure to Extreme Temperatures, Electric Current, Biological Materials and Hazardous Substances (including discharge of dangerous substances)'. Next, select 'Discharge of Dangerous Substances'.

Create report

The screenshot shows a four-step progress bar at the top: 1. Accident details (highlighted in orange), 2. Organisation contact details, 3. Preview & declare, and 4. Acknowledgement.

Accident details

When did the accident happen? 
dd/mm/yyyy

Hour Minute AM/PM

Where did the accident happen?

How did the accident happen?

What objects or environments lead to the accident?

Describe the events leading to the accident

- the name and type of machinery or substance involved
- what the injured person was doing at the time of the accident
- name of supervisor or witnesses

Please specify

0 / 2500

- 6) You will be directed to the 'MHI report' page. Enter the information required and click 'Continue'.

Create report



MHI report

Note

A process-related incident has occurred in your Major Hazard Installation (MHI). You are required to answer the questions below. You could amend the information within 3 months after your first submission.

Classification of incident

Is the incident also a **dangerous occurrence**?

Yes No

Substance details

[Add Substance](#)

NAME	CAS NO	NATURE	STATE	ESTIMATED QUANTITY	TEMPERATURE	PRESSURE	ACTION
There are no records yet.							

Add substance

Name of substance:

CAS number (if available):

Substance classification (check applicable box/es):

- | | |
|--------------------------------------|---------------------------------|
| a. Nature(s) | b. State(s) |
| <input type="checkbox"/> Combustible | <input type="checkbox"/> Gas |
| <input type="checkbox"/> Corrosive | <input type="checkbox"/> Liquid |
| <input type="checkbox"/> Explosive | <input type="checkbox"/> Solid |
| <input type="checkbox"/> Flammable | <input type="checkbox"/> Others |
| <input type="checkbox"/> Oxidising | |
| <input type="checkbox"/> Toxic | |
| <input type="checkbox"/> Others | |

Estimated quantity (in kg) released in the incident:

Approximate temperature (in °C) at point of release:

Approximate pressure at point of release:

Unit of measurement

[Save](#)

[Save and add another substance](#)

[Go back to MHI report](#)

Further information

Duration of incident

Minute ▾ Hour ▾ Day ▾

At which stage did the incident occur? ▾

Location where incident occurred ▾

Equipment type(s) involved in the incident (check applicable options):

- Bulk storage tank [e.g. Atmospheric vessel; Refrigerated vessel; Pressurised storage etc.]
- Effluent-related equipment [e.g. air scrubber; air blower; wastewater collection tank etc.]
- Fired heater [e.g. Stack; Flare; Incinerator; Air preheater etc.]
- Heat exchange equipment [e.g. Condenser; Cooler; Boiler; Dryer etc.]
- Instruments [e.g. Temperature, Pressure or Flow measuring instruments etc.]
- Isotanker or Road tanker
- Marine loading arm, hose or berth
- Package (individual container for liquid of capacity less than 250 L) [e.g. Drums, Intermediate Bulk Container etc.]
- Process vessel [e.g. Pressure vessel; Reactor; Distillation column etc.]
- Rotating equipment [e.g. Pump; Compressor etc.]
- Solid processing equipment [e.g. silo, miller etc.]
- Valve, piping or its associated fittings [e.g. flange etc.]
- Others

Probable cause(s) (check all applicable options):

- Electrical, Control & Instrumentation related [e.g. design; construction; fabrication; maintenance etc.]
- External events [e.g. extreme weather conditions; domino- effect from nearby site etc.]
- Human Factors
- Mechanical related [e.g. design; construction; fabrication; maintenance etc.]
- Safety & Health Management System related [e.g. procedures; risk assessment; management of change etc.]
- Others

Other information:

- Describe [mitigating actions](#), emergency response taken, recovery plans and preventive measures.
- the relevant work involved prior to incident/ sequence of events leading to the incident

Please provide here

0 / 500

Upload Supporting documents

Please upload these documents (where applicable):

1. Investigation report
2. Photographs of scene
3. Process flow diagram
4. Remedial action



Select a file from your computer
The uploaded file must be in PDF and under 3MB in size.

Supporting documents

DOCUMENT	DOCUMENT TITLE	UPLOAD INFO	ACTION
No supporting documents found			

< Back

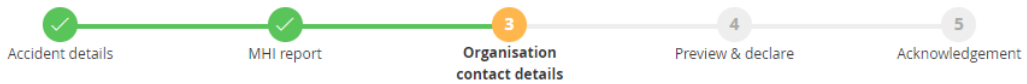
Continue >

Save as draft

X Cancel

- 7) At the **'Organisation contact details'** page, enter the details required. Click **'Continue'**.

Create report



Organisation contact details

Organisation UEN

Organisation name

Mailing address

Contact person

NRIC/FIN

Name

Email address

Contact no.

< Back

Continue >

Save as draft

X Cancel

8) Once you have completed the form, you will be directed to the 'Preview & declare' page.

- Check that the information entered is correct before submission. To make amendments, click 'Edit' at the section where you wish to amend in the report.
- To submit your report, scroll to the bottom of the page and 'check' the box under the 'Declaration' section. Click 'Submit'.

Create report



Preview & declare

Print

Report reference no.: DO200405754
Report type: Dangerous occurrence / process-related incident
Submitted by: Occupier

Accident details

Edit

When did the accident happen? 20/06/2020 01:00 AM
Where did the accident happen? At premises under management of your organisation
Address or location where the accident happened: [Redacted]
How did the accident happen? Exposure to Extreme Temperatures, Electric Current, Biological Materials and Hazardous Substances (including discharge of dangerous substances)/Exposure to/contact with hazardous substances (e.g. chemicals, dusts, gases, solids, radiations)
What objects or environment led to the accident? Pressurised Equipment/Heat Exchangers
Describe the events leading to the accident: Test

MHI report

[Edit](#)

Note

A process-related incident has occurred in your Major Hazard Installation (MHI). You are required to answer the questions below. You could amend the information within 3 months after your first submission.

Is the incident a dangerous occurrence? **Yes**

NAME	CAS NO	NATURE	STATE	ESTIMATED QUANTITY	TEMPERATURE	PRESSURE	ACTION
Crude		Combustible, Flammable	Liquid	2000.0 kg	65.0(C)	3.0 bar	Edit

Duration of Incident **1 mins,1 hours,0 days**

At which stage did the incident occur? **Normal Operations**

Location where incident occurred **Processing facility**

Equipment type(s) involved in the incident **Heat exchange equipment [e.g. Condenser; Cooler; Boiler; Dryer etc.]**

Probable cause(s) **Mechanical related [e.g. design; construction; fabrication; maintenance etc.], Safety & Health Management System related [e.g. procedures; risk assessment; management of change etc.]**

Other information: **Test**

DOCUMENT	DOCUMENT TITLE	UPLOAD INFO
No supporting documents found		

Organisation contact details

[Edit](#)

Organisation UEN: [REDACTED]

Organisation name: [REDACTED]

Mailing address: [REDACTED]

NRIC/FIN: [REDACTED]

Name: [REDACTED]

Email address: [REDACTED]

Contact no.: [REDACTED]

Upload Supporting documents

Please upload these documents (where applicable):

1. Company's investigation report
2. Death certificate
3. Hospital discharge summary
4. Insurance policy schedule
5. Medical certificates
6. Salary vouchers
7. Worksheet on how the AME is calculated
8. Other relevant documents



Select a file from your computer

The uploaded file must be in PDF and under 3MB in size.

Supporting documents

DOCUMENT	DOCUMENT TITLE	UPLOAD INFO	ACTION
No supporting documents found			

Declaration



By submitting the incident report.

* I declare that the information given is accurate to the best of my knowledge. I am aware that legal action may be taken against me for knowingly providing false information.

* I agree that the above information given by me may be used or disclosed by MOM to other government agencies for carrying out their public function.



Please note that providing a false declaration to the Commissioner is an offence under Section 10(2) of the Workplace Safety and Health (Incident Reporting) Regulations.

< Back

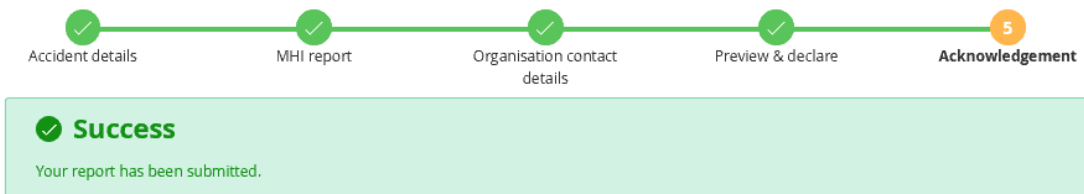
Submit >

Save as draft

Cancel

- 9) Your report is submitted when you see the **'Acknowledgement'** page.
To email a copy of the report to concerned parties of the incident, enter their email addresses at **'Email a copy to concerned parties of the incident (optional)'**.

Create report



Acknowledgement

Print

Thank you for your report. The report has been sent to the email address provided. You can download the [submitted report](#).

Submitted date: 21/06/2020 01:44 PM

Report reference no.: DO200405754

Note

It is a legal requirement to keep a copy of all reports for 3 years from the time of the report.

Email a copy to concerned parties of the incident (optional)

Note

Please note that the MHI report will not be part of the information sent out via the email below.

Email address1

Email address2

Send

[Go to Homepage >](#)

10) To make amendments to the submitted process-related incident report, go to the 'Submitted incident reports' section on your account dashboard. Under 'ACTION', click 'Amend'. You will be directed to the 'Preview & declare' page where you can edit the various sections of the report (refer to Step 8) and view the amendment history.

- You can amend **all sections** of the report **within 30 days** from the submission date.
- You can amend the 'MHI report' section **within 93 days** from the submission date.

WSH Incident Reporting

⊕ Create report

📘 You can [file incident report](#), [check work injury claim status](#) and upload documents related to claims ([WicSubmit](#)) within this dashboard.

Draft incident reports

Check out what and when to report. Draft application will be discarded after 14 days from the creation date.

⊕ Draft record(s)

Submitted incident reports

You can edit accident reports within 30 days from the date you submitted it. You can amend the medical leave days within one year from the date you submitted it.

⊖ Submitted record(s)



Use search filters for faster results



39 items | Page 1 2 3 4 5 > >

REPORT REFERENCE NO	ACCIDENT DATE	REPORT TYPE	INJURED PERSON	SUBMITTED BY	ACTION
DO200405754	20/06/2020	Dangerous occurrence / process-related incident	Nil	Occupier	Select action ▲ Amend Upload Documents Download Report
DO200405753	15/06/2020	Dangerous occurrence / process-related incident	Nil	Occupier	Select action ▼
DO200405673	12/06/2020	Dangerous occurrence / process-related incident	Nil	Occupier	Select action ▼
DO200405669	01/06/2020	Dangerous occurrence / process-related incident	Nil	Occupier	Select action ▼
DO190402413	04/11/2017	Dangerous occurrence / process-related incident	Nil	Occupier	Select action ▼

WicSubmit & check claim status

You can view the case status related to you/your organisation. You can use 'Select action' to access WicSubmit to upload documents or submit objections to notice of computation/notice of assessment. If the case you are searching is not listed below, please [click here](#).

⊕ Work injury compensation record(s)