



FOR OCCUPIERS – GUIDE TO FILE MHI PROCESS-RELATED INCIDENT REPORT VIA WSH IR eSERVICE

1. Submit a MHI process-related incident report using the WSH IR eService. (<http://www.mom.gov.sg/ireport>)
2. To login, click on '**CorpPass**' and enter your CorpPass details.

If logging in for **CORPORATE** transactions, click here:



If logging in for **PERSONAL** transactions, click here:





 **Tip**


For **corporate users** (Employer, Occupier or Legal representative), you must use CorpPass to access our eService.
For **doctors**, you may use either SingPass or CorpPass to access our eService.

Log in with CorpPass

UEN/ENTITY ID 

CORPPASS ID 

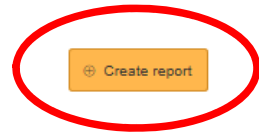
Password 

Remember Entity ID 

Forgot [Entity / CorpPass ID](#) or [Password](#)

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.

REPORT REFERENCE NO	ACCIDENT DATE	CREATION DATE	INJURED PERSONS	REPORT TYPE	ACTION
There are no records yet.					

Submitted incident reports

You can edit accident reports within 30 days from the date you submitted it, cancel and then request leave days and upload document within one year from the date you submitted it.

Search filter for results ▼

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REPORT REFERENCE NO	ACCIDENT DATE	REPORT TYPE	INJURED PERSONS	SUBMITTED BY	ACTION
AC170382263	07/12/2017	Work-related accident	EP G6056432P	Employer and Occupier	select action ▼
DO170382243	05/12/2017	Dangerous occurrence / process-related incident	Nil	Occupier	select action ▼
AC170382228	03/12/2017	Work-related accident	Kylo Ren	Occupier	select action ▼

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'.

The screenshot shows a progress bar at the top with four steps: 1. Accident details (highlighted in orange), 2. Organisation contact details, 3. Preview & declare, and 4. Acknowledgement. Below the progress bar is the 'Accident details' form. It includes a date and time picker for 'When did the accident happen?' (format dd/mm/yyyy), dropdown menus for 'Where did the accident happen?', 'How did the accident happen?', and 'What objects or environments lead to the accident?'. A section titled 'Describe the events leading to the accident' contains a bulleted list: 'the name and type of machinery or substance involved', 'what the injured person was doing at the time of the accident', and 'name of supervisor or witnesses'. Below this is a text area for 'Please specify' with a character count of 0 / 2500. At the bottom, there are three buttons: 'Continue >' (orange), 'Save as draft' (grey), and 'Cancel' (blue).

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



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.							

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):

- Reactor
- Atmospheric vessel
- Refrigerated Vessel
- Drums
- Intermediate Bulk Container
- Pump
- Compressor
- Valve
- Dryer
- Heat exchanger
- Fired heater
- Solid processing equipment
- Truck
- Others

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

- Design related (e.g. plant/equipment/process control systems/ safety-related control system/ relief systems etc.)
- Mechanical / Electrical Control & Instrumentation related (e.g. Construction/ fabrication/ maintenance etc.)
- Safety & Health Management System related (Operations, Management of Change etc.)
- Human Factors
- External events (e.g. extreme weather conditions, domino-effect from nearby site)
- 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 2MB in size.

Supporting documents

DOCUMENT	DOCUMENT TITLE	UPLOAD INFO	ACTION
No supporting documents found			

< Back

Continue >

Save as draft

Cancel

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



Organisation contact details

Organisation UEN

Organisation name

Mailing address

Contact person

NRIC/FIN

Name

Email address

Contact no.

< Back

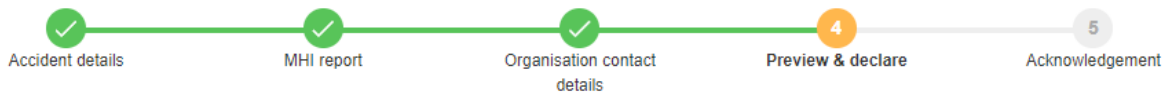
Continue >

Save as draft

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'**.



Preview & declare

Print

Report reference no.: DO170377662
Report type: Dangerous occurrence / process-related incident
Submitted by: Occupier

Accident details

Edit

When did the accident happen? 05/11/2017 09:00 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/Pressurised Piping / Accessories (e.g. spray hose, pressure relief valves, gauges)
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
Chlorine		Toxic	Gas	25.0 kg	30.0(C)	10.0 bar	Edit

Duration of incident **10 mins,0 hours,0 days**

At which stage did the incident occur? **Maintenance**

Location where incident occurred **Processing facility**

Equipment type(s) involved in the incident **Atmospheric vessel**

Probable cause(s) **Design related (e.g. plant/equipment/process control systems/ safety-related control system/ relief systems etc.), Mechanical / Electrical Control & Instrumentation related (e.g Construction/ fabrication/ maintenance 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 2MB 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.

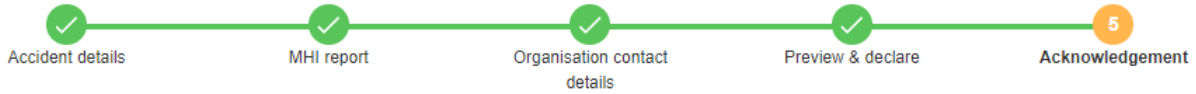
< Back

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)'**.



Success
Your report has been submitted.

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: 06/11/2017 11:33 AM

Report reference no.: DO170377662

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.



Draft incident reports

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

REPORT REFERENCE NO	ACCIDENT DATE	CREATION DATE	INJURED PERSONS	REPORT TYPE	ACTION
There are no records yet.					

Submitted incident reports

You can edit [submitted reports](#) within 30 days from the date you submitted it. You can amend the medical leave days and upload document within one year from the date you submitted it.

 Use search filters for faster results 

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REPORT REFERENCE NO	ACCIDENT DATE	REPORT TYPE	INJURED PERSONS	SUBMITTED BY	ACTION
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DO170382243	05/12/2017	Dangerous occurrence / process-related incident	Nil	Occupier	Select action
AC170382228	03/12/2017	Work-related accident	Kylo Ren	Occupier	Amend Upload Documents Download Report
DO170377862	05/11/2017	Dangerous occurrence / process-related incident	Nil	Occupier	Select action
DO170377558	01/11/2017	Dangerous occurrence / process-related incident	Nil	Occupier	Select action

Updated as at 16 January 2018