

**THE FACTORIES ACT. VOL VI  
AS AMENDED BY  
SECTION 21 OF ACT  
REPORT OF ACCIDENT**

**PART A**

To be forwarded immediately (see page 3)

1. Name and Address of Factory or Works .....
2. Processes or Products.....
3. Date of accident.....Time.....Day of Week.....
4. Department which accident occurred.....
5. Exact location in the Department where the accident occurred.....
6. Give the following details in respect of the injured person:-
  - (a) Name.....
  - (b) Home Address.....
  - (c) Sex.....Age.....
  - (d) Normal Occupation.....
  - (e) Occupation at time of accident if different from (d) above.....
  - (f) Time at which work was commenced on day of accident.....
7. How did the accident happen?.....  
.....  
.....
8. What was the injured person doing at the time of the accident?.....  
.....  
.....
9. If caused by machinery:
  - (a) Give name of the machine and part causing injury.....  
.....
  - (b) Was the machine being moved by mechanical power at the time of the accident?.....
  - (c) Was part causing injury guarded at the time of accident?.....
10. What injuries or damage resulted from the accident (e.g. fatal, loss of finger, fracture of leg, scald, scratch followed by sepsis etc.).....  
.....
11. Was first-aid treatment rendered and by whom?.....
12. Has the accident been investigated by Management?.....
13. Name and substantive post of Safety Supervisor appointed under Reg. 57.....  
.....
14. Any other comments.....  
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.....  
.....  
.....  
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Signature.....  
*Manager or Person in Control of Factory or Works*

Date.....

**REPORT OF ACCIDENT**

**PART B**

To be forwarded to the Chief Factory Inspector when worker has resumed.

1. Name and Address of Factory or Works.....
2. Name of Injured person.....
3. Date of Accident.....Time.....
4. Date of resumption of work.....
5. No. of days during which injured person was prevented by the injury from earning full wages at his normal occupation  
.....

Signature.....

*Manager or Person in Control of Factory or Works*

Date.....

**THE FACTORIES ACT, VOL. VI****THE FACTORIES ACT****SECTION 21**

- “(1) Where any accident occurs in a factory which either -
- (a) cases loss of life to a person employed in the factory; or
  - (b) disables any such person for more than two days from earning full wages at the work at which he was employed,

the Manager of the factory or person having control of the machinery in such factory shall forthwith report the occurrence of such accident to the Chief Factory Inspector and in connection therewith he shall furnish such particulars as the Chief Factory Inspector in any case from time to time require.

- (2) The Manager of the factory or person having control of the machinery as aforesaid shall also from time to time in like manner report to the Chief Factory Inspector –
- (a) all accidental fires and explosions;
  - (b) the collapse or failure of any building or structure;
  - (c) accidents to machinery or plant which result in the cessation of work beyond the shift or day on which the accident occurs;
  - (d) any industrial disease which may be prescribed by the Chief Factory Inspector, which may occur in the factory.”

NOTE:- The provisions of subsections (1) and (2) quoted above also apply to:

- (a) building operations undertaken by way of trade or business, or for the purpose of any industrial or commercial undertaking, and any line or siding which is used in connection therewith and for the purposes thereof.