

## Corrective & Preventive Action Report

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**Reference Number:** CLSG-17072023-01

### D1. Planning

Start Date: 2023-07-17

Estimated Completion: 2023-07-17

Incident Location: Markono Print

Machine ID: HP Machine

### D2. Establish The Team

Role: Team Leader

Name: Nagarajen Munusamy

Job Title: Ops Section Manager

Role: Team Member

Name: Remus

Job Title: EHS coordinator

Role: Team Member

Name: Lai Poh chun

Job Title: Supervisor

Role: Team Member

Name: Ali Mohammed Ripon

Job Title: Mover

Role: Team Member

Name: Subramaniam Bakriyaj

Job Title: Supervisor

### D3. Describe the Problem / Incident

Supervisor Bakiyaraj and a worker was tasked to carry the trolley to let machine sit on it. However due to miscommunication between them, one worker release the trolley earlier and due to the force, the trolley immediately land on Bakiyaraj's finger resulting bruises. He was told to go to the nearest clinic to check his finger

#### Incident Photos:



#### **D4. Containment / Immediate Action**

Title: Stop work immediately

Owner: EHS

Target Date: 2023-07-17

Close Date: 2023-07-17

Title: Brief worker on the SWP and methodology

Owner: EHS

Target Date: 2023-07-17

Close Date: 2023-07-17

#### **D5. Identify the Root Cause**

Man:

- Miscommunication between supervisor and worker
- Negligence of worker

Method:

- NA

Machine:

- NA

Materials:

- NA

Environment:

- NA

#### **D6. Corrective Actions**

Action: NA

Responsible Party: NA

Expected Completion Date: 0001-01-01

Status/Remarks: closed

#### **D7. Preventive Action Plan & Validate**

Action: Tool box meeting to include this handling of tools topic daily

Responsible Party: EHS

Expected Completion Date: 2023-07-20

Status/Remarks: Closed

Action: In house training of handling tools to be conducted monthly

Responsible Party: EHS

Expected Completion Date: 2023-07-20

Status/Remarks: Closed

#### **D8. Final Closure & Recognition**

Name: ABDULLAH MUHAMMAD

Designation: Safety

Company: CLSG

Date: 2025-02-08

#### **Review and Approval**

Reviewed By: Pending

Reviewed Date: Pending

Approved on behalf of General Manager: RAHMAN MUHAMMAD

Approved Date: 2025-02-08 04:29:18