



**Guidelines on Occupational Safety and Health
(Notification of Accident,
Dangerous Occurrence, Occupational Poisoning
and Occupational Disease) Regulations 2004
[NADOPOD]**

Department of Occupational Safety and Health
Ministry of Human Resources
Malaysia

2005

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1. Preface

- 1.1. The Occupational Safety and Health Act of 1994 (Act 514) requires an employer to notify to the nearest Department of Occupational Safety and Health office of any accident, dangerous occurrence, occupational poisoning and occupational disease that has occurred in the place of work. The Act also stipulates every registered medical practitioner or medical officer attending to, or called in to visit, a patient whom he believes to be suffering from an occupational disease or poisoning to report the matter to the Director General. The Occupational Safety and Health (Notification of Accident, Dangerous Occurrence, Occupational Poisoning and Occupational Disease) Regulations 2004 [NADOPOD] provides further requirement and information on the notification method, procedure and process to be followed by the employer and the medical practitioner in pursuant to the requirements of section 32 of Act 514.
- 1.2. The main purpose of reporting the incidences stated under section 32 of Act 514 is for the authority (DOSH) to determine the underlying causes of the incidences in order for remedial actions to be taken to prevent similar occurrences in the future. At the same time, the data gathered would form important database for DOSH to carry out analysis and to come out with its strategic plan to administer and enforce the law. For this purpose, it is essential that data recorded by the employers are uniform to facilitate analysis and to assure the validity of the statistical results. Thus these guidelines provide official interpretations, answers, and explanations to questions employers would most frequently ask. It is not a regulation, but rather supplementary instructions for reporting and record keeping duties of employers stipulated under NADOPOD using the approved forms (**JKKP 6**, **JKKP 7** and **JKKP 8**).
- 1.3. For questions or other enquiries related to recordkeeping and reporting under NADOPOD that are not addressed in this publication, employers may contact the Department of Occupational Safety and Health (DOSH) state office serving their area. Addresses and telephone numbers for the DOSH state offices are listed in these guidelines. Recordkeeping and reporting forms are available in this booklet and employers can make copies if necessary for the purpose of recordkeeping and reporting to DOSH.
- 1.4. The information included here deals only with the requirements for recording and reporting of occupational accidents, dangerous occurrences, occupational poisonings and occupational diseases under Act 514. Some employers may be subjected to additional recordkeeping and reporting requirements stipulated under other regulations made under Act 514, such as the requirements to keep records on exposure monitoring, medical surveillance program, training of workers etc. These requirements however are not covered in these guidelines. Employers may refer directly to the Act or the relevant regulations or contact the nearest DOSH state office for further information.

- 1.5. Recording of accidents and occupational poisonings or occupational diseases is necessary so as to ensure proper implementation and compliance with the Act. The records will also be helpful to employers and employees in identifying many of the factors that cause accidents, injuries or occupational poisonings or occupational diseases in their work places. Furthermore, these records will assist the safety and health officers to perform their duties in carrying out inspections of their work places.
- 1.6. This booklet summarises and provides basic instructions and guidelines to assist employers in fulfilling their recordkeeping and reporting obligations.

2. Glossary of Terms

- 2.1 **Accident.** An occurrence arising out of or in the course of work which result in fatal injury or non-fatal injury.
- 2.2 **Dangerous occurrence.** An occurrence, which arises out of or in connection with work as, listed in **Table 6**.
- 2.3 **Employee.** A person who is employed for wages under a contract of service on or in connection with the work of an industry to which this Act applies and -
- a) who is directly employed by the principal employer on any work of, or incidental or preliminary to or connected with the work of, the industry, whether such work is done by the employee at the place of work or elsewhere;
 - b) who is employed by or through an immediate employer at the place of work of the industry or under the supervision of the principal employer or his agent on work which is ordinarily part of the work of the industry or which is preliminary to the carried on in or incidental to the purpose of the industry; or
 - c) whose services are temporarily lent or let on hire to the principal employer by person with whom the person whose services are so lent or let on hire has entered into a contract of service.
- 2.4 **Employer.** The immediate employer or the principal employer or both.
- 2.5 **Establishment.** A single physical location where business is conducted or where services or industrial operations are performed; the place where the employees report for work, operate from, or from which they are paid.

- 2.6 **Exposure.** The likelihood that a worker is or was subjected to some effect, influence, of any occupational hazards that can result in an occupational poisoning or occupational disease.
- 2.7 **Fatal injury.** An injury leading to immediate death or death within one year from the date of the accident.
- 2.8 **First aid.** Any one time treatment and subsequent observation of minor scratches, cuts, burns, splinters, and so forth, which do not ordinarily require medical care. Such treatment and observation are considered first aid even though provided by a registered medical personnel. Examples of first aid cases are tetanus immunization, cleaning, flushing, soaking surface wounds, wound covering, hot or cold therapy, non-rigid support, eye patches, drilling fingernail or toenail, draining fluid from blister, massages, non prescription medication at non prescription strength and preventive administration of oxygen in the absence of symptom.
- 2.9 **First report of accident, dangerous occurrence, occupational poisoning and occupational disease.** A report submitted by telephone or fax or other means and on the form **JKKP 6** or **JKKP 7** to the Department of Occupational Safety and Health.
- 2.10 **Register of Accident, Dangerous Occurrence, Occupational Poisoning and Occupational Disease (Form JKKP 8).** The recordkeeping form used to list accidents, dangerous occurrence, occupational poisoning and occupational disease and to note the extent of each case for each year. The register should contain the following information: the calendar year covered, company's name, establishment address, fatality rate, severity rate, incident rate, frequency rate, signature of employer, title, and date.
- 2.11 **Lost-time.** Lost days (consecutive or not), counted from and including the day following the day of the accident, includes injury, diagnosis of occupational poisoning and occupational disease measured in calendar days, the employee was away from work.
- (i) Lost workdays - away from work. The number of workdays (consecutive or not) on which the employee would have worked but could not because of occupational injury or occupational poisoning or occupational disease; or
 - (ii) the employee was assigned to another job on a temporary basis; or
 - (iii) the employee worked at a permanent job less than full time; or
 - (iv) the employee worked at a permanently assigned job but could not perform all duties normally connected with it.

Note: For fatal cases, the number of lost workdays is 6000 days.

The number of days away from work or days of restricted work activity does not include the day of injury or diagnosis of occupational poisoning or occupational disease.

- 2.12 **Lost workday cases.** Cases that involve days away from work or days of restricted work activity, or both.
- 2.13 **Medical treatment.** Includes treatment of injuries administered by a registered medical personnel. Medical treatment does not include first aid treatment (one time treatment and subsequent observation of minor scratches, cuts, burns, splinters, and so forth, which do not ordinarily require medical care) even though provided by a registered medical personnel.
- 2.14 **Occupational health practitioner.** Persons trained in occupational health such as doctors, nurses and hygienist.
- 2.15 **Occupational injury.** Any injury such as a cut, fracture, sprain, amputation, etc., resulting from a work accident or from a single instantaneous exposure in the work environment.

Note: Conditions resulting from animal bites, including insect or snake bite, and from one time exposure to chemicals while working are considered to be injuries.

- 2.16 **Occupational injuries and occupational poisoning/diseases, extent and outcome.** All recordable occupational injuries or occupational poisoning/ diseases result in either:
- (a) Fatalities, i.e. immediate death or death within one year of the accident, the injury, or the illness;
 - (b) Lost workday cases, other than fatalities, that result in lost workdays; or
 - (c) non-fatal cases without lost workdays.
- 2.17 **Occupational poisoning or disease.** A poisoning or a disease arising out of or in connection with work and is of a class specifies in **Schedule 3**. It includes acute and chronic poisoning or disease which may be caused by inhalation, absorption, ingestion, or direct contact.
- 2.18 **Recordable cases.** All accidents and dangerous occurrences which have occurred; or all occupational poisonings or occupational diseases which have occurred or are likely to occur, arising out of or in connection with work, under his control, whether or not the accidents, dangerous occurrences, occupational poisonings and occupational diseases have been reported.

- 2.19 **Registered Medical Practitioner.** A professional that involve in the provision of health services that include occupational health doctor, general practionaer and medical officer registered with Malaysia Medical Council.
- 2.20 **Standard Industrial Classification (SIC).** An Industrial Classification, for use in the classification of establishments by type of activity in which engaged. Each establishment is assigned an industry code for its major activity which is determined by the product manufactured or service rendered. Establishments may be classified in 2 , 3 , 4 or 5-digit industries according to the degree of information available.
- 2.21 **Work environment.** Consists of the employer's premises and other locations where employees are engaged in work related activities or are present as a condition of their employment. The work environment includes not only physical locations, but also the equipment or materials used by the employee during the course of his work.

3. User's Guide

- 3.1. This document is formatted to make the information on record keeping and reporting easy to access and comprehend. Each chapter elaborated on the basic reporting and record keeping concepts and further define the subject matter.
- a) **Chapter 4** provides information that should enable you to determine whether or not your establishment must report and keep records of accidents and poisoning or diseases.
 - b) **Chapter 5** provides a brief description of the types of decisions employers must make in the record keeping process. Also, this chapter shows how to distinguish between employees, whose injuries employers must record, and other workers at the establishment.
 - c) **Chapter 6** outlines categories of recordable cases and how these cases are to be recorded in form **JKKP 8**.
 - d) **Chapter 7** describes which forms should be used and how the forms should be completed.
 - e) **Chapter 8** describes where the forms or records must be kept, how they should be updated, and the length of time they must be kept.
 - f) **Chapter 9** describes the requirement of further information that may be requested by Director General.
 - g) **Chapter 10** describes employer obligations for reporting and recording occupational injuries and occupational poisoning or occupational diseases.

The appendixes and tables provide a guide for completing the forms **JKKP 9** and **JKKP 10**.

4. Notification and Rekordkeeping

Section 32 of the Occupational Safety and Health Act states that an employer shall notify the nearest DOSH office of any accident, dangerous occurrence, occupational poisoning or occupational disease which has occurred or is likely to occur at the place of work.

4 (a) Notification

- i. Employer and Self-Employed. The responsibility to notify accidents, dangerous occurrence, occupational poisoning and occupational disease falls on the employer and self-employed.
- ii. Registered Medical Practitioner. Every medical practitioner or medical officer attending to, or called in to visit, a patient whom he believes to be suffering from any of the occupational poisoning or occupational disease listed in **Schedule 3** or **Table 16**, must report the matter to the Director General within 7 days using the approved form (**JKKP 7**).

4 (b) Recordkeeping

Employer and Self-Employed. All employers and self-employed have to maintain records of all accidents, dangerous occurrences, occupational poisonings and occupational diseases that had occurred at their place of work.

4.1. The notification and recordkeeping requirements of the Act 514 shall apply to all employers in the industrial sectors listed in the First Schedule of the Act. The industries are:-

1. Manufacturing
2. Mining and quarrying
3. Construction
4. Agriculture, forestry, and fishing
5. Utilities:
 - (a) electricity;
 - (b) gas;
 - (c) water; and
 - (d) sanitary services
6. Transport, storage and communication
7. Wholesale and retail trades
8. Hotels and restaurants
9. Finance, insurance, real estate and business services
10. Public services and statutory authorities

- 4.2. If employers in any of the industries listed above have more than one establishment, records must be kept for each individual establishment.
- 4.3. In some work situations where there are more than one employer in a work place the responsibility to notify and report falls on the employer who has the overall control of the work place. For example, an organization hires contractors to work in its plant or work place, and an accident occurred injuring one of the contractor's employee, the hiring organization should report the incident to DOSH. This does not relieve the responsibility of the immediate employer. The immediate employer, that is the contractor, should also submit his report.
- 4.4. The responsibility to record the incident in form **JKKP 8** also applies to both the principal and the immediate employer. The principal employer should record the status of employment of the employee as contractor and the contractor should record it as his employee.
- 4.5. Employers of domestic helpers working in private residence belonging to the employers and doing housekeeping or child minding or both do not have to report and keep record of accidents or diseases.

5. Deciding Whether a Case Should be Notified and Recorded

- 5.1. This chapter presents guidelines for determining how an accident, dangerous occurrence, occupational poisoning and occupational disease must be notified and recorded under Occupational Safety and Health (Notification of Accident, Dangerous Occurrence, Occupational Poisoning and Occupational Disease) Regulations 2004 reporting and recordkeeping requirements.
- 5.2.
 - (a) Employers must report and maintain injury and occupational poisoning and occupational disease records for their own employees at each of their establishments and must notify any injury or occupational poisoning or occupational disease of any other persons who may be working temporarily in their establishment or on one of their job locations at the time of an injury or occupational poisoning or occupational disease exposure occurs.
 - (b) Employee status generally exists for notification and recordkeeping purposes when the employer supervises not only the output, product, or result to be accomplished by the person's work, but also the details, means, methods, and processes by which the work is accomplished. This means the employer who supervises the employee's day to day activities is responsible for reporting and recording the injuries and occupational poisoning and occupational disease which include the employees of any independent contractors.

- 5.3. Section 32 of Act 514 provide the basic definition of the types of cases to be notified:
.....any accident, dangerous occurrence, occupational poisoning or occupational disease which has occurred or is likely to occur at the place of work.

Regulations 5, 7 and 10 of the Occupational Safety and Health (Notification of Accident, Dangerous Occurrence, Occupational Poisoning and Occupational Disease) Regulations 2004 contains the requirements of reportable and recordable injuries and occupational poisoning and occupational disease. These requirements provide sufficient guidance for the analysis of the vast majority of cases to be reported and recorded under Act 514. Chart 1 present this methodology in flowchart form and outlines the procedure employers should apply in notifying and recording a particular case.

The decision making process consists of five steps:

- Step 1 - Determine whether a case occurred; that is, whether there was death, dangerous occurrence, poisoning, disease, or an injury;
- Step 2 - Establish that the case was work related; that it resulted from an event or exposure in the work environment;
- Step 3 - Decide whether the case is an accident or dangerous occurrence or an occupational poisoning or occupational disease; and
- Step 4 - If the case is an occupational poisoning or occupational disease, notify using form **JKKP 7**, record and check the appropriate occupational poisoning or occupational disease category on the **JKKP 8** form; or
- Step 5 - If the case is death, serious bodily injury or dangerous occurrence notify the case immediately by the quickest means, then send a written report using form **JKKP 6** within seven days and together with other case record in the form **JKKP 8**. Seven days means seven working days. If the accident causing incapacity for more than four calendar days, only the form **JKKP 6** is to be submitted within seven days. This case should also be recorded in the form **JKKP 8**.

- 5.4. The first step in the decision making process is the determination of whether or not an accident, dangerous occurrence, injury or occupational poisoning or occupational disease has occurred. In most instances, recognition of these injuries and occupational poisoning or occupational disease is a fairly simple matter. However, some situations may need further clarification.

Examples:-

(a) Hospitalization for observation.

If an employee goes to or is sent to a hospital for a brief period of time for observation, it is not reportable or recordable, provided no medical treatment was given, or no illness was recognized. The determining factor is not that the employee went to the hospital, but whether the incident is reportable or recordable as a work related illness or as an injury requiring medical treatment or involving serious bodily injury, or incapacity for carrying out his normal job.

When an injured employee is given medical leave less than five days and goes to work for a few days and then given few more days medical leave for his injury then the injury is not considered a serious bodily injury. A serious bodily injury is one that prevents the employee from working for more than four days continuously. But if the additional medical leave is more than four days continuously, then the injury is deemed to be serious and is notifiable.

(b) Differentiating a new case from the recurrence of a previous injury or occupational poisoning or occupational disease.

Employers are required to make a report using form **JKKP 6** or **JKKP 7** and new entries on form **JKKP 8** for each new reportable or recordable injury or occupational poisoning or occupational disease. However, new entries should not be made for the recurrence of symptoms from previous cases, and it is sometimes difficult to decide whether or not a situation is a new case or a recurrence. The following guidelines address this problem:

(i) **Injuries.** The aggravation of a previous injury almost always results from some new incident involving the employee (such as a slip, trip, fall, etc.). Consequently, when work related, these incidents should be recorded as new cases.

(ii) **Occupational Poisoning/Disease.** Generally, each occupational poisoning or occupational disease should be reported and recorded with a separate entry on the form **JKKP 8**. However, certain occupational disease, such as silicosis, may have prolonged effects which may recur over time. The recurrence of these symptoms should not be recorded as new cases on the **JKKP 8** form. The recurrence of symptoms of previous occupational poisoning or occupational disease may require adjustment of entries on the register for previously recorded cases to reflect possible changes in the extent or outcome of the particular case. Some occupational poisoning or occupational disease, such as certain dermatitis or respiratory conditions, may recur as the result of new exposures to sensitizing agents, and should be recorded as new cases.

5.5. The Occupational Safety and Health Act of 1994 require employers to notify and record only those injuries, dangerous occurrence, occupational poisoning and occupational disease that are work related. Work relationship is established under the notifying system when the injury or occupational poisoning and occupational disease results from an event or exposure in the work environment. The work environment is primarily composed of:

- a) the employer's premises, and
- b) other locations where employees are engaged in work related activities or are present as a condition of their employment. When an employee is off the employer's premises, work relationship must be established; when on the premises, this relationship is presumed. The employer's premises encompass the total establishment, including not only the primary work facility, but also such areas as company storage facilities. In addition to physical locations, equipment or materials used in the course of an employee's work are also considered part of the employee's work environment. **Chart 2** provides a simple guide for establishing the work relationship of cases.

CHART 1:

WHAT AN EMPLOYER MUST DO IN THE CASE OF AN ACCIDENT, DANGEROUS OCCURRENCE, OCCUPATIONAL POISONING OR OCCUPATIONAL DISEASE

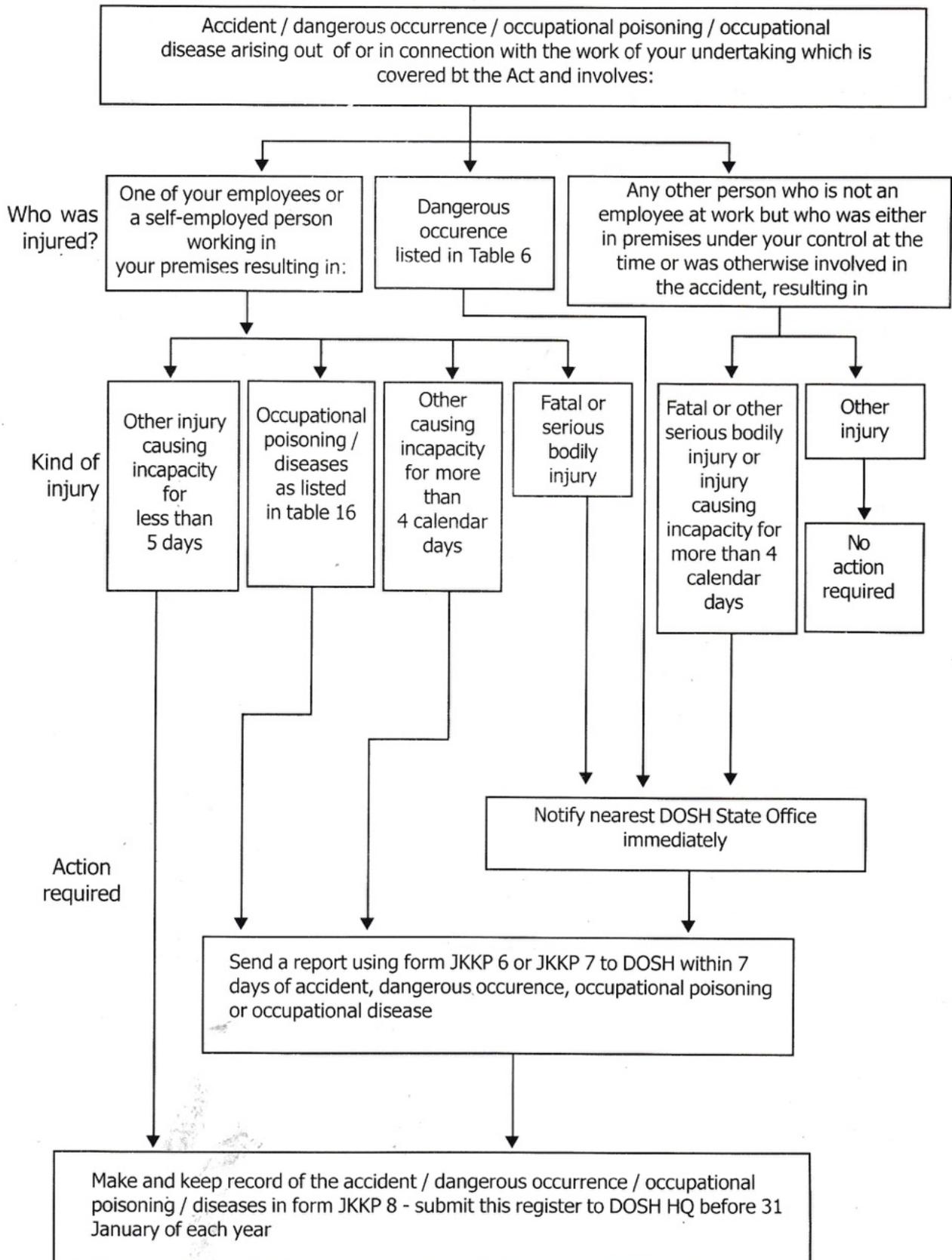
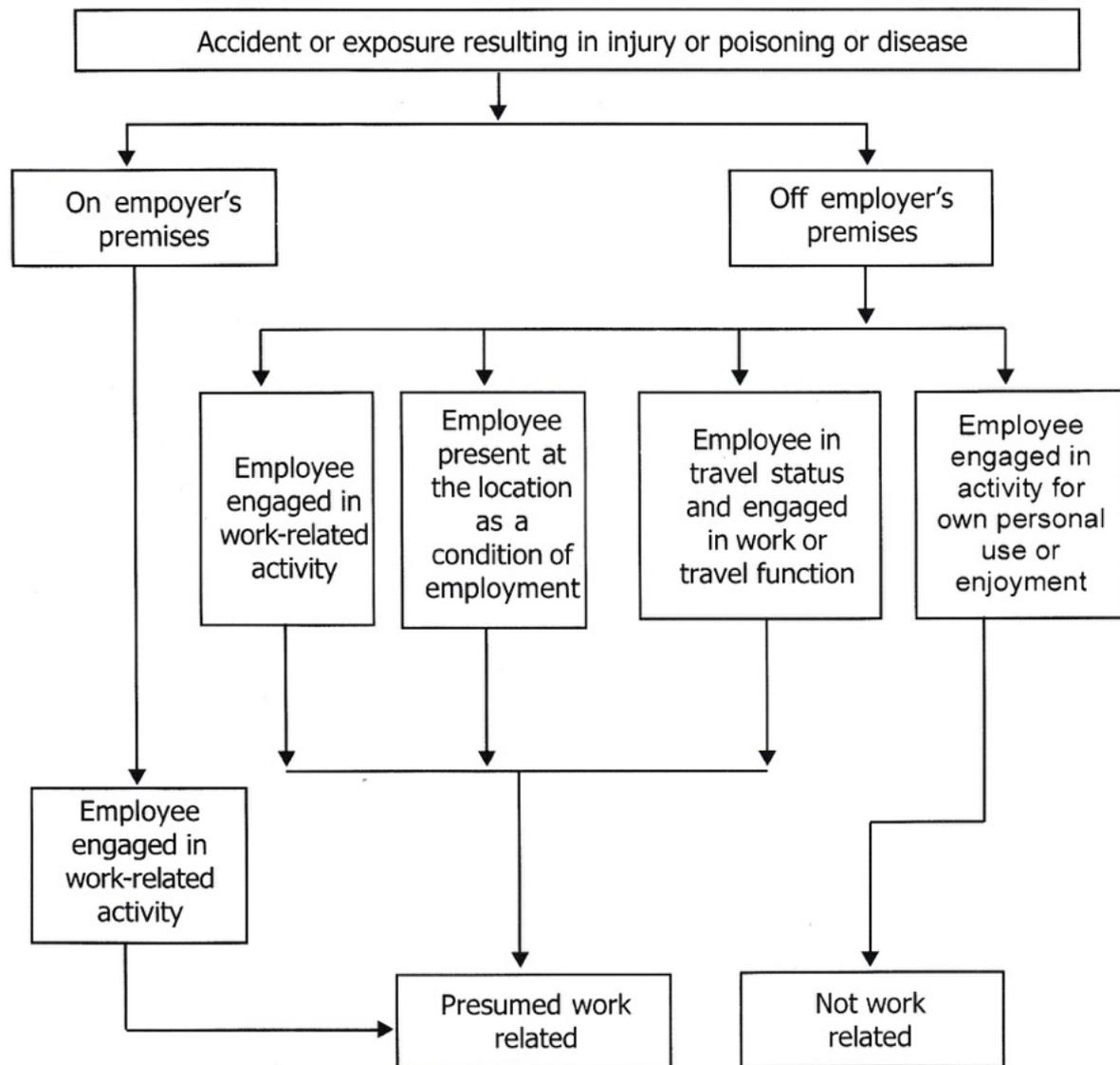


CHART 2:

GUIDELINES FOR ESTABLISHING WORK RELATIONSHIP



- 5.6. Injuries, occupational poisoning or occupational diseases that resulted from an event or exposure on the employer's premises are generally considered work related. The employer's premises consist of the total establishment. They include the primary work facilities and other areas which are considered part of the employer's general work area.
- 5.7. The presumption of work relationship for activities on the employer's premises is arguable. Situations where the presumption would not apply include:
- When a worker is on the employer's premises as a member of the general public and not as an employee, and
 - When employees have symptoms that merely surface on the employer's premises, but are the result of a non-work related event or exposure off the premises.

The following subjects warrant special mention:

- (i) Company restrooms, hallways, and cafeterias are all considered to be part of the employer's premises and constitute part of the work environment. Therefore, injuries occurring in these places are generally considered work related.
- (ii) For reporting and record keeping purposes, the definition of work premises excludes all employer controlled ball fields, tennis courts, golf courses, parks, swimming pools, gyms, and other similar recreational facilities which are often apart from the workplace and used by employees on a voluntary basis for their own benefit, primarily during off-work hours. Therefore, injuries to employees in these recreational facilities are not reportable or recordable unless the employee was engaged in some work-related activity, or was required by the employer to participate.
- (iii) Company parking facilities are generally not considered part of the employer's premises. Therefore, injuries to employees on these parking lots are not presumed to be work related, and are not reportable or recordable unless the employee was engaged in some work-related activity.

5.8. When an employee is off the employer's premises and suffers an injury or a disease from an exposure, work relationship must be established; it is not presumed. Injuries and occupational poisoning or occupational disease exposures of premises are considered work related if the employee is engaged in a work activity or if they occur in the work environment. The work environment in these instances includes locations where employees are engaged in job tasks or work related activities, or places where employees are present due to the nature of their job or as a condition of their employment. Employees who travel on company business shall be considered to be engaged in work related activities all the time they spend in the interest of the company, including, but not limited to, travel to and from customer contacts, and entertaining or being entertained for the purpose of transacting, discussing, or promoting business, etc. However, an injury, poisoning or disease would not be reportable/recordable if it occurred during normal living activities (eating, sleeping, recreation); or if the employee deviates from a reasonably direct route of travel (side trip for vacation or other personal reasons). He would again be in the course of employment when he returned to the normal route of travel.

5.9. Under the Act, all work related accident, dangerous occurrence, occupational poisoning or occupational disease and injury must be reported and recorded. For the purpose of form **JKKP 8**, the distinction between injuries and poisoning or disease has to be established. Whether a case involves an injury or disease is determined by the nature of the original event or exposure which caused the case, not by the resulting

condition of the affected employee. Injuries are caused by instantaneous events in the work environment. Cases resulting from anything other than instantaneous events are considered poisoning or disease.

This concept of diseases includes acute illnesses which result from exposures of relatively short duration. Some conditions may be classified as either an injury or poisoning or disease but not both, depending upon the nature of the event that produced the condition. For example, a loss of hearing resulting from an explosion (an instantaneous event) is classified as an injury; the same condition arising from exposure to industrial noise over a period of time would be classified as an occupational disease.

- 5.10. Employers are required to report and record the occurrence or likely occurrence of all occupational poisoning or occupational disease. Occupational poisoning or occupational diseases are those which are listed in **table 16**, or any abnormal condition or disorder, caused by exposure to occupational hazards. It includes acute and chronic poisonings or diseases which may be caused by inhalation, absorption, ingestion, or direct contact. However, a case more difficult to diagnose, such as silicosis, would require evaluation by trained medical personnel. In such cases, employers are advised to seek the professional advice from their occupational health practitioner.

6.0 Categories of Recordable Cases

- 6.1. Once the employer has been notified that an injury or occupational poisoning or occupational disease has occurred, the case must be evaluated to determine its extent or outcome and to be recorded in **JKKP 8** form. There are three categories of recordable cases: Fatalities, lost workday cases, and cases without lost workdays caused by an accident, occupational poisoning or occupational diseases. Every recordable case must be placed in only one of these categories. Cases of dangerous occurrence as listed in the Second Schedule must also be recorded.
- 6.2. All work-Related fatalities occurring within one year of the date of accident or diagnosis of occupational poisoning or occupational disease must be notified and recorded.
- 6.3. Lost workday cases occur when the injured or ill employee experiences either days away from work, days of restricted work activity, or both. In these situations, the injured or ill employee is affected to such an extent that:
- (i) days must be taken off from the job for medical treatment or recuperation; or
 - (ii) the employee is unable to perform his normal work over a normal shift, even though the employee may be able to continue working.

The emphasis is on the employee's inability to perform normal work over a normal shift. Injuries and occupational poisoning or occupational disease are not considered lost workday cases unless they affect the employee beyond the day of injury or diagnosis of occupational poisoning or occupational disease. When counting the number of days away from work or days of restricted work activity, do not include the initial day of injury or diagnosis of occupational poisoning or occupational disease, but include any days on which the employee would not have worked even though able to work (holidays, vacations, etc.).

- 6.4. Cases without lost workdays, consist of the relatively less serious injuries and occupational poisoning or occupational disease which satisfy the criteria for recordability but which do not result in death or require the affected employee to have days away from work or days of restricted work activity beyond the date of injury or diagnosis of occupational poisoning or occupational disease.

7. The Mechanisms of Notifying and Recordkeeping

- 7.1 Three forms are used for notifying and recordkeeping.
- (a) Form **JKKP 6** : Form for Notification of Accident and Dangerous Occurrence.
 - (b) Form **JKKP 7** : Form for Notification of Occupational Poisoning and Occupational Disease.
 - (c) Form **JKKP 8** : Serves as the Register of Occupational Accidents, Dangerous Occurrence, Occupational Poisoning and Occupational Disease, on which the occurrence and extent of cases are recorded during the year; and is used to summarize the records of occupational accidents, dangerous occurrence, occupational poisoning and occupational disease, at the end of the year to satisfy employers' obligations to submit the register.
- 7.2. Form **JKKP 6 (Appendix 1)**: Form for Notification of Accident and Dangerous Occurrence
- a) Employer is to fill this form **JKKP 6** and send to the nearest Department of Occupational Safety and Health Office within seven days of the date of accident or dangerous occurrence.
 - b) For every accident or dangerous occurrence reported using this form, it is necessary to record the incident in the register i.e. in form **JKKP 8**.

- 7.3. Form **JKKP 7 (Appendix 2)**: Form for Notification of Occupational Poisoning and Occupational Diseases
- a) Employers of any person suffering from any of the occupational poisoning or occupational disease listed in **Schedule 3** of the regulation or **Table 16** shall report to the nearest Department of Occupational Safety and Health Office using form **JKKP 7** within seven days of knowing the case exist.
 - b) Every registered medical practitioner or a medical officer attending to, or called in to visit, a patient whom he believes to be suffering any of the occupational poisoning or occupational disease listed in **Schedule 3** of the regulation or **Table 16** shall report the matter to the Director General using the form **JKKP 7** within seven days of diagnosing the poisoning or disease.
 - c) For every occupational poisoning or occupational disease reported using form **JKKP 7**, it is necessary to record the occurrence of the poisoning or disease in the form **JKKP 8** upon completion of investigation of the case by the employer.
- 7.4. The Register of Accidents, Dangerous Occurrence Occupational Poisoning and Occupational Diseases (Form **JKKP 8 - Appendix 3**)
- a) The register is used for recording details of all accidents, dangerous occurrences; occupational poisonings and occupational diseases that occurred at the workplace whether notifiable or not. The register also to be used in classifying occupational injuries and occupational poisoning and occupational disease, and for noting the extent of each case. The register shows when the accidents, dangerous occurrence, occupational poisoning or occupational diseases occurred, to whom, the regular job of the injured or ill person at the time of the accident or poisoning or diseases exposure, the kind of injury or poisoning or diseases, how much time was lost, whether the case resulted in a fatality, etc. The register consists of three parts: A descriptive section which identifies the employee and briefly describes the injury or poisoning or diseases; a section covering the extent of the injuries recorded; and a section on the type and extent of poisoning or diseases.
 - b) The form **JKKP 8** is used by employers as their record of accidents, dangerous occurrence, occupational poisoning and occupational disease. However, a private form equivalent to the form **JKKP 8**, such as a computer printout, may be used if it contains the same detail as the form **JKKP 8** and is as readable and comprehensible as the form **JKKP 8** to a person not familiar with the equivalent form.

7.5 The employers are required to send to the Director General a copy of the form **JKKP 8** before 31 January of each year. The register shall contain records for a period of twelve months ending 31 December of each previous year. For the purpose of complying with this requirement, it is required of the employer to reproduce the form **JKKP 8**.

If there are no recordable cases for that particular year, the employer shall inform in writing to the Director General, giving details of the organization.

7.6 All the forms can be downloaded from the DOSH's website. The address of the website is <http://dosh.mohr.gov.my>. The forms can also be obtained from any of the state offices in each state. Employers can reproduce the forms on their own provided they have the same format and details.

8. LOCATION, RETENTION AND MAINTENANCE OF RECORDS

8.1. Ordinarily, accident, dangerous occurrence, injury, poisoning and disease records must be kept by employers for each of their establishments. This chapter describes what is considered to be an establishment for recordkeeping purposes, where the records must be located, how long they must be kept, and how they should be updated.

8.2. If an employer has more than one establishment, a separate set of records must be maintained for each one. The reporting and recordkeeping requirement is for each establishment or place of work, i.e. for each "single physical location where business is conducted or where services or industrial operations are performed." Examples include a factory, mill, store, hotel, restaurant, movie theater, farm, ranch, sales office, warehouse, or central administrative office.

8.3. Accident, dangerous occurrence, injury, poisoning and disease records (Forms **JKKP 6**, **JKKP 7** and **JKKP 8**) must be kept for every physical location where operations are performed. As a guidance records for these employees should be located as follows:

- a) Records for employees working at fixed locations, such as factories, stores, restaurants, warehouses, etc., should be kept at the work location.
- b) Records for employees who report to a fixed location but work elsewhere should be kept at the place where the employees report each day. These employees are generally engaged in activities such as agriculture, construction, transportation, etc.

- c) Records for employees whose payroll or personnel records are maintained at a fixed location, but who do not report or work at a single establishment, should be maintained at the base from which they are paid or the base of their firm's personnel operations. This category includes generally unsupervised employees such as traveling salespeople, technicians, or engineers who spend most of their time at site.
- d) There are employees who do not work at fixed location or fixed place of work, are subjected to common supervision, but do not report or work at a fixed location on a regular basis. For example, these employees are engaged in physically dispersed activities that occur in construction, installation, repair, or service operations. Records for these employees should be located as follows:
 - i) Records may be kept at the field office or mobile base of operations.
 - ii) Records may also be kept at an established central location. If the records are maintained centrally:
 - (1) the address and telephone number of the place where records are kept must be available at the worksite; and
 - (2) there must be someone available at the central location during normal business hours to provide information from the records.

8.4. Form **JKKP 8** must be retained in each establishment for at least 5 calendar years from the date on which it was made. If an establishment changes ownership, the new employer must preserve the records for the remainder of the 5-year period. However, the new employer is not responsible for updating the records of the former owner.

8.5. In addition to keeping a copy of the records on a calendar year basis, employers are required to update form **JKKP 8** to include newly discovered cases and to reflect changes which occur in recorded cases after the end of the calendar year. Maintenance or updating of the register is different from the retention of records discussed in the previous chapter. Although all accident, dangerous occurrence, occupational poisoning and occupational disease records must be retained, only the register i.e. form **JKKP 8** must be updated by the employer. If, during the 5-year retention period, there is a change in the extent or outcome of an injury or poisoning or disease which affects an entry on a previous year's register, then the first entry should be lined out and a corrected entry made on that register. Also, new entries should be made for previously unrecorded cases that are discovered after the end of the year in which the case occurred. Register totals should also be modified to reflect these changes.

9. REQUIREMENT OF FURTHER INFORMATION

- 9.1. The Director General may require further information connected to the accident, dangerous occurrence, occupational poisoning or occupational disease such as those specified in **Schedule 4** or in a format as in form **JKKP 9** and **JKKP 10**. The employer may have to fill in the necessary forms when requested by the department. The employers or his representatives have to do their own accident investigations before they can fill the forms. The guides on how to fill the forms are in **Appendix 5** and **Appendix 7**, respectively.

10. ACCESS TO RECORDS AND PENALTIES FOR FAILURE TO COMPLY WITH NOTIFYING AND RECORDKEEPING OBLIGATIONS

- 10.1. This chapter covers subjects related to insuring the integrity of the notifying and recordkeeping process, access to records and penalties for recordkeeping violations.
- 10.2. Availability of the records for viewing, inspection and examination is the focus of Part XI of the Occupational Safety and Health Act 1994. This part of the Act provides, among others, that all records be made available for inspection, viewing or copying by any occupational safety and health officer in discharging his power under the Act.
- 10.3. (a) Section 51 of the Act and regulation 13 of the Occupational Safety and health (Notification of Accident, Dangerous Occurrence, Occupational Poisoning and Occupational Disease) Regulations 2004 prescribes penalties for failure to report and keep records. The penalties for conviction is a fine not exceeding ten thousand Ringgit Malaysia or to imprisonment for a term not exceeding one year or both.
- (b) The records are an important source of information for all groups and individuals interested in promoting occupational safety and health. In addition, the Department of Occupational Safety and Health may use the information in these records to direct resources to those industries and establishments where they are most needed. Consequently, the Department intends to vigorously pursue record keeping and reporting violations to ensure the continued integrity of the records and validity of the data produced.

11. Frequently asked questions about NADOPOD

1. Question : **Who should comply with the NADOPOD regulations?**

Answer : All employers of the working sectors and self-employed shall comply with the NADOPOD regulations.

2. Question : **What sort of accident should the employer report?**

Answer : The employer should only report accidents that are resulted from work activity or work related causes. Generally, commuting accidents are not work related. Commuting means traveling from the house to the work place and from the work place back to the house. The employer has to determine whether the accident is work related or not.

3. Question : **If there two employers on a particular workplace, as in one employs the other for certain services (contractor), and an accident happens injuring one of the employees of the contractor who is to report the accident?**

Answer : The Regulations requires of the employer to report the accident. In this case the employer means, the principal and immediate employer. The principal employer has the control of the work done at the premise and the immediate employer is directly responsible for the work done and the safety of his employees. So both must report the incident.

Question : **Who would be responsible to keep the accident records and do the recording?**

Answer : Normally, employees records are kept by the Human Resource Department and in some organizations safety and health records, such as accident records are kept by the Safety Department. The law does not specify which department should keep the records. It is the responsibility of the employer to allocate the tasks within his organization.

5. Question : **Now there are two requirements of the law to report accident cases, that is, under FMA and NADOPOD. Which one to comply and can the employer comply to either one?**

- Answer : Although there are now two requirements to report accident cases, employers are advised to comply with the latest requirement, that is, the NADOPOD regulations. If the employer submits his accident report using form JKJ 107, then he must also submit the form **JKKP 6**. But if he submits form **JKKP 6**, then he need not submit form JKJ 107.
6. Question : **Do the employers have to record near miss cases in form JKKP 8?**
- Answer: No, there is no need to record and report near miss cases.
7. Question: **When do the employers submit forms JKKP 9 and JKKP 10?**
- Answer: Form **JKKP 9** or **JKKP 10** is to be submitted on request by the Director General or the local DOSH office. The employer can use the forms to record each incident case. The employers have to do their own investigation before they can fill the forms. This forms will be requested when DOSH require more information about the incident.
8. Question: **Are traffic accidents on the way to work reportable?**
- Answer: Accidents while going to work from home is not reportable but traffic accident while traveling doing work is reportable. For example, from the office going to another premise for a meeting or delivering packages to customers.
9. Question: **Why does DOSH do not have on-line reporting?**
- Answer: Currently the Ministry is developing the on-line reporting system.
10. Question: **Does notifying the accident considered to be admitting to an offence?**
- Answer: No, but by notifying is just to comply with NADOPOD. The accident investigation carried out will ascertain if there is any offence committed. Not reporting is an offence.
11. Question: **How fast can DOSH come to investigate after notification of any accident?**
- Answer: It depends on the nature of the accident and the location where it occurs. Priority is given to serious cases such as fatal accidents, usually on the same day or the day after.

12. Question: **Under NADOPOD it is required that doctors to notify DG of DOSH if he believes any person has suffered from any of the occupational poisoning or occupational disease listed in the regulation. What is the level of believe?**
- Answer: The regulation does not describe the level of believe. So long as there is believe then the doctor has to notify. DOSH will take over from there.
13. Question: **An employee was given 7 days MC but he comes to work on the 3rd. day only and continue on MC for the remainder. Does this case qualify the requirement to report?**
- Answer: Normally the employer will take the MC given by the doctor as the number of days not fit to work. So the employer still needs to notify the case.
14. Question: **A person goes to a meeting direct from the house and was involved in an accident on the road. Should it be reported?**
- Answer: Yes, this case needs to be notified.
15. Question: **Sick leave or days away from work. Who can certify the number of days of sick leave?**
- Answer: Normally the authority will depend on the sick leave certificate given by the doctors. In some cases doctors do not issue MCs on weekends, the employer can declare that the employee is unfit for duty based on his best judgment.
16. Question: **If an employee is injured during recreational activities from social games at the work place, do the employer has to report the accident?**
- Answer: No, the incident is not reportable. But if the employee is injured during games instructed by the management to participate is reportable.
17. Question: **Do employers have to report cases of employees with AIDS/ HIV?**
- Answer: Workers infected by AIDS/HIV due to his life style is not reportable, but infected at work, such as doctors or nurses attending to a patient with HIV and infected by it is reportable.
18. Question: **Under NADOPOD is required for accidents to be investigated by a competent person?**
- Answer: Accidents must be investigated by competent people, that is, personnel who has the experience, knowledge and skill with regards to the work process, safety and health and purpose of investigation. This competency is not registered by DOSH.

APPENDIX 1

**REPORT FOR OCCUPATIONAL ACCIDENT/DANGEROUS OCCURRENCE
OCCUPATIONAL SAFETY AND HEALTH
(NOTIFICATION OF ACCIDENT, DANGEROUS OCCURRENCE,
OCCUPATIONAL POISONING AND OCCUPATIONAL DISEASE) 2004**

Part A - Detail of Notifier

Notifier - Regulation 5(1) & (2) Employer

Name

Designation

Name & Address of Organisation

R.O.C. No JKPP Reg. No

Contact person (if different from above)

Contact No Industrial Classification Code (Table 3) **Part B - Affected person**

(If more than one person please use separate form)

Name

Date of Birth NRIC/Pasport No Nationality Gender M / FOccupation

Name & Address of Organisation

Location of accident

Date and time of incident Date of first informing DOSH **Part C - Description of accident of dangerous occurrence**

Please describe what happened before, during and after the incident

Signature of Notifier

Date **Disclaimer***Completing this form does not constitute to an admission of liability of any kind by the person making the report or by any other person(s)*

APPENDIX 2

**REPORT FOR OCCUPATIONAL POISONING/OCCUPATIONAL DISEASE
OCCUPATIONAL SAFETY AND HEALTH (NOTIFICATION OF ACCIDENT,
DANGEROUS OCCURANCE, OCCUPATIONAL POISONING AND
OCCUPATIONAL DISEASE) REGULATION 2004**

Part A1

Notifier- Regulation 7 (1) Employer
(If more than one person please use separate form)

Name

Designation

Name & Address of Organisation

Contact Number

R.O.C. No JKKP Reg. No

Industrial Classification Code (Table 3)

Contact person (if diferent from above)

Part A2

Notifier- Regulation 7 (2) Registered Medical Practitioner

Name

Designation

Address of Clinic \ Hospital

Contact Number

Part B - Affected Person

Name

Date of Birth

NRIC/Passport No

Nationality <input type="text"/>	Gender <input type="text"/>	M / F <input type="text"/>
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Occupation

Name & Address of Organisation

Location of incident

Part C - Occupational Poisoning/Disease

Diagnosis / Provisional Diagnosis

Date of Diagnosis

Name and Address of Attending Doctor

Part D

Description of work that led to occupaitonl poisoning \ disease (Plese describe any work done by the affected person which might have led to them getting the disease is thought to have been caused by exposure to an agent at work, e.g.a specific chemical - please state what that agen is.)

Signature of Notifier

Date

Disclaimer

Completing this form does not constitute to an admission of liability of any kind by the person making the report or by any other person(s)

APPENDIX 3

1. Occupational Accident and Occupational Poisoning / Disease Register (Covering Calendar Year 20.....)

- Complete this section by copying totals from the annual register.
- Leave this section blank if there were no Occupational accident, Occupational poisoning or disease.

OCCUPATIONAL ACCIDENT CASES				OCCUPATIONAL POISONING AND DISEASE CASES			
Accident related fatalities (death)	Accident with lost workdays	Accident without lost workdays	Total of number of accidents	Poisoning or disease related fatalities	Poisoning or disease with lost workdays	Total Poisoning or disease without lost workdays	Total man-hours worked in Year 20.....
Number of deaths	Total accident cases with days away from work	Total accident cases without lost workdays	E	Number of death	Enter the no. of days away from work	Total number of Poisoning/ disease cases	Total average employment in Year 20.....
	B	D					
A	C			T		W	Y

**** Note: 1 Day = 8 hours 1 death = 6000 days (lost days)**

OCCUPATIONAL ACCIDENT CASES	OCCUPATIONAL POISONING AND DISEASE CASES
Fatality Rate = $\frac{\text{No. of fatalities (A)} \times 1000}{\text{Annual average of No. employees (Z)}}$ = <input type="text"/>	Fatality Rate = $\frac{\text{No. of fatalities (T)} \times 1000}{\text{Annual average of No. employees (Z)}}$ = <input type="text"/>
Incident Rate = $\frac{\text{No. of accidents (E)} \times 1000}{\text{Annual average of No. employees (Z)}}$ = <input type="text"/>	Incident Rate = $\frac{\text{No. of poisoning \& disease (X)} \times 1000}{\text{Annual average of No. employees (Z)}}$ = <input type="text"/>
Frequency Rate = $\frac{\text{No. of accidents (E)} \times 1,000,000}{\text{Total man-hours worked (Y)}}$ = <input type="text"/>	Frequency Rate = $\frac{\text{No. of poisoning \& disease (X)} \times 1,000,000}{\text{Total man-hours worked (Y)}}$ = <input type="text"/>
Severity Rate = $\frac{\text{Total workdays lost (C)} \times 1,000,000}{\text{Total man-hours worked (Y)}}$ = <input type="text"/>	Severity Rate = $\frac{\text{Total workdays lost (V)} \times 1,000,000}{\text{Total man-hours worked (Y)}}$ = <input type="text"/>
# Size of industry:	
B : Annual Sales turnover > RM 25 mil. (Workers > 151)	
M : Annual Sales turnover = RM 10 - 25 mil. (Workers 51 - 150)	
S : Annual Sales turnover < RM 10 mil. (Workers < 50)	
NAME: _____	
TITLE: _____	
SIGNATURE: _____	
DATE: _____	

APPENDIX 3A

GUIDE IN FILLING FORM JKKP 8

1. INTRODUCTION

- 1.1 Regulation 10 of the Occupational Safety and Health (Notification of Accident, Dangerous Occurrence, Occupational Poisoning and Occupational Disease) Regulations 2004 requires employers to maintain records of all accidents, dangerous occurrences, occupational poisonings and occupational diseases. Form **JKKP 8** is the register of all accidents, dangerous occurrences, occupational poisonings and occupational diseases. All employers have to submit this register to the Director General before 31st January of each year.
- 1.2 All accidents, dangerous occurrences, occupational poisonings and occupational diseases that had occurred at the work place must be recorded in this form, ranging from a minor cut to the most serious accident or poisoning irrespective whether they had been reported or notified earlier using the forms **JKKP 6** or **JKKP 7**. Whenever an accident occurred, the employer will have to key in the data in the form **JKKP 8** as soon as possible to avoid forgetting the details of the incident if the data are keyed in at the end of the month or year.

2. DETAILS OF FORM JKKP 8

Page 1

- 2.1 **Name and address of organization:** Each form will have to bear the name of the organization, address and telephone number.
- 2.2 **Industrial Classification:** Employers have to determine the Industrial Classification of their business by referring to **Table 3** of the Appendix and insert the codes in the appropriate boxes. In case if one is unable to find the description that fit the industry they are in, please use the nearest codes that best describe their industry.
- 2.3 **Size of industry:** Industries are divided into three categories that is Big, Medium and Small.
- Big** - is for those with annual sales turnover of RM 25 million and above and/or employing more than 151 employees.
- Medium** - is for organization with annual sales turnover of RM 10 million to RM 25 million and employing between 51 to 150 employees.
- Small** - is for organization with the annual sales turnover of less than RM 10 million and employing 50 and less employees.
- Note:** If the number of employees in a particular organization does not correspond to the annual sales turnover, please use the financial qualification to determine the size of industry.*
- 2.4 **Personal Details of Employees:** Page 1 requires the details of the affected employees such as the names, I.C. number or passport number, gender, age, citizenship, job description and employment status - whether the employee is a permanent employee, a contract worker or contractor's employee or self-employed or refer to **Table 7**. Employers can refer to **Table 8** of the **Appendix 8** for assistance to determine the job description or they can write their own description. **Do not** insert the codes.

- 2.5 **Date and time of incident:** Employer has to fill in the date and time of each case of accident or incident that occurred.
- 2.6 **Nature of work when incident occurred:** A brief description of work the employee was doing when incident occurred, normal duty or otherwise.

Page 2

2.7 **Record For Occupational Accidents.**

The record on page 2 is the continuation of the details on page 1. Records for number 1 or row 1 refers to the same employee until page 3.

- 2.8 **The Body Location of Injury** can be referred to **Table 12** of the **Appendix 8** for description and write in the appropriate detail. Similarly with Type of Accident, Type of Injury and Agent Causing Accident can be referred to the appropriate tables mentioned in the column.

- 2.9 **Outcome of Accident:** The outcome of the accident will depend on the severity of the accident. The most serious accident will cause death and the minor one will only need first aid and no permanent injury inflicted on the employee.

PD - Permanent Disability. For example, the employee is unable to use his hand or fingers permanently as a result of the accident.

NPD - Non Permanent Disability. The accident has no permanent effect on the employee.

D - Death. The employee death within one year from the date of the accident.

- 2.10 **Accident with Lost Workdays:** If the accident prevents the employee from working for 1 day or more just indicate 'Yes' and enter the number of days in the next column. The number of days should not include the day of the accident.

- 2.11 **Accident without Lost Workdays:** If the accident was minor and did not involve any workdays lost, indicate 'Yes' under the column Accident Without Lost Workdays.

Total up the number of 'Yes' and the number of days away from work at the bottom of the appropriate column.

- 2.12 **Date of Submission JKPP 6:** If the accident had been reported or notified earlier to DOSH using form **JKPP 6**, indicate the date of submission. If not leave the space blank.

Page 3

2.13 **Record for Occupational Poisonings and Occupational Diseases**

The record of occupational poisonings and occupational diseases is in similar format as for the accident cases. Employers can refer to the appropriate tables for the description of the data to be filled in the column.

2.14 Record for Dangerous Occurrences

Employers are to record only dangerous occurrences listed in **Table 6** if it happened at the work place.

Note: Management representative of managerial level should certify the records of the Register.

Page 4

2.15 Summary of Register

This page is the summary of the overall performance for one year of an organization in terms of accident and occupational poisoning and occupational disease. The results of the data from the previous pages will be sum up and tabulated. Each of the boxes has been assigned an alphabet to facilitate the recognition of each column.

A = Total number of deaths from column 5

B = Total number of 'Yes' from column 6

C = Total number of days away from work from column 7

D = Total number of 'Yes' from column 8

E = Total number of accident cases

T = Total number of death from column 20

U = Total number of 'Yes' from column 17

V = Total number of days away from work from column 18

W = Total number of 'Yes' from column 19

X = Total number of poisoning/ disease cases

Y = Total man-hours worked = (No. of employees) x (No. of days worked x 8 hours)

With the above values, calculate the Fatality Rate, Incident Rate, Frequency Rate and severity Rate using the appropriate formula given. Send a copy of the record and calculation to the Director General by the 31 January of each year.

Note: 1 death is equivalent to 6000 lost days

If there are no cases to be recorded in the Register, please notify the Director General in giving full detail of the organization as on page 1 of JKPP 8. DO NOT SUBMIT A BLANK FORM.

APPENDIX 4

INFORMATION ON ACCIDENT
OCCUPATIONAL SAFETY AND HEALTH (NOTIFICATION OF ACCIDENT, DANGEROUS OCCURRENCE,
OCCUPATIONAL POISONING AND OCCUPATIONAL DISEASE) REGULATIONS 2004

DATA FOR ACCIDENT					
1. JKKP Reg. No.		2. Case Ref. No.			
3. Name of Organisation					
4. Address of Organisation					
5. Postcode		6. Size of Industry		<i>(Refer Table 1)</i>	
7. R.O.C. Number		8. Date of Submission of JKKP 6			
9. Industrial Classification		<i>(Refer Table 3)</i>			
10. Name and Address Where The Accident Occurred					
11. Date of Accident		12. Time of Occurrence			
13. Area of Accident		<i>(Refer Table 4)</i>		14. No. of Victim	
15. No. of Fatalities		16. No. of Permanent Disability		17. No. of Non Permanent Disability	
18. Brief Report of The Accident					
19. Responsible Person (Construction Site Only)				<i>(Refer Table 5)</i>	
20. If Self Employed, Is The Victim a Member of The Family (Y/N)					
21. Name of Notifier					
22. Designation					
23. Telephone No.					
24. Type of Report		Accident / Dangerous Occurrence			
25. If Dangerous Occurrence Enter The Code				<i>(Refer Table 6)</i>	

INFORMATION ON ACCIDENT

DETAILS OF VICTIM			
1. Name of Victim			
2. I/C No. / Passport No.			
3. Address of Victim			
4. Age		5. Sex (M/F)	
6. Status of Employment	<i>(Refer Table 7)</i>	7. Date of Start Work	
8. Job Description	<i>(Refer Table 8)</i>	9. Race	
10. Nationality			
11. No. of Safety and Health Training Attended			
12. Type of Accident	<i>(Refer Table 9)</i>		
13. Type of Injury	<i>(Refer Table 10)</i>		
14. Agent Causing Accident	<i>(Refer Table 11)</i>		
15. Location of Injury		<i>(Refer Table 12)</i>	
16. No. of Days The Victim Doing Same Task Before Accident			
17. Outcome of Accident	Fatality / Permanent Disability / Without Permanent Disability		
18. Lost Time Injury (Days)			

INFORMATION ON ACCIDENT

(This page is for DOSH Use only)

INVESTIGATION INFORMATION									
1. Investigator (1)									
2. Investigator (2)									
3. Action Taken	NOP	NOI	PLS	PL	SEALED	DIRECTIVE	COMPOUND	COURT	
4. Date of Accident Reported									
5. Date of Investigation				6. Date of Further Investigations					
7. Date of Report									
8. Investigator's Comment Including The Basic and Immediate Cause of Accident									
9. Comments by Unit Head									
10. Comments by Director									

APPENDIX 5

GUIDE IN FILLING THE FORM JKKP 9

ACCIDENT DATA

1.	JKKP Reg. No	Registration no. issued by DOSH stated office for factories only (if applicable).
2.	Case Ref. No.	Reference no. use bt use organization for each case.
3.	Name of Organization	Name of the organization for each case.
4.	Address of Organisariion	Address of the above organization
5.	Postcode	Write the correct postcode
6.	Size of Industry	Refer to Table 1.
7.	R.O.C. No. (Registration of Company)	Registrar of Company's registration number (if applicable)
8.	Date of Submission JKKP 6	Fill in the date of posting JKKP 6
9	Industrial Classification	Refer to Table 3.
10.	Name and Address Where The Accident Occurred	Name and address where the accident occurred (if different from item 4)
11.	Date of Accident	Write the date of the accident
12.	Time of Occurrence	Write the time of the accident/incident
13.	Area of Accident	Refer to Table 4.
14.	Number of Victim	The total number of victims involved in the accident.
15.	Fatalities	The number of fatalities (if applicable)
16.	Permanent Disability	The number of of persons suffering with permanent dissablement (if applicable)
17.	Non Permanent Disability	The number of persons involvad without permanent disablement (if applicable)
18.	Brief Report of The Accident	Describe briefly about the accident
19.	Responsible Person (Construction Site Onlu)	Refer to Table 5. If not a construction site, please ignore
20.	If Self Employed, Is The Victim Part of The Family?	Yes or No
21.	Name of Notifier	Name of the person reporting the accident
22.	Designation	Designation or post of person reporting the accident.
23.	Telephone No.	The telephone number to be used for follow up contact
24.	Type of Report	Choose either Accident or Dangerous Occurrence
25.	If Dangerous Occurrence Enter The Code	Enter the relevant code as per Table 6. If it Is an accident case, leave blank

DETAILS OF VICTIM

1.	Identify Card No. / Passport No.	IC number or passport number of the injured person
2.	Name of victim	Full name of the injured person
3.	Address of The Victim	Full address of the injured person
4.	Age	What is the age of the injured person at the time of accident?
5.	Sex (M/F)	Gender of the injured person – Male or Female
6.	Status of Employment	Refer to Table 7
7.	Date of Start Work	Date of first start work at the workplace. Leave blank if accident occurs outside the Work premise or involving outsider
8.	Occupation	Refer to Table 8 . (Enter the code only)
9.	Race (M/C/I/O)	State whether the race is Malay (M), Chinese (C), Indian (I), or Others (O). Please clarify if others.
10.	Nationality	State the nationality of the injured person
11.	Number of Safety and Health Training Attended	State the number of safety and health training attended by the injured person
12.	Type of accident	Refer to Table 9 , CODE only
13.	Type of Injury	Refer to Table 10 , CODE only
14.	Agent Causing Accident	Refer to Table 11 , CODE only
15.	Location of injury	Refer to Table 12 , CODE only (Maximum 3 codes)
16.	Immediate Cause	Refer to Table 13 , CODE only (Maximum 3 codes)
17.	Basic Cause	Refer to Table 14 , CODE only (Maximum 3 codes)
18.	Number of Days Victim Doing The Same Task Before Accident	Fill in the number of DAYS, the injured person doing the same task before the accident.
19.	Type of Accident	Choose from Fatality/Permanent Disability/ Without Permanent Disability
20.	Lost Time Injury	The number of days given medical leave due to the accident

APPENDIX 6

**INFORMATION ON OCCUPATIONAL POISONING\DISEASES
OCCUPATIONAL SAFETY AND HEALTH NOTIFICATION OF
ACCIDENT, DANGEROUS OCCURRENCE,
OCCUPATIONAL POISONING AND OCCUPATIONAL DISEASES**

DATA FOR OCCUPATIONAL POISONING AND OCCUPATIONAL DISEASE			
1. JKKP Reg. No.		2. Case Ref. No.	
3. Name Of Organisation			
4. Address of Organisation			
5. Postcode		6. Size Of Industry	<i>(Refer Table 1)</i>
7. ROC Number		8. Date of submission JKKP7	
9. Industrial Classification		<i>(Refer Table 3)</i>	
10. Name & Address Where Diseases & Poisoning Occurred			
11. Date of Disease Detected		12. Time:	
13. Area of Occurrence		14. No. of Victim	
	<i>(Refer Table 4)</i>		
15. No. of Fatalities	16. Permanent Disability	17. Non Permanent Disability	
18. Brief Report on the Diseases and Poisoning			
19. If Self-Employed, is the patient a member of the family ? Y/N			
20. Name of Reporter			
21. Designations		22. Tel. No.	

**INFORMATION ON OCCUPATIONAL POISONING/DISEASE
PATIENT'S INFORMATION FORM FOR OCCUPATIONAL POISONING/DISEASE**

PATIENT'S DATA			
1. I/C NO./ Passport			
2. Name of Patient			
3. Address			
4. Age		5. Sex (M/F)	
6. Status of Employment (Refer Table 7)		7. Date of birth	/ /
8. Race			
9. Nationality		10. Marital Status	
11. Previous Job History			
NOTES: IMPORTANT DATA REQUIRED ARE NAME OF PREMIS, JOB DESCRIPTION, LENGTH OF SERVICE, HAZARD IDENTIFIED AND P.P.E USED			
CURRENT JOB STATUS			
12. Employment Date	/ /	13. Job Description (Refer Table 8)	
14. Types of Hazards (Refer Table 15)			
15. PPE Used			
16. Shift Work	Yes / No	17. Total Working Hours (1 day is equivalent to 8 hours)	

**INFORMATION ON OCCUPATIONAL SAFETY AND HEALTH
PATIENT'S INFORMATION FORM FOR OCCUPATIONAL DISEASE AND POISONING**

DATA FOR INDUSTRIAL DISEASE AND POISONING			
1. Types of Diseases/Poisoning (Refer Table 16)			
2. Site of poisoning\Disease (Refer Table 12)			
3. What was the patient's activity during the incident?			
4. What was the symptom on the workers?			
5. Route of entry? (Refer Table 17)			
6. Mechanism of Poisoning / Disease (Refer Table 18)			
7. Agent of Poisoning\Diseases (Refer Table 11)			
8. Immediate cause (Refer Table 13)			
9. Types of hazard monitoring conducted and what are the results?			
10. Was risk analysis to the workers health conducted?		Yes /No	
11. Remark on the results			
12. Was Health Surveillance programme conducted to the workers?		Yes /No	
13. Remarks on Biological monitoring , Pre Medical Examination dan Medical Surveillance			
14. Implication from the disease/poisoning? (Refer Table 19)			
15. No. of lost working days			
16. What are the prevention steps taken by employer			

INFORMATION ON OCCUPATIONAL POISONING / DISEASE

[This page is for DOSH use only]

INVESTIGATION INFORMATION								
1. Investigator (1)								
2. Investigator (2)								
3. Action taken	NOP	NOI	PLS	PL	Sealed	Directive	Compound	Court
4. Date of Poisoning/Disease Reported								
5. Date of Investigation				6. Date of Further Investigation				
7. Date of Report								
8. Investigator's Comment Including The Basic and Immediate Cause of Poisoning/ Disease								
9. Comments By Unit Head								
10. Comments By Director								

APPENDIX 7

GUIDE IN FILLING THE FORM JKKP 10

Data For Occupational Poisoning and Disease

1.	JKKP Reg. No.	Registration no. issued by DOSH State office (if applicable)
2.	Case Ref. No.	Reference no. use by each organisation foreach case
3.	Name of Organisation	Write the name of the organisation where the employee is employed
4.	Address of Organisation	Write clearly the address of the organisation
5.	Postcode	Write the correct postcode
6.	Size of Industry	Refer to Table 1
7.	R.O.C. No.	Registrar of Company's registration number (if applicable)
8.	Date of Submission JKKP 7	Fill in the date of posting JKKP 7
9.	Industrial Classification	Refer to Table 3.
10.	Name and Address Where The Disease/Poisoning Occurred	Write down the name and address where the incident occurred.
11.	Date of Disease Detected	Fill in the date of first detection of disease
12.	Time	Write the time of incident (24 hr. format)
13.	Area of Occurrence	Refer to Table 4
14.	No. of Victim	No. of victims involved in the incident
15.	Fatalities	No. of fatalities (if any)
16.	Permanent Disability	No. of victims with permanent disability as a result of the incident
17.	Non Permanent Disability	No. of victims without permanent disability as a result of the incident
18.	Brief Report on The Disease and Poisoning	Briefly describe the event. Information to include the activity involved, no. of workers involved, material used, how the incident occurred, etc.
19.	If Self-Employed, Is The Patient A Member of The Family?	Answer either 'Yes' or 'No'
20.	Name of Notifier	Write the name of the person reporting the incident
21.	Designation	Designation of the person making the report
22.	Telephone No.	Write the telephone number of the person making the report

Patient's Data

1.	I/C No. / Passport No.	I/C number or passport number of the patient
2.	Name of Patient	Full name of the patient
3.	Address	Address of the patient
4.	Age	Age of the patient at the time of incident
5.	Sex	Gender of the patient either M-Male or F-Female
6.	Status of Employment	Refer to Table 7
7.	Date of Birth	Complete date of birth. If unavailable, please state the year of birth
8.	Race	State the race of the patient M- Malay, C-Chinese, I-Indian or O-Others. For O-Others please clarify.
9.	Nationality	Nationality of the patient
10.	Marital Status	Marital status of the patient (Married, Single, Divorced)
11.	Previous Job History	Clarify status of previous job (length of employment) type of occupation, type of hazards.
12.	Employment Date	State the date of current employment
13.	Job Description	Refer to Table 8
14.	Type of Hazards	Refer to Table 15 (Maximum 3 codes according to degree of hazard)
15.	PPE Used	What are the PPE used. State if approved by DOSH.
16.	Shift Work	'Yes' or 'No'
17.	Total Working Time	Total working hours (include overtime if any) before the incident e.g. 8 hours or 12 hours.

Data For Industrial Disease and Poisoning

1.	Type of Disease/Poisoning	Refer to Table 16 (Codes only)
2.	Site of Disease/Poisoning	Answer may be more than 1 (Maximum 3) Refer to Table 12 (Codes only)
3.	What Was The Victim Activity During The Incident?	State clearly the activity the victim was doing during the incident.
4.	What Were The Symptom of The Workers?	Get the correct sign and symptom on the workers.
5.	Route of Entry	Refer to Table 17 (Codes only)
6.	Mechanism of Disease/Poisoning	Answer may be more than 1. Refer to Table 18 (Codes only)
7.	Agent of Disease/Poisoning	Refer to Table 11 .(Codes only – Maximum 3)
8.	Immediate Cause	Refer to Table 13 . (Codes only – Maximum 3)
9.	Types of Monitoring Conducted and Results	What are the monitoring carried out and the results – normal, above PEL etc. Monitoring are- 'Workplace area monitoring'- 'Personnel exposure monitoring'- 'Biological monitoring'
10.	Did The Risk Analysis To The Workers Conducted?	'Yes' Or 'No'
11.	Remarks of The Results	Remarks of the results either Health Surveillance need to be carried out or not
12.	Did Health Surveillance Programme Conducted on The Workers?	'Yes' OR 'No'. Health Surveillance refers to "USECHH Regulations and Guidelines"
13.	Remarks on Biological Monitoring, Pre Medical Examination and Medical Surveillance	State the results obtained and give comment
14.	Implication From The Disease/Poisoning	Refer to Table 19
15.	No. of Lost Working Days	State the number of days the employee cannot perform his normal work.
16.	What are The Prevention	Steps Taken By The Employer State clearly the prevention program taken by the employer such as:-- Risk assessment - Hygiene monitoring- Health Surveillance/Medical Surveillance- Training- Control measure etc.

APPENDIX 8

SENARAI JADUAL NADOPOD

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TABLE 1 - SIZE OF INDUSTRY

Particulars	Code
Satisfy any of this condition: Annual sales turnover < RM10 million or employing less than 50 workers	SMALL
Satisfy any of this condition: Annual sales turnover RM10 million-RRM25 million or employing between 51-150 workers	MEDIUM
Satisfy any one of this condition: Annual sales turnover > RM25 umillion or workers more than 150	BIG

TABLE 2 - INDUSTRIAL SECTOR

Industrial Sector	Code
Agriculture	4
Business Trade	22
Civil Service	23
Communication	14
Construction	3
Facility - Electric	8
Facility - Gas	9
Facility - Sanitary	11
Facility - Water	10
Finance	19
Fishing	6
Forestry	5
Hotel	17
Insurance	20
Local Authority	24
Logging	7
Manufacturing	1
Mining and Quarrying	2
Property	21
Restaurant	18
Retail Trade	16
Storage	13
Transport	12
Wholesale Trade	15

TABLE 3 – INDUSTRIAL CLASSIFICATION**AGRICULTURE, FORESTRY, HUNTING AND FISHING****Agriculture, hunting and related service activities**

Particulars	Code
Agricultural and animal husbandry services veterinary activities	01400
Cattle farming	01211
Growing of banana	01135
Growing of cacao (cocoa)	01131
Growing of coconut (estate)	01137
Growing of coconut (smallholdings)	01137
Growing of coffee	01133
Growing of durian	01138
Growing of flower plants for planting or ornamental purposes	01129
Growing of other crops n.e.c (e.g sweet potatoes, yam, maze, groundnuts, cultivated sago)	01119
Growing of other fruits (mixed horticulture)	01139
Growing of other fruits (other permanent crops)	01139
Growing of paddy	01111
Growing of pepper	01136
Growing of pineapple	01134
Growing of sugar-cane	01113
Growing of tapioca	01114
Growing of tea	01132
Growing of tobacco	01112
Growing of vegetable (including mushrooms)	01121
Hunting, trapping and games propagation including related service activities	01500
Mixed farming (other crops n.e.c)	01300
Mixed farming (other livestock n.e.c. Rearing or keeping)	01300
Mixed farming (other permanent crops)	01300
Oil palm estate	01117
Oil palm smallholdings	01118
Pig farming	01213
Poultry farming	01212
Rubber estate	01115
Rubber smallholdings	01116
Other livestock Farming	01219

Forestry, logging and related service activities

Particulars	Code
Aquaculture	05003
Bird's nest collection	02005
Charcoal production (when carried out in the forest)	02003
Collection of rattan and other jungle product	02002
Forest services n.e.c.	02009
Logging (except rubber wood logging)	02001
Rubber wood logging	02006
Wild sago palm collection	02004

Fishing, operation of fish hatcheries and fish farm; Service activities incidental to fishing

Particulars	Code
Fishing n.e.c.	05009
Inland fishing	05002
Ocean and coastal fishing	05001

COMMUNITY, SOCIAL AND PERSONAL SERVICES

International and other extra-territorial bodies

Particulars	Code
Extra-territorial organisations and bodies	99000

Personal and household services

Particulars	Code
Beauty services	93023
Friendship penpal, matchmaking and dating services	93091
Funeral and related activities	93030
Ladies' hair dressing services including services of unisex saloon	93022
Men's hair dressing services	93021
Services of massage parlours and health centres	93092
Social escort services	93093
Washing and (dry) cleaning of textile and fur products	93010
Other service activities n.e.c.	93099

PRIVATE HOUSEHOLD WITH EMPLOYED PERSONS

Particulars	Code
Private household with employed persons	95000

Public administration and defence; compulsory social security

Particulars	Code
Administrative educational services	75121
Administrative health care services	75122
Administrative housing and local government services	75123
Administrative recreational cultural, arts and sports services	75124
Administrative religious affairs services	75125
Agriculture and rural development affairs	75132
Compulsory social security activities	75300
Domestic and international trade affairs	75131
Energy, telecommunication and post affairs	75136
Fire-fighting service	75236
Foreign affairs	75210
General (overall) public service activities	75110
Human resource affairs	75138
Immigration service	75233
Judiciary and legal service	75235
Military and civil defence services	75220
National registration service	75234
Police service	75231
Primary industries affairs (agriculture, forestry and fishing affairs)	75133
Primary industries affairs (mining manufacturing and construction affairs)	75133
Prison service	75232
Public service activities	75140
Public works affairs	75134
Tourism affairs	75137
Transport affairs (other transport)	75135
Transport affairs (roads and road transport)	75135
Transport affairs (water transport)	75135
Other community and social affairs services	75129
Other public order and safety affairs related services	75239
Other regulation of and contribution to more efficient operation of business affairs n.e.c.	75139

Recreation, cultural and sporting services

Particulars	Code
Activities of country and golf clubs	92411
Activities of water sports and recreation clubs except country and golf clubs	92412
Ancillary theatrical services n.e.c.	92149
Booking agency activities (in connection with theatrical productions entertainment attraction)	92493
Botanical and zoological gardens and nature reserves activities	92330
Cabarets, discotheques and karaoke lounges	92192
Casting activities (motion pictures, television or theater productions, recording studios)	92491
Circus, amusement part and similar attraction services	92191
Equestrian clubs	92413
Gambling and betting activities	92495
Library and archive activities	92310
Motion picture and video distribution	92112
Motion picture and video production	92111
Motion picture projection	92120
Museum activities and preservation of historical site and buildings	92320
Production of radio programmes	92131
Production of television programmes	92132
Recording or taping of sound	92492
Recreation park and beach services	92494
Services provided by authors, composers, sculpturs, entertainers and other individual artists	92142
Sports event promotions and organisation	92414
Sports facility operations services	92415
Theatrical producer; singer group band and orchestra entertainment services	92141
Other entertainment activities n.e.c.	92199
Other recreational activities n.e.c.	92499
Other sporting services	92419
Picture supply services	92202
Printed news supply services	92201
Other news agency services	92209

OTHER COMMUNITY, SOCIAL AND PERSONAL SERVICE ACTIVITIES**Sewage and refuse disposal, sanitation and similar services**

Particulars	Code
Refuse disposal services	90002
Industrial waste collection and disposal service	90003
Sewage, sanitation and similar activities	90001

Activities of membership organisation n.e.c.

Particulars	Code
Activities of business and employers' organisations	91110
Activities of political organisations	91920
Activities of professional organisations	91120
Activities of religious organisations	91910
Activities of trade unions	91200
Civic betterment and community facility support services	91991
Services provided by youth associations	91993
Special group advocacy services	91992
Other services provided by membership organisations n.e.c.	91999

EDUCATION

Particulars	Code
Adult and other vocational education n.e.c.	80909
Colleges and university education	80301
Commercial and other technical institutes	80302
Driving school	80901
General secondary education	80210
Music and dancing schools	80902
Nurseries and kindergartens	80101
Nursing schools	80303
Primary schools	80102
Technical and vocational secondary education	80220

HEALTH AND SOCIAL WORK

Particulars	Code
Alcoholic anonymous society operations	85322
Ambulance services	85194
Child day care service	85325
Counselling service	85321
Dental services	85122
Drug rehabilitation home services	85316
Herbalists and homeopathy services	85193
Home for the handicapped operations	85315
Hospital services	85110
Human health services n.e.c.	85199
Juvenile homes services	85314
Medical services	85121
Nursing home services	85191
Physiotherapy and occupational therapy services	85192
Services of homes for the aged	85312
Social work activities n.e.c.	85329
Veterinary services	85200
Voluntary welfare services for the collection allocation of funds for welfare purposes	85324
Welfare services for children (e.g. Orphanages and boys' homes)	85311
Women's refuge operations	85313
Other social work with accommodation	85319

CONSTRUCTION

Particulars	Code
Building completion works	45401
Communication and power line	45205
Construction of dams, irrigation system, drainage and sewage system, pipelines and other water projects	45204
Construction of roads, bridges, tunnels, viaducts, highways, elevated highway, railways, airfields, harbours, etc	45203
Demolition or wrecking of buildings or other structures and its clearance work	45101
Electrical wiring and fitting work	45302
Fencing and railing construction work	45303
Fire protection, security alarm and telecommunication systems installation work	45306
Floor sanding, finish carpentry, acoustical work, and cleaning of the exterior, etc	45403
Gas fitting construction work	45305

Heating, ventilation, air-conditioning and refrigeration work	45307
Land reparation work (e.g. Blasting, test drilling, land clearing, landfill, levelling, earth moving, excavating, land drainage, tunnelling etc)	45102
Land reclamation work	45104
Lift and escalator construction work	45304
Non-residential buildings	45202
Painting and decorating	45402
Plumbing, sewage and sanitary installation work	45301
Preparation of mineral properties and sites, except oil and gas sites	45103
Renting of construction or demolition equipment with operator	45500
Residential buildings	45201
Sports facilities including stadiums golf course, etc	45206
Other building installation works n.e.c.	45309
Other civil engineering	45209
Other site preparations n.e.c.	45109

ELECTRICITY, GAS AND STEAM

Electricity, gas and steam

Particulars	Code
Manufacture of gas, distribution of gaseous fuels through mains	40200
Production, collection and distribution of electricity	40100
Steam and hot water supply	40300

Water works and supply

Particulars	Code
Collection, purification and distribution of water	41000

FINANCIAL INTERMEDIATION

Financial except insurance and pension funding

Particulars	Code
Central bank	65110
Commercial banks	65191
Credit card services	65922
Development finance institutions (e.g. MIDF, Development Bank of Malaysia, Agriculture Bank of Malaysia, Industrial Bank of Malaysia)	65197
Discount houses	65195
Factoring companies	65921
Finance companies	65194
Financial leasing companies	65910
Holding companies	65991
Investment companies	65992
Merchant banks	65193

Particulars	Code
Nominee companies	65993
Offshore banks	65192
Savings institytion (e.g. National Savings Bank, Housing Cooperative, Pilgrims Management Fund Board)	65196
Unit trusts	65994
Other credit services n.e.c.	65929
Other finance n.e.c. (e.g. Insurance or pension funding)	65199

Insurance and pension funding except compulsory social security

Particulars	Code
Accident and health insurance	66034
Fire and other property damage insurance	66033
Freight insurance	66035
Life insurance	66010
Marine, aviation and transit insurance	66031
Motor vehicle insurance	66032
Pension funding	66022
Provident funding	66021
Other insurance n.e.c.	66039

Activities auxiliary to finance

Particulars	Code
Insurance adjusting service	67202
Insurance brokerage and agent service	67201
Other activities auxiliary to insurance and pension funding n.e.c.	67209
Activities auxiliary to finance n.e.c.	67199
Commodity brokers and dealers	67122
Financial consultancy service	67192
Financial market operational and regulatory service (e.g. KLSE, SC, KLOFFE, CDS, KLC)	67110
Foreign exchange service	67191
Gold bullion dealers	67123
Stock, share and bond brokers	67121
Other financial futures brokers and dealers	67129

REAL ESTATE RENTING AND BUSINESS ACTIVITIES**Other business activities**

Particulars	Code
Accounting, book keeping and auditing activities; tax consultancy	74120
Advertising	74300
Agency activities for engagements in entertainment or sports attractions	74993
Architectural consultancy services	74211
Bill collecting, credit rating, direct mailing, mail advertising and similar activities	74992
Engineering consultancy services	74212
Estate management consultancy services	74141
General management consultancy services	74142
Investigation and security services	74920
Labour recruitment and provision of personnel service	74910
Land and quantity surveying consultancy service	74213
Legal services	74110
Market research and public opinion polling	74130
Packaging services on a fee or contract basis	74950
Project management consultancy services	74144
Public relations consultancy services	74143
Technical testing and analysis	74220
Other architectural and engineering activities and related technical consultancy service n.e.c.	74219
Other business and management consultancy services n.e.c	74149
Other business services n.e.c	74999
Photographic services (commercial and consumer)	74940
Building cleaning services	74931
Disinfecting and exterminating services	74932
Duplicating services	74994
Telephone answering services	74991

Real estate activities

Particulars	Code
Real estate agency services	70200
Real estate development	70101
Real estate operations	70102

Renting of machinery and equipment without operator and of personal and house goods

Particulars	Code
Rental of agricultural machinery and equipment	71210
Rental of construction and civil engineering machinery equipment	71220
Rental of furniture	71302
Rental of office machinery and equipment (including computers)	71230
Rental of other machinery and equipment n.e.c	71290
Rental of motorcycles	71112
Rental of recreational goods n.e.c (e.g bicycles, saddle-horses, pleasure boat, sports equipment)	71305
Rental of theatrical equipment	71304
Rental of video tapes (including compact discs and laser discs)	71303
Private cars for hire	71111
Rental and leasing of caravans and campers	71114
Rental and leasing of lorries, truck trailers and containers	71113
Rental of air transport equipment	71130
Rental of land transport equipment n.e.c.	71119
Rental water transport equipment n.e.c.	71129
Ship and boat leasing (including chartering)	71121
Rental of other personal and household goods n.e.c.	71309
Rental of television sets, video cassette recorders and related equipment and supplies	71301

Computer and related activities

Particulars	Code
Data processing services	72300
Database activities	72400
Software consultancy and supply	72200
Other computer related activities	72900
Hardware consultancy	72100
Maintenance and repair of office, accounting and computing Machinery	72500

Research and development

Particulars	Code
Research and experimental development services on agricultural Sciences	73104
Research and experimental development services on chemistry and biology	73102
Research and experimental development services on cultural sciences, sociology and psychology	73201
Research and experimental development services on economics	73202
Research and experimental development services on law	73203
Research and experimental development services on linguistic and other languages	73204
Research and experimental development services on medical sciences and pharmacy	73105
Research and experimental development services on other natural sciences	73109
Research and experimental development services on other social sciences and humanities (ssh)	73209
Research and experimental development services on physical sciences	73103
Research and experimental development services on engineering and technology	73103

MANUFACTURING

Manufacture of coke, refined petroleum products and nuclear fuels

Particulars	Code
Manufacture of coke oven products	23100
Manufacture of refined petroleum products (manufacture of Industrial)	23200
Manufacture of refined petroleum products (manufacture of miscellaneous product of petroleum and coal)	23200
Manufacture of refined petroleum products (petroleum refineries)	23200
Processing of nuclear fuel	23300

Manufacture of chemicals and chemical products

Particulars	Code
Manufacture of fertilizers and nitrogen compounds	24120
Manufacture of industrial gases, whether compressed, liquified or in solid state	24111
Manufacture of man-made fibres	24300
Manufacture of other basic industrial chemical except fertilizers and nitrogen compounds	24119

Manufacture of other chemical products n.e.c.	24290
Manufacture of paints, varnishes and similar coatings and mastics	24221
Manufacture of pesticides and other agrochemical products	24210
Manufacture of pharmaceuticals, medicinal chemicals and botanical products	24230
Manufacture of plastics in primary forms and of synthetic rubber	24130
Manufacture of printing ink	24222
Manufacture of soap and detergents, cleaning and polishing preparations, perfumes and toilet preparations (manufacture of perfumes, cosmetics and other toilet preparations)	24240
Manufacture of soap and detergents, cleaning and polishing preparations, perfumes and toilet preparations (manufacture of soap and cleaning preparation)	24240

Manufacture of rubber and plastic products

Particulars	Code
Manufacture of plastic bags and films	25203
Manufacture of plastic blow moulded products	25201
Manufacture of plastic extruded products	25202
Manufacture of plastic foam products	25205
Manufacture of plastic injection moulded components	25206
Manufacture of plastic products rigid fibre reinforced	25204
Manufacture of rubber products, n.e.c.	25199
Manufacture of rubber tyres and tubes	25111
Retreading and rebuilding of rubber tyres	25112
Rubber remilling and latex processing	25191
Rubber smokehouses	25192

Manufacture of fabricated metal products, except machinery and equipment

Particulars	Code
Forging, pressing, stamping and roll-forming metal; powder metallurgy	28910
Manufacture of cutlery, hand tools and general hardware	28930
Manufacture of brass, copper, pewter and aluminium products	28993
Manufacture of other fabricated metal products n.e.c	28999
Manufacture of steam generators, except central heating hot water boilers	28130
Manufacture of structure metal products	28110
Manufacture of tanks, reservoirs and containers of metals	28120
Manufacture of tin cans and metal boxes	28991
Manufacture of wire, wire products and metal fasteners	28992
Treatment and coating of metals, general mechanical engineering on a fee of contracts basis	28920

Manufacture of machinery and equipment n.e.c

Particulars	Code
Manufacture of agricultural and forestry machinery	29210
Manufacture of air-conditioning, refrigerating and ventilating machinery	29191
Manufacture of bearings, gears, gearing and driving elements	29130
Manufacture of domestic appliances n.e.c	29300
Manufacture of engines and turbines except aircraft, vehicle and cycle engines	29110
Manufacture of lifting and handling equipment	29150
Manufacture of machine tools	29220
Manufacture of machinery for food, beverage and tobacco processing	29250
Manufacture of machinery for metallurgy	29230
Manufacture of machinery for mining, quarrying and construction	29240
Manufacture of machinery for textile, apparel and leather production	29260
Manufacture of other general purpose machinery n.e.c.	29199
Manufacture of ovens, furnaces and furnace burners	29140
Manufacture of other special purpose machinery n.e.c.	29290
Manufacture of pumps, compressors, taps and valves	29120
Manufacture of weapons and ammunition	29270

Manufacture of office, accounting and computing machinery

Particulars	Code
Manufacture of computers and computing peripherals	30002
Manufacture of office and accounting machinery	30001

Manufacture of electrical machinery and apparatus n.e.c.

Particulars	Code
Manufacture of accumulators, primary cells and primary batteries	31400
Manufacture of electric lamps and lighting equipment	31500
Manufacture of electric motors, generators and transformers	31100
Manufacture of electric power cables and wires	31302
Manufacture of electricity distribution and control apparatus	31200
Manufacture of telecommunication cables and wires	31301
Manufacture of other insulated wires and cables n.e.c.	31309
Manufacture of other electrical equipment n.e.c.	31900

Manufacture of radio, television and communication equipment and apparatus

Particulars	Code
Manufacture of television and radio receivers, sound or video recording or reproducing apparatus and associate goods	32300
Manufacture of semi-conductor devices	32101
Manufacture of electronic valves and tubes and printed circuit boards	32102
Manufacture of other electronic components n.e.c.	32109
Manufacture of television and radio transmitters and apparatus for line telephony and line telegraphy	32200

Manufacture of medical, percision and optical instruments, watches and clocks

Particulars	Code
Manufacture of industrial process control equipment	33130
Manufacture of instruments and appliances for measuring, checking, testing, navigating and other purposes, except industrial process control equipment	33120
Manufacture of medical surgical equipment orthopedic appliances	33110
Manufacture of optical instruments	33201
Manufacture of photographic equipment	33202
Manufacture of watches and clocks	33300

Manufacture of motor vehicles, trailers and semi-trailers

Particulars	Code
Manufacture of bodies (coachwork) motor for vehicles; manufacture of trailers and semi-trailers	34200
Manufacture of motor vehicles	34100
Manufacture of parts and accessories for motor vehicles and their engines	34300

Manufacture of other transport equipment

Particulars	Code
Building and repairing of pleasure and sporting boats	35120
Building and repairing of ships	35110
Manufacture of aircraft and spacecraft	35300
Manufacture of bicycles and invalid carriages	35920
Manufacture of motorcycles	35910
Manufacture of other transport equipment n.e.c.	35990
Manufacture of railway and tramway locomotives and rolling stock	35200

Recycling

Particulars	Code
Recycling of tin	37101
Recycling of other metal waste and scrap	37109
Recycling of textile fibres	37201
Recycling of rubber	37202
Recycling of other non-metal waste and scrap	37209

Manufacture of food products and beverages

Particulars	Code
Canning and preserving of other fruits and vegetables	15139
Distilling, rectifying and blending of spirits ethyl alcohol production from fermented materials	15510
Flour milling (excluding sago and tapioca flour)	15312
Manufacture of biscuits and cookies	15411
Manufacture of bread, cake and other bakery products	15412
Manufacture of chocolate products and sugar confectionery	15432
Manufacture of cocoa products	15431
Manufacture of coconut oil	15141
Manufacture of coffee	15492
Manufacture of condensed, powdered and evaporated milk	15202
Manufacture of crude palm oil	15142
Manufacture of glucose and glucose syrup, maltose	15322
Manufacture of ice (excluding dry ice)	15491
Manufacture of ice cream	15201
Manufacture of macaroni, noodles and similar products	15440
Manufacture of malt liquors and malt	15530
Manufacture of nut and nut products	15495
Manufacture of other dairy products	15209
Manufacture of other flour/grind mill products	15319
Manufacture of other food products n.e.c.	15499
Manufacture of other starch products	15329
Manufacture of other vegetable and animal oils and fats	15149
Manufacture of palm kernel oil	15144
Manufacture of prepared animal feeds (for dogs, cats, birds, fish or other pets animal and farms animals)	15330
Manufacture of refined palm oil	15143
Manufacture of sago and tapioca flour/products	15323
Manufacture of sauces including flavouring extracts such as monosodium glutamate	15496
Manufacture of snack-cracker/chips (e.g. prawn/fish crackers(keropok), potato/banana/tapioca chips)	15497
Manufacture of soft drinks	15541
Manufacture of spices and curry powder	15494
Manufacture of starch	15321

Manufacture of sugar	15420
Manufacture of tea	15493
Manufacture of wines	15520
Pineapple canning	15131
Processing and preserving of fish and fish products	15120
Processing and preserving of poultry and poultry products	15111
Production of mineral waters	15542
Production, processing and preserving of other meat products	15119
Rice milling	15311

Manufacture of tobacco products

Particulars	Code
Manufacture of tobacco products	16000

Manufacture of other non-metallic mineral products

Particulars	Code
Cutting, shaping and finishing of stone	26960
Manufacture of glass and glass products (e.g. glass wool, glassware, glass ornaments, mirror e.t.c.)	26100
Manufacture of hydraulic cement	26941
Manufacture of lime and plaster	26942
Manufacture of non-structural non-refractory ceramic ware	26910
Manufacture of other articles of concrete, cement and plaster	26959
Manufacture of other non-metallic material products n.e.c.	26990
Manufacture of ready-mix concrete	26951
Manufacture of refractory ceramic products	26920
Manufacture of structural non-refractory clay and ceramic Products	26930

Manufacture of basic metals

Particulars	Code
Casting of iron and steel (foundries)	27310
Casting of iron and steel (other iron and steel basic industries)	27310
Casting of non-ferrous metal	27320
Manufacture of basic iron and steel products (e.g. stainless steel products, iron and steel pipes, bars and rods)	27100
Manufacture of other basic precious and other non-ferrous metals	27209
Tin smelting	27201

Manufacture of paper and paper products

Particulars	Code
Manufacture of carbon papers	21091
Manufacture of corrugated paper and paperboard and containers of paper and paperboard	21020
Manufacture of effigies, funeral paper goods, joss papers	21097
Manufacture of envelopes, letter cards, correspondence cards or plain postcards	21092
Manufacture of gummed or adhesive paper in strips or rolls and labels, wallpaper	21096
Manufacture of other articles of paper and paperboard, n.e.c. e.g. cigarette papers and chinese lanterns	21099
Manufacture of paper articles found about the house, e.t.c. trays, dishes, cups, straw	21094
Manufacture of pulp, paper and paperboard	21010
Manufacture of sanitary towels and tampons, disposable napkins and napkin liners of babies	21095
Manufacture of toilet papers, cleansing tissues, towels, serviettes	21093

Publishing, printing and reproduction of recorded media

Particulars	Code
Printing	22210
Publishing of books, brochures, musical books, and other Publications	22110
Publishing of newspapers, journals and periodicals	22120
Service activities related to printing	22220
Other publishing	22190
Publishing of recorded media	22130
Reproduction of recorded media	22300

Manufacture of wood and of products of wood and cork, except furniture; manufacture of articles of straw and plaiting materials

Particulars	Code
Manufacture of builders' carpentry and joinery	20220
Manufacture of charcoal	20291
Manufacture of laminboard, particle board and other panels and board	20212

Manufacture of other products of wood, cane, article of cork, straw and plaiting materials (manufacture of wooden and cane containers and small cane ware)	20299
Manufacture of other products of wood, cane, article of cork, straw and plaiting materials (manufacture of woods and cork products not elsewhere classified)	20299
Manufacture of veneer sheets, and plywood	20211
Manufacture of wooden and cane containers	20230
Sawmilling and planing of wood (manufacture of other wood products)	20100
Sawmilling and planing of wood (planing mills, window and door mills and joinery works)	20100
Sawmilling and planing of wood (sawmilling)	20100

Manufacture of furniture; manufacturing n.e.c.

Particulars	Code
Manufacture of other furniture, except of stone, concrete or ceramic	36109
Manufacture of wooden and cane furniture	36101
Manufacture of metal furniture	36102
Manufacture of brooms, brushes and mops	36991
Manufacture of games and toys	36940
Manufacture of jewellery and related articles	36910
Manufacture of musical instruments	36920
Manufacture of pens, pencils, office and artists' supplies	36992
Manufacture of sports goods	36930
Manufacture of umbrella	36993
Other manufacture n.e.c.	36999

Manufacture of textile

Particulars	Code
Batek making	17122
Dyeing, bleaching, printing and finishing of yarns and fabrics (including batek)	17121
Handicraft spinning and weaving	17291
Man-made fibre spinning; weaving of textiles	17112
Manufacture of carpets and rugs	17220
Manufacture of cordage, rope, twine and netting	17230
Manufacture of knitted crocheted fabrics and articles	17300
Manufacture of made-up textile articles except apparel	17210
Manufacture of other textile n.e.c. (manufacture of miscellaneous primary textiles)	17299
Manufacture of other textiles n.e.c. (manufacture of textiles n.e.c.)	17299
Nuetral fibre spinning; weaving of textile	17111

Manufacture of wearing apparel; dressing and dyeing of fur

Particulars	Code
Custom tailoring and dressmaking	18102
Dressing and dyeing of fur; manufacture of articles of fur	18200
Manufacture of clothings	18101
Manufacture of miscellaneous wearing apparel n.e.c.	18109

Tanning and dressing of leather; manufacture of luggage, handbags, saddlery, harness and footwear

Particulars	Code
Manufacture of footwear (except vulcanized or mounded rubber/plastic footwear)	19200
Manufacture of footwear (plastic footwear)	19200
Manufacture of footwear (rubber footwear)	19200
Manufacture of luggage, handbags and the like saddlery and harness of leather and leather substitutes	19120
Tanning and dressing of leather	19110

MINING AND QUARRYING**Mining of coal and lignite; extraction of peat**

Particulars	Code
Mining of coal and lignite and extraction of peat	10100

Extraction of crude oil and natural gas; service activities incidental to crude oil and natural gas extraction excluding surveying

Particulars	Code
Extraction of crude oil and natural gas	11100
Service activities incidental to crude oil and natural gas extraction excluding surveying	11200

Mining of uranium and thorium ores

Particulars	Code
Mining of uranium and thorium ores	12000

Mining of metal ore

Particulars	Code
Amang retreatment	13202
Iron ore mining	13100
Mining of bauxite	13205
Mining of copper	13203
Mining of gold	13204
Mining of ilmenite	13206
Mining of other non-ferrous metal ores	13209
Mining of tin ores	13201

Other mining and quarrying

Particulars	Code
Extraction of guano and phosphate rock	14211
Extraction of salt	14220
Mining of ball clay/plastic clay	14105
Mining of barytes	14107
Mining of kaoling (china clay)	14104
Mining of other chemical and fertilizer mineral	14219
Mining of other clay	14106
Mining of sand and gravel	14103
Mining of silica sand	14108
Quarrying of granite	14101
Quarrying of limestone	14102
Quarrying of other rocks n.e.c	14109
Other mining and quarrying n.e.c	14290

TRANSPORT, STORAGE AND COMMUNICATION

Post and telecommunications

Particulars	Code
Courier activities other than national post activities	64120
Data communications service (including network operation)	64203
National postal service	64110
Paging services	64204
Telephone services (public and mobile)	64201
Other telecommunication services n.e.c.	64209
Television and radio transmission services	64202

Land transport; transport via pipelines

Particulars	Code
Bus service (stage, mini and express bus service)	60211
Factory bus service	60212
Freight transport by road	60230
Suburban railway passenger transport service (e.g. lrt, ktm komuter and monorail)	60214
Taxi, car for hire (with driver) and limousine services service	60221
Train service	60100
Transport via pipelines	60300
Other non-scheduled passenger land transport n.e.c.	60229
School bus service	60213
Other scheduled passenger land transport n.e.c	60219

Water transport

Particulars	Code
Boat and sampan passenger transport service	61201
Freight transportation by sea-going and coastal water vessels	61102
Inland water freight transport	61202
Passenger transportation by sea-going vessel and ferries	61101
Towing and pushing services	61103
Other inland water transport n.e.c.	61209
Other sea and coastal water transport n.e.c.	61109

Air transport

Particulars	Code
Rental services of aircraft with or without operator/aircraft	
Chatering	62201
Passenger airline services-domestic and international	62101
Other non-scheduled air transport n.e.c	62209
Other scheduled air transport e.g. helicopter services n.e.c.	62109

Supporting and auxiliary transport activities; activities of travel agencies

Particulars	Code
Activities of other transport agencies n.e.c.	63099
Airport operation services (excluding cargo handling)	63036
Highway, bridge and tunnel operation services	63033
Operation of parking facilities for motor vehicles (parking lots)	63032
Port operation services	63035

Railway operation services	63031
Stevedoring services	63011
Storage and warehousing service	63020
Taxi/limousine booking service	63042
Travel agency and tour operator services including tourist guide service	63041
Vessel salvage and refloating services	63034
Other activities of travel agencies and tour operators and tourist assistance activities n.e.c.	63049
Other cargo handling services n.e.c.	63019
Other transporting transport activities n.e.c.	63039
Activities of freight forwarding/forwarding agencies	63091
Activities of shipping agencies	63092

**WHOLESALE AND RETAIL TRADE; REPAIR OF MOTOR VEHICLES,
MOTORCYCLES AND PERSONAL AND HOUSEHOLD GOODS**

Retail trade, except of motor vehicles and motorcycles, repair of personal and household goods

Particulars	Code
Convenience stores	52114
Department store and supermarket	52192
Department stores	52191
Mini market	52113
News agent and miscellaneous goods store	52193
Provision stores	52111
Retail of tea, coffee and other beverages	52226
Retail sale for confectionery (sweets, etc)	52222
Retail sale of antique	52404
Retail sale of aquarium fisher	52355
Retail sale of articles of clothing, articles of fur and clothing accessories	52322
Retail sale of bicycles	52352
Retail sale of biscuits, cakes, breads, and other bakery products	52223
Retail sale of books, magazines, newspapers and stationery	52394
Retail sale of computers, computer equipment and supplies, non-customized software and printers	52360
Retail sale of electrical household appliances, radio and tv equipment	52332
Retail sale of fish and other seafood	52212
Retail sale of flowers and other plants	52395
Retail sale of footwear	52323
Retail sale of fruits (in specialized stores)	52213

Retail sale of games and toys	52353
Retail sale of hardware, paint and glass	52340
Retail sale of household appliances articles and equipment n.e.c.	52339
Retail sale of household furniture and furnishings	52333
Retail sale of household utensils, kitchenware, chinaware, glassware, ornaments, etc	52331
Retail sale of leather goods and travel accessories	52324
Retail sale of lighting and lighting accessories	52334
Retail sale of liquified petroleum gas (cooking gas)	52393
Retail sale of meat and poultry (fresh or frozen)	52211
Retail sale of mee, kuey teow, mee hoon, watan skins and related foodstuffs	52229
Retail sale of musical instruments, music tapes, record compact disks and video tapes	52354
Retail sale of office supplies and equipment	52391
Retail sale of other recreational goods e.g. art coins, etc	52359
Retail sale of pet birds and animals and pet food	52356
Retail sale of pharmaceutical, medical and orthopaedic goods, perfumery, cosmetic and toilet articles	52310
Retail sale of photographic equipment	52381
Retail sale of rice flour and other grains	52221
Retail sale of scientific and precision equipment	52383
Retail sale of second-hand books	52401
Retail sale of second-hand electrical and electronic goods	52402
Retail sale of second-hand goods n.e.c.	52409
Retail sale of soft drinks	52225
Retail sale of spectacles and other optical goods	52382
Retail sale of sports goods	52351
Retail sale of tobacco, cigars, cigarettes, etc	52227
Retail sale of telecommunication equipment	52330
Retail sale of textiles, linen, towels, blankets, etc	52321
Retail sale of vegetables (in specialized stores)	52214
Retail sale of watches, clocks, jewellery and silverware	52392
Retail sale via direct selling	52512
Retail sale via mail order houses	52511
Retail sale via stalls and market	52520
Retailsale of beer, wine and spirits	52224
Supermarket	52112
Other non-store retail sales	52590
Other retail sale in specialized stores n.e.c.	52399
Other retail sale store in non-specialized stores n.e.c	52199
Pawnshop	52403
Repair of bicycles	52604
Repair of electrical appliances and electronic goods	52602

Repair of footwear and other leather goods	52601
Repair of other personal and household goods n.e.c.	52609
Repair of watches, clocks and jewellery	52603

Sale, maintenance and repair of motor vehicles and motorcycles; retail sale of automotive fuel

Particulars	Code
Retail sale of automotive fuel	50500
Retail sale of cars, vans and four-wheel drives - new	50111
Retail sale of cars, vans and four-wheel drives - used	50112
Retail sale of motorcycles and related parts and accessories	50402
Retail sale of other motor vehicles n.e.c.	50119
Retail sale of parts and accessories of motor vehicle drives	50303
Wholesale of cars, vans and four-wheel drives - new	50101
Wholesale of cars, vans and four-wheel drives - used	50102
Wholesale of industrial and commercial vehicles - new	50103
Wholesale of industrial and commercial vehicles - used	50104
Wholesale of motorcycles and related parts and accessories	50401
Wholesale of other motor vehicles n.e.c.	50109
Wholesale of parts and accessories for cars, van and four-wheel drives	50301
Wholesale of parts and accessories for industrial and commercial vehicle	50302
Maintenance and repair of cars, vans, and four-wheel drives	50201
Maintenance and repair of industrial and commercial vehicles	50202
Maintenance and repair of motorcycles and related parts	50403

Wholesale trade and commission trade, except of motor vehicles and motorcycles

Particulars	Code
Non-specialized wholesale stores	51920
Wholesale of metals, metals ores and fabricated metals	51420
Wholesale of agricultural and farm supplies (e.g. nursery stock, seeds, horticulture, orchard supplies etc.)	51916
Wholesale of animal/pet food	51912
Wholesale of other agriculture products n.e.c	51219
Wholesale of beer, wine, spirits	51237
Wholesale of bicycle and parts thereof	51322
Wholesale of biscuits, cakes, bread and other bakery products	51234
Wholesale of books, newspaper, magazines and stationery	51392
Wholesale of coffee, tea and other beverages	51235

Wholesale of computer hardware, software and peripherals	51530
Wholesale of confectionery	51233
Wholesale of construction materials, builders, hardware plumbing and heating equipment and supplies	51432
Wholesale of cut flowers and plants	51326
Wholesale of electrical and electronic components and wiring accessories	51512
Wholesale of fertilizers	51491
Wholesale of fish and other seafood	51222
Wholesale of footwear	51312
Wholesale of fruits	51223
Wholesale of furniture, furnishings, wallpaper and floor coverings	51398
Wholesale of games and toys	51323
Wholesale of handicrafts and artificial flowers	51325
Wholesale of household appliances, radio and television equipment, musical instrument, records and music tapes	51397
Wholesale of household hardware, kitchenware, chinaware, glassware, ornaments, etc	51396
Wholesale of industrial and agricultural machinery and equipment and wholesale of construction and civil engineering machinery and equipment	51591
Wholesale of jewellery, watches, clocks and silverware	51393
Wholesale of leather and pvc material	51913
Wholesale of lift, escalators, air-conditioning, security and fire fighting equipment	51592
Wholesale of livestock	51213
Wholesale of logs, sawn timber, plywood, veneer and related products	51431
Wholesale of lumber and timber	51214
Wholesale of marine and aircraft equipment and accessories and other transport equipment n.e.c.	51593
Wholesale of meat, poultry and eggs	51221
Wholesale of metal scraps	51492
Wholesale of non-metal materials	51493
Wholesale of office machinery and business equipment (e.g. cash Register)	51520
Wholesale of optical goods	51395
Wholesale of other food stuffs e.g. mee, kueh teow, watan skin and related products, cooking oil, tinned foods, etc	51239
Wholesale of other household goods e.g. cleaning material fancy goods and other miscellaneous consumer goods	51399
Wholesale of other intermediate products, waste and scrap n.e.c.	51499
Wholesale of other machinery and equipment n.e.c. e.g. professional scientific and precision equipment	51599

Wholesale of other solid, liquid and gaseous fuels and related products n.e.c. (e.g. charcoal, kerosene, paraffin, firewood, etc)	51419
Wholesale of other specific commodities n.e.c.	51919
Wholesale of palm oil	51212
Wholesale of petrol, diesel, lubricants, etc	51411
Wholesale of pharmaceutical orthopaedics and medical goods, perfumery cosmetics and toiletries	51391
Wholesale of photographic equipment and supplies	51394
Wholesale of rice, other grains, flour and sugar	51231
Wholesale of rubber	51211
Wholesale of soft drinks and mineral water	51236
Wholesale of sports goods and athletic good and equipment	51321
Wholesale of tobacco, cigar, cigarettes, etc	51238
Wholesale of telecommunication equipment and accessories	51511
Wholesale of textiles, clothing, household linens, towels and blankets	51311
Wholesale of travelling and leather goods (except leather footwear and clothing)	51324
Wholesale of trees, shrubs potted	51215
Wholesale of vegetables	51224
Wholesale on a fee or contract bases	51100
Wholesale trade in aquarium fisher, pet birds and animals	51911
Wholesale trade in paper, and cellophane products, packaging Materials	51915
Wholesale of dairy products	51232
Wholesale of liquified petroleum gas	51412

HOTELS AND RESTAURANTS

Particulars	Code
Cafes, snack bars (includes lunch counters and refreshment stands)	55214
Camping sites and other provision of short-stay accommodation	55102
Canteens	55215
Coffee shops	55213
Drink stalls/hawkers	55222
Eating and drinking place n.e.c.	55219
Fast-food restaurants	55212
Food and drink stalls/hawkers	55223
Food caterers	55216
Food stalls/hawkers	55221
Hotels	55101
Pubs, bars, coffee houses, cocktail lounges and karaoke	55217
Restaurants and restaurant cum night clubs	55211

TABLE 4 - AREA OR LOCATION IN THE WORKPLACE

Area	Code
Canteen	1
Factory Compound/Car Park	9
Field Area	6
Finished Product Store	8
Guard House	11
Laboratory	10
Office	3
Production/Process Area	5
Raw Material Store	7
Recreation/Religious Area (eg. Gym, Surau etc)	4
Workshop	2

TABLE 5 - RESPONSIBLE PERSON AT CONSTRUCTION SITE

Responsibility
Main Contractor
Sub-contractor

TABLE 7 - STATUS OF EMPLOYMENT

Status
Employee
Self Employed
Others

TABLE 6 - DANGEROUS OCCURRENCE

PARTICULARS	CODE
DANGEROUS OCCURRENCES WHICH ARE NOTIFIABLE WHEREVER THEY OCCUR	
Collapse of scaffolding	100
A collapse or part collapse of any scaffold which is more than 5 metres high which results in a substantial part of the scalffold falling or overturning	110
Collapse of a building or structure	200
At any building or structure under construction, reconstruction, alteration, or demolation, a collapse or partial collapse of any part of the building or structure, or of any false-work, except where the manner and extent of collapse or partial collapse was intentional	210
Electrical short circuit	300
Electrical short circuit or overload attended by fire or explosion which resulted in the stoppagre of the plant involved for more than 24 hours and which, might have been liable to cause serious bodily injury to any person.	310
Escape of substance	400
The uncontrolled release or escape of any substance or agent in circumstance which, might be liable to cause damage to health of, or serious injury to, any person	410
Explosion, fire or failure of structure	500
Explosion or fire or failure of structure affecting the safety or strength of any room or place in which persons work, or to any machinery or plant contained therein.	510
Any explosion or fire occurring in any place of work which resulted in the stoppage or suspension of normal work in that place for more than 24 hours, where such explosion or fire was due to the ignition of process material, their by-products or finished	520
Bursting of a revolving vessel, wheel, grindstone or grinding wheel moved by mechanical power	530
The bursting, explosion or collapse of a pipe-line or any part thereof; or the ignition of any thing in a pipe line, or anything which immediately before it was ignited I was in a pipe line	540
Explosion, collapse, bursting or failure of structure affecting the safety or strength of any closed vessel including steam boiler or an unfired pressure vessel; the loss of water, the melting of fusible plug and the bursting of a tube	550
Fire or explosion in a warehouse or storage area where hazardous substances are stored	560
Lifting machinery, etc	600
The collapse of, the overturning of or the failure of any load bearing part of any crane, derrick, winch, hoist, piling frame, lift, excavator or other appliance used in raising or lowering persons or goods, or any part thereof.	610

DANGEROUS OCCURRENCES WHICH ARE NOTIFIABLE IN RELATION TO MINES	
Breathing apparatus	700
An incident where a breathing apparatus, or a smoke helmet or other apparatus serving the same purpose or a self-rescuer, while being used, fails to function safely or develops a defect likely to affect its safe working.	701
An incident, at any mine, where immediately after using and arising out of the use of breathing apparatus or a smoke helmet or other apparatus serving the same purpose or a self-rescuer, any person receives first aid or medical treatment by reason of his unfitness or unsuspected at the mine.	702
Dredge	710
Sinking or overturning of a dredge	711
Electric shock	720
An incident where any person suffers electric shock or burns from any electrical circuit, equipment or installation which requires first-aid or medical treatment at a mine	721
Escape of gas	730
Any violent outburst of gas together with coal or other solid matter into the mine workings except when such outburst is caused intentionally	731
Failure of plant or equipment	740
The breakage of any rope, chain, coupling or other gear of a similar kind, by which persons are carried through any shaft, staple-pit or unwalkable outlet	741
The breakage of any rope, chain, coupling or other gear of a similar kind, used for the transport of persons below ground or breakage of the belt of a conveyor designated as a man-riding conveyor while man are being carried.	742
An incident where any conveyance being used for the carriage of persons is overwound; or any conveyance not being so used is overwound and becomes detached from its winding rope; or any conveyance operated by means of the friction of a rope on a winding sheave is brought to rest by the apparatus provided in the headframe of the shaft or in the part of the shaft below the lowest land for the mine being in used, being apparatus provided for bringing the conveyance to rest in the event of its being overwound.	743
The stoppage of any ventilating apparatus (other than an auxiliary fan) causing a substantial reduction in ventilation of the mine lasting for a period exceeding 30 minutes except when for the purpose of planned maintenance	744
The collapse of any headframe, winding engine house, fan house or storage bunker, screen or tippler house or vehicle gantry	745
Fire or ignition of gas	750
The ignition, below ground, of any gas (other than gas in safety lamp) or of any dust.	751
The accidental ignition of any gas in part of a fire damp drainage system on the surface or in an exhauster house	752
The outbreak of any fire below ground	753
An incident where any person in consequence of any smoke or any other indication that a fire may have broken out below ground has been caused to leave any mine	754

The outbreak of any fire on the surface endangering the operation of any winding or haulage apparatus installed at a shaft or unwalkable outlet or of any mechanically operated apparatus for producing ventilation below ground.	755
An incident in which any person suffers an injury resulting from an explosion or discharge of any blasting material or device for which he receives first-aid or medical treatment at the mine	761
Any inrush of noxious or flammable gas from old workings	771
Any inrush of water or material which flows when wet from any source	772
Any movement of material or any fire or any other event indicates that a mine is or is likely to become insecure.	781
Any incident where an underground locomotive when not used for shunting or testing purposes is brought to rest by means other than its safety circuit protective devices or normal service brakes.	791
An incident in which any person suffers electric shock or burns requiring first-aid or medical treatment at a mine from any electrical circuit, equipment or installation.	792
DANGEROUS OCCURRENCES WHICH ARE NOTIFIABLE IN RELATION TO QUARRIES	
The collapse of any load-bearing structure which carries processing plant, storage equipment, storage bunker or access ways	800
An incident in which any person suffers an injury resulting from an explosion or discharge of any blasting material or device for which he receives first-aid or medical treatment at the quarry	810
An occurrence in which any substance is ascertain to have been projected beyond a quarry as a result of blasting operations in which any person is or likely to be endangered.	820
An incident in which any person suffers electric shock or burns from any electrical circuit, equipment or installation in which requires first-aid or medical treatment at the quarry.	830
Any movement of material or any fire or any other event which indicates that a quarry is or is likely to become insecure	840
DANGEROUS OCCURRENCE RELATED TO FORESTRY OR AGRICULTURE	
Uncontrolled falling of an adjacent tree or tree branches as a result of felling operation	900
Uncontrolled falling of log during the process of loading or transporting or unloading operation	910
Overturning of skidder or lorry or tractor or truck or any other vehicle used in transporting of logs	920
Breaking or snapping of log sling or other cables used during tree felling or skidding or transporting of logs or other related operations	930
Accident involving vehicles used in transporting of logs or personnel	940
Uncontrolled sliding of logs on steep slopes during felling, or barking or bucking or skidding or loading or unloading operation	950

Derailment of locomotive used in transporting logs or personnel	960
Overturning of tractor, and other farm vehicles	970
Accident involving any vehicle used for the transportation of raw materials, pesticides, farm products or personnels	980

TABLE 8 - OCCUPATION (JOB DESCRIPTION)

OCCUPATION (JOB DESCRIPTION)	CODE
Agricultural, fishery and related labourers	920
Corporate managers	120
Directors and chief executives	121
General Managers	131
Other departmental managers	123
Production and operations department managers	122
Customer service clerks	420
Cashiers, tellers and related clerks	421
Client information clerks	422
Drivers and mobile plant operators	830
Agricultural and other mobile plant operators	833
Locomotive engine-drivers and related workers	831
Motor vehicle drivers	832
Ships' deck crews and related workers	834
Extraction and building trade workers	710
Building finishers and related trades workers	713
Building frame and related trades workers	712
Miners, shot-firers, stonecutters and carvers	711
Painters, building structure cleaners and related trade workers	714
Labourers in mining, construction, manufacturing and transport	930
Manufacturing labourers	932
Mining and construction labourers	931
Transport labourers and freight handlers	933
Legislators and senior officials	110
Legislators	111
Senior government officials	112
Senior officials of special interest organizations	114
Traditional chiefs and heads of villages	113
Life science and health associate professionals	320
Life science technicians and related associate professionals	321
Modern health associate professionals (except nursing)	322
Nursing and midwifery associate professionals	323
Traditional medicine practitioners and faith-healers	324
Life science and health professionals	220
Health professionals (except nursing)	222
Life science professionals	221
Nursing and midwifery professionals	223

Machine operators and assemblers	820
Assemblers	828
Chemical products machine operators	822
Food and related products machine operators	827
Metal and mineral products machine operators	821
Printing, binding and paper products machine operators	825
Rubber and plastic products machine operators	823
Textile, fur and leather products machine operators	826
Wood products machine operators	824
Other machine operators and assemblers	829
Market-oriented skilled agricultural and fishery workers	610
Fishery workers, hunters and trappers	615
Forestry and related workers	614
Market gardeners and crop growers	611
Market-oriented animal producers and related workers	612
Market-oriented crop and animal producers	613
Metal, machinery and related trades workers	720
Blacksmiths, toolmakers and related trades workers	722
Electrical and electronic equipment mechanics and fitters	724
Machinery mechanics and fitters	723
Metal moulders, welders, sheet-metalworkers, structural-metal preparers and related	721
Models, salespersons and demonstrators	520
Fashion and other models	521
Shop salespersons and demonstrators	522
Stall and market salespersons	523
Office clerks	410
Library, mail and related clerks	414
Material-recording and transport clerks	413
Numerical clerks	412
Secretaries and keyboard-operating clerks	411
Other office clerks	419
Personal and protective services workers	510
Astrologers, fortune-tellers and related workers	515
Housekeeping and restaurant services workers	512
Personal care and related workers	513
Protective services workers	516
Travel attendants and related workers	511
Other personal service workers	514
Physical and engineering science associate professionals	310
Computer associate professionals	312
Optical and electronic equipment operators	313
Physical and engineering science technicians	311
Safety and quality inspectors	315
Ship and aircraft controllers and technicians	314

Physical, mathematical and engineering science professionals	210
Architects, engineers and related professionals	214
Computing professionals	213
Mathematicians, statisticians and related professionals	212
Physicists, chemists and related professionals	211
Precision, handicraft, printing and related trades workers	730
Handicraft workers in wood, textile, leather and related materials	733
Potters, glass-makers and related trades workers	732
Precision workers in metal and related materials	731
Printing and related trades workers	734
Other craft and related trades workers	740
Felt, leather and shoemaking trades workers	744
Food processing and related trades workers	741
Textile, garment and related trades workers	743
Wood treaters, cabinet-makers and related trades workers	742
Police	010
Sales and services elementary occupations	910
Building caretakers, window and related cleaners	914
Domestic and related helpers, cleaners and launderers	913
Garbage collectors and related labourers	916
Messengers, porters, doorkeepers and related workers	915
Shoe cleaning and other street services' elementary occupations	912
Street vendors and related workers	911
Stationary plant and related operators	810
Automated assembly-line and industrial robot operators	817
Chemical processing plant operators	815
Glass, ceramics and related plant operators	813
Metal-processing plant operators	812
Mining and mineral-processing plant operators	811
Power production and related plant operators	816
Wood processing and papermaking plant operators	814
Subsistence agricultural and fishery workers	620
Subsistence agricultural and fishery workers	621
Teaching professionals	230
College, university and higher education teaching professionals	231
Other teaching professionals	235
Primary and pre-primary education teaching professionals	233
Secondary education teaching professionals	232
Special education teaching professionals	234
Other professionals	240
Archivists, librarians and related information professionals	243
Business professionals	241
Legal professionals	242
Religious professionals	246
Social sciences and related professionals	244

Writers and creative or performing artists	245
Teaching associate professionals	330
Pre-primary education teaching associate professionals	332
Primary education teaching associate professionals	331
Special education teaching associate professionals	333
Other teaching associate professionals	334
Other associate professionals	340
Administrative associate professionals	343
Artistic, entertainment and sports associate professionals	347
Business services agents and trade brokers	342
Customs, tax and related government associate professionals	344
Finance and sales associate professionals	341
Police inspectors and detectives	345
Religious associate professionals	348
Social work associate professionals	346

TABLE 9 - TYPES OF OCCUPATIONAL ACCIDENT

TYPES OF OCCUPATIONAL ACCIDENT	CODE
Caught in or between objects	400
Caught in an object	410
Caught between moving objects (except flying or falling objects)	430
Exposure to or contact with extreme temperatures	600
Contact with hot substances or objects	630
Contact with very cold substances or objects	640
Exposure to cold (atmosphere or environment)	620
Exposure to heat (atmosphere or environment)	610
Exposure to or contact with electric current	700
Exposure to or contact with harmful substances or radiations	800
Contact by inhalation, ingestion or absorption of harmful substances	810
Exposure to ionising radiations	820
Exposure to radiations other than ionising radiations	830
Falls of persons	100
Falls of persons from heights (trees, buildings, scaffolds, ladders, machine, vehicles) and into depth (wells, ditches, excavations, holes in the ground)	110
Fall of the person on the same level	120
Fall of person into depth (wells, ditches, excavations, shaft, holes in ground)	130
Overexertion or strenuous movements	500
Overexertion in lifting objects	510
Overexertion in pushing or pulling objects	520
Overexertion in handling or throwing objects	530
Strenuous movement	540
Stepping on, striking against or struck by objects including falling objects	300
Stepping on objects	310
Striking against stationary objects (except impacts due to a previous fall)	320
Striking against moving objects	330
Struck by moving objects (including flying fragments and particles) excluding falling objects	340
Struck by falling objects	200
Collapse (buildings, walls, scaffolds, ladders, piles of goods)	220
Slides and cave-ins (earth, rocks, stones, snow)	210
Struck by falling objects during handling	230
Struck by falling objects, not elsewhere classified	240
Other types of accident, not elsewhere classified, including accidents not classified for lack of sufficient data	900
Accidents not classified for lack of sufficient data	920
Other type of accident, not elsewhere classified	910

TABLE 10 - TYPES OF INJURY

TYPES OF INJURY	CODE
Acute poisonings. Includes the acute effects of the injection, ingestion, absorption or inhalation of toxic, corrosive or caustic substances; bites of venomous animals; asphyxiation by carbon monoxide or other toxic gases. Excludes external chemical burns	70
Amputations and enucleations. Includes traumatic avulsion of the eye.	40
Asphyxiã. Includes drowning, asphyxiation or suffocation by compression, constriction or strangulation also includes asphyxiation by suppression or reduction of oxygen in the surrounding atmosphere and asphyxiation by foreign bodies in the respiratory tra	81
Burns.Includes burns from hot objects; from fire; scalds; friction burns; radiation burns (infra-red chemical burns (external burns only); burns with open wound. Excludes burns due to swallowing a corrosive or caustic substance (70); sunburns (80); effect	60
Concussions and other internal injuries.Includes, unless fractures are involved, all internal contusions, haemorrhages, lacerations, ruptures. Excludes those injuries with fracture (10).Includes, unless fractures are involved, all internal contusions	30
Contusions and crushings.Includes haemarthrosis, haematoma and bruises; contusions and crushings associated with superficial injuries.Excludes concussions (30); contusions and crushings with fracture (10); and contusions and crushings with an open wound	55
Dislocations. Includes subluxations and displacements. Excludes fracture dislocations (10).	20
Effects of electric currents. Includes electrocution, electrical shock and burns due to electric currents. Excludes burns caused by hot parts of electrical appliances (70) and the effects of lightning (80).	82
Effects of radiations. Includes effects caused by X-rays, radioactive substances, ultraviolet rays, ionising radiations. Excludes burns due to radiations (60) and sunstrokes (80).	83
Effects of weather, exposure, and related conditions. Includes effects of reduced temperature (frostbite); the effects of heat and insolation (heatstrokes, sunstrokes); barotrauma (effects of high altitude, decompression); the effect: of lightning; sound	80
Fractures. Includes simple fractures; fractures with injuries to soft parts of the body (compound fractures); fractures with injuries to articulations (dislocations, etc.); fractures with internal or nerve injuries.	10

Multiple injuries of different nature. This group should be used only for cases where the injured person sustained several injuries of a different nature and no injury is obviously more severe than the others.	90
Sprains and strains. Includes, unless associated with an open wound, the ruptures, tears and lacerations of muscles, tendons, ligaments and joints, as well as hernias due to over exertion.	25
Superficial injuries. Includes abrasions, scratches, blisters, bites of non-venomous insects, superficial wounds, also includes superficial injuries to foreign bodies entering the eye.	50
Other and unspecified injuries. This group should only be used to classify injuries which cannot be classified elsewhere, such as infections. Includes various early complications of trauma and parthological reactions which should be classified in this group	99
Other wounds. Includes lacerations, open wounds, cuts, contusions with wounds, scalp wounds, as well as loss of nails or ears; includes wounds involving injury to nerves.Excludes traumatic amputations, enucleations; avulsion of eye (40); compound fract	41

TABEL 11 - AGENT CAUSING ACCIDENT

AGENT CAUSING ACCIDENT	CODE
Agencies not classified for lack of sufficient data	700
Machines	100
Abrasive wheels	134
Agricultural machines	150
Circular saw	141
Earth-moving machines, excavating and scrapping machines, except means of transport	191
Forging machines	136
Internal combustion engines	112
Lathes	132
Machines for the manufacture of foodstuffs and beverages	193
Machines for the manufacture of paper	194
Mechanical shears	135
Metalworking machines	130
Milling machines	133
Mining machinery	160
Moulding machines	143
Overhand planes	144
Power presses	131
Prime movers, except electrical motors	110
Printing machines	195
Reapers (including combine reapers)	151
Rolling-mills	137
Spining, weaving and other textile machines	192
Steam engines	111
Threshers	152
Transmission belts, cables, pulleys, pinions, chain	122
Transmission machinery	120
Transmission shafts	121
Under-cutters	161
Wood and assimilated machines	140
Other agricultural machines	159
Other metal working machines	139
Other mining machinery	169
Other saw	142
Other transmission machinery	129
Other unclassified machines	199
Other wood related machines	149
Other Machines	113
Other machines not elsewhere classified	190
Materials, substances and radiations	400
Chemicals not elsewhere classified	424

Dusts	421
Dusts, gases, liquids and chemicals, excluding explosives	420
Explosives	410
Flying fragments	430
Gases, vapours, fumes	422
Ionising radiations	441
Liquids not elsewhere classified	423
Other chemicals	429
Radiations	440
Other type of radiation	449
Other materials and substances not elsewhere classified	490
Means of transport and lifting equipment	200
Animal-drawn vehicles	235
Cable-cars	261
Cranes	211
Hand-drawn vehicles	236
Inter-urban railways	221
Lifting machines and appliances	210
Lifts and elevators	212
Lorries	232
Means of air transport	240
Means of rail transport	220
Means of water transport	250
Mechanical conveyors, except cable-cars	262
Motor vehicles, not elsewhere classified	234
Motorized means of water transport	251
Non-motorized means of water transport	252
Other means of transport	260
Other rail transport machines	229
Other transport and lifting machines	219
Other vehicles	239
Other wheeled means of transport, excluding rail transport	230
Pulley blocks	214
Rail transport in mines, tunnels, quarries	222
Tractors	231
Trucks	233
Winches	213
Other transportation equipment	269
Working environment	500
Confined quarters	522
Environmental factors (lighting, ventilation, temperature)	526
Fire	535
Floor openings and walls openings	525
Floors	521
Floors of mine roads and tunnels, etc	532

Indoor	520
Mine shafts	534
Outdoor	510
Roofs and faces of mine roads and tunnels, etc.	531
Stairs	523
Traffic and working surfaces	512
Underground	530
Water	513
Weather	511
Working faces of mines, tunnels, etc	533
Other environmental factor	519
Other traffic and working surfaces	524
Other equipment	300
Boilers	311
Caissons, diving equipment	315
Gas cylinders	314
Pressure vessels	310
Pressurized containers	312
Pressurized piping and accessories	313
Others	319
Furnaces, ovens, kilns	320
Blast Furnaces	321
Kilns	324
Other furnaces	323
Oven	325
Refining furnaces	322
Refrigerating plants	330
Refrigerating installations, including electric motors	340
Conductors	342
Control apparatus	344
Transformers	343
Others	349
Rotating machines	341
Electrics hand tools	350
Tools, implements and appliances, except electric hand tools	360
Hand tools, not power driven	362
Others	369
Ladders, mobile ramps	370
Scaffolding	380
Other equipment, not elsewhere classified	390
Other agencies, not elsewhere classified	600
Animals	610
Animals products	612
Live animals	611
Other agencies, not elsewhere classified	690

TABLE 12 - SITE OF INJURY/ POISONING/ DISEASE

SITE OF INJURY/ POISONING/ DISEASE	CODE
Head	100
Cranium region (including skull, brain, cerebrospinal fluid etc)	101
Central Nervous System	102
Peripheral Nervous System	103
Scalp and hair	104
Eye (including lens, orbit, optic nerves etc)	105
Ear (including external, middle, internal ear and sensorineural nerves)	106
Mouth (including lips, teeth, gums, tongue, palate etc)	107
Nose	108
Face, locations not classified elsewhere	109
Skin and subcutaneous tissues of the head region	110
Nerves and blood supply of the head region	111
Head, multiple locations	112
Head, unspecified location	113
Neck	200
Neck region (including adjoining muscles, tendon, ligament, synovium, bursa etc)	201
Throat (including thyroid gland, tonsil, glottis, epiglottis etc)	202
Cervical vertebra and cervical column	203
Inter vertebral disc of cervical vertebra	204
Skin and subcutaneous tissues of the neck region	205
Nerves and blood supply of the neck region	206
Trunk	300
Back (including adjoining muscles, tendon, ligament, synovium, bursa etc)	301
Spinal bone including spinal column	302
Inter vertebral disc	303
Esophagus	304
Chest (including ribs, sternum, breast, adjoining muscles, tendon, ligament, synovium, bursa etc)	305
Trachea	306
Brochopulmonary region	307
Cardiovascular system	308
Abdomen (including abdominal muscles etc)	309
Urinary system (including kidneys, bladder, ureter, urethra etc)	310
Reproductive system	311
Gastrointestinal system (including stomach, intestine, liver, pancreas, gallbladder, billiary tract, spleen etc)	312
Skin and subcutaneous tissues of the trunk	313
Nerves and blood supply of the trunk	314
Trunk, multiple locations	315
Trunk, unspecified locations	316

Upper limb	400
Shoulder (including shoulder joint)	401
Clavicle	402
Scapular	403
Upper arm	404
Elbow (including elbow joint)	405
Forearm	406
Wrist (including wrist joint)	407
Hand (except fingers alone)	408
Fingers (including joints of the fingers)	409
Finger nails	410
Nerves and blood supply of the upper limbs	411
Tendon, ligament, synovium and bursa of the upper limb	412
Upper limb, multiple locations	413
Upper limb, unspecified locations	414
Lower limb	500
Hip (including hip joint)	501
Thigh (upper leg)	502
Knee (including knee joint)	503
Leg (lower leg)	504
Ankle (including ankle joint)	505
Foot (except toes alone)	506
Toes (including joints of the toes)	507
Toe nails	508
Nerves and blood supply of the lower limb	509
Tendon, ligament, synovium and bursa of the lower limb	510
Lower limb, multiple locations	511
Lower limb, unspecified locations	512
Multiple locations	600
Head and trunk	601
Head and one or more limbs	602
Trunk and one of the limbs	603
One upper limb and one lower limb	604
More than two limbs	605
Other multiple locations	606
Multiple locations, unspecified	607
General injuries/poisonings/diseases	700
Circulatory system in general	701
Cardiovascular system in general	702
Nervous system in general	703
Respiratory system in general	704
Gastrointestinal system in general	705
Urinary system in general	706
Reproductive system in general	707
Endocrine system in general	708

Immune system in general	709
Musculoskeletal system in general	710
Systemic involvements	711
Other general injuries/poisonings/diseases	712
General injuries/poisonings/diseases, unspecified	713

TABLE 13 - IMMEDIATE CAUSE OF ACCIDENT

IMMEDIATE CAUSE OF ACCIDENT	CODE
SUBSTANDARD PRACTICES	A00
Failing to use personal protective equipment properly	A09
Failure to secure	A03
Failure to warn	A02
Horseplay	A15
Improper lifting	A12
Improper loading	A10
Improper placement	A11
Improper position for task	A13
Making safety devices inoperable	A05
Operating at improper speed	A04
Operating equipment without authority	A01
Removing safety devices	A06
Servicing equipment in operation	A14
Under influence of alcohol and/or other drugs	A16
Using defective equipment	A07
Using equipment improperly	A08
Others	A17
SUBSTANDARD CONDITIONS	B00
Congestion or restricted action	B04
Defective tools, equipment or materials	B03
Fire and explosion hazards	B06
Hazardous environmental conditions: gases, dust, smoke, fumes, vapors	B08
High or low temperature exposures	B11
Inadequate guards or barriers	B01
Inadequate or excessive illumination	B12
Inadequate or improper protective equipment	B02
Inadequate ventilation.	B13
Inadequate warning systems	B05
Noise exposures	B09
Poor housekeeping; disorderly workplace	B07
Radiation exposures	B10
Others	B14

TABLE 14 - BASIC CAUSE OF ACCIDENT

BASIC CAUSE OF ACCIDENT	CODE
Abuse or Misuse	J800
Intentional abuse or misuse condoned by supervision	J801
Intentional abuse or misuse not condoned by supervision	J803
Unintentional abuse or misuse condoned by supervision	J802
Unintentional abuse or misuse not condoned by supervision	J804
Inadequate Leadership and Supervision	J100
Giving inadequate policy, procedure, practices or guidelines	J104
Giving objectives goals or standards that conflict	J105
Improper or insufficient delegation	J103
Inadequate identification and evaluation of loss exposure	J109
Inadequate instructions, orientation and/or training	J107
Inadequate matching of individual qualifications and job/task requirement	J111
Inadequate or incorrect performance feedback	J113
Inadequate performance measurement and evaluation	J112
Inadequate work planning or programming	J106
Lack of supervisory/management job knowledge	J110
Providing inadequate reference documents, directives and guidance pubs	J108
Unclear or conflicting assignment of responsibility	J102
Unclear or conflicting reporting relationships	J101
Inadequate Engineering	J200
Inadequate assessment of loss exposure	J201
Inadequate assessment of operational readiness	J205
Inadequate consideration of human factors/ergonomics	J202
Inadequate evaluation of changes	J207
Inadequate monitoring of construction	J204
Inadequate monitoring of initial operation	J206
Inadequate standard, specifications and/or design criteria	J203
Inadequate purchasing	J300
Improper handling of materials	J307
Improper storage of materials	J308
Improper transportation of materials	J309
Inadequate communications of safety and health data	J306
Inadequate identification of hazardous items	J310
Inadequate mode or route of shipment	J304
Inadequate receiving inspection and acceptance	J305
Inadequate research on materials/equipment	J302
Inadequate specifications on requisitions	J301
Inadequate specifications to vendors	J303
Inadequate maintenance	J400
Inadequate preventive assessment of needs	J401
Inadequate preventive lubricant and servicing	J402
Inadequate preventive adjustment/assembly	J403

Inadequate preventive cleaning or resurfacing	J404
Inadequate reparative communications of needs	J405
Inadequate reparative scheduling of works	J406
Inadequate reparative examination of units	J407
Inadequate reparative part substitution	J408
Inadequate Tools and Equipment	J500
Inadequate adjustment/repair/maintenance	J505
Inadequate assessment of needs and risks	J501
Inadequate availability	J504
Inadequate human factors/ergonomics considerations	J502
Inadequate removal and replacement of unsuitable items	J507
Inadequate salvage and reclamation	J506
Inadequate standard or specification	J503
Inadequate Work Standard	J600
Inadequate communication of standard	J602
Inadequate development of standards	J601
Inadequate maintenance of standard	J603
Wear and Tear	J700
Improper extension of service life	J702
Improper loading or rate of use	J704
Inadequate inspection and/or monitoring	J703
Inadequate maintenance	J705
Inadequate planning or use	J701
Use by unqualified or untrained people	J706
Use for wrong purpose	J707

PERSONAL FACTOR	P00
Improper Motivation	P700
Excessive frustration	P704
Improper attempt to avoid discomfort	P707
Improper attempt to save time or effort	P706
Improper attempt to gain attention	P708
Improper production incentives	P713
Improper performances is rewarding	P701
Inadequate performance	P711
Inadequate reinforcement of proper behaviour	P712
Inappropriate frustration	P705
Inappropriate supervisory example	P709
Lack of incentives	P703
Proper performances is punishing	P702
Inadequate Mental/Psychological Capability	P200
Emotional disturbance	P202
Fears and phobias	P201
Inability to comprehend	P205
Intelligence level	P204

Low learning aptitude	P210
Low mechanical aptitude	P209
Memory failure	P211
Mental illness	P203
Poor coordination	P207
Poor judgement	P206
Slow reaction time	P208
Inadequate Physical/Physiological	P100
Hearing deficiency	P107
Inappropriate height, weight, size, strength, reach, etc	P101
Limited ability to sustain body positions	P103
Respiratory incapacity	P109
Restricted range of body movement	P102
Sensitivities to sensory extremes (temperature, sound, etc)	P105
Substance sensitivities or allergies	P104
Temporary disabilities	P111
Vision deficiency	P106
Other permanent physical disabilities	P110
Other sensory deficiency (touch, taste, smell, balance)	P108
Lack of Knowledge	P500
Inadequate initial training	P503
Inadequate orientation	P502
Inadequate training	P504
Lack of experience	P501
Misunderstood directions	505
Lack of skill	P600
Inadequate initial instruction	P601
Inadequate practice	P602
Infrequent performance	P603
Lack of coaching	P604
Mental or psychological Stress	P400
Conflicting demands	P408
Confusing directions	P407
Emotional overload	P401
Extreme concentration/perception demands	P405
Extreme Judgement/decision demands	P403
Fatigue due to mental task load or speed	P402
Frustration	P410
Meaningless or degrading activities	P406
Mental illness	P411
Preoccupation with problems	P409
Routine monotony, demand for uneventful vigilance	P404
Physical or Physiological Stress	P300
Atmospheric pressure variation	P308
Blood sugar insufficiency	P310

Constrained movement	P309
Drugs	P311
Exposure to health hazards	P305
Exposure to temperature extremes	P306
Fatigue due to lack of rest	P303
Fatigue due to sensory overload	P304
Fatigue due to task load or duration	P302
Injury or illness	P301
Oxygen deficiency	P307

TABLE 15 - TYPE OF HAZARD

TYPES OF HAZARD	CODE
Physical	H 701
Chemical	H 702
Biological	H 703
Ergonomic	H 704
Phycosocial Problem	H 705

TABLE 16 - TYPES OF POISONING/DISEASE

TYPES OF POISONING/DISEASE	CODE
Poisoning	100
Poisoning by acrylmid monomer	101
Poisoning by alcohols, glycols, or ketones or aldehydes	102
Poisoning by antimony	103
Poisoning by arsenic	104
Poisoning by benzene or a homologue	105
Poisoning by beryllium or one of its compounds	106
Poisoning by cadmium	107
Poisoning by carbon disulphide	108
Poisoning by carbon monoxide gas	109
Poisoning by carbon dioxide gas	110
Poisoning by chromium	111
Poisoning by diethylene dioxide (dioxane)	112
Poisoning by ethylene oxide	113
Poisoning by fluorine	114
Poisoning by hydrogen cyanide or hydrogen sulphide gas	115
Poisoning by lead or compound of lead	116
Poisoning by manganese or its compound	117
Poisoning by mercury or its compound	118
Poisoning by methyl bromide	119
Poisoning by nitrochlorobenzene or a nitro or amoni or chloro-derivative of benzene or of a homologue of benzene	120
Poisoning by nickel	121
Poisoning by nitrous fumes	122
Poisoning by organochlorine, organophosphate, carbamate, nitrophenol, pentachlorophenol, dimethyl-dithiocarbamate, or compound of chlorophenoxy and dipyridyl or other pesticides	123
Poisoning by phosphorous	124
Poisoning by rengas wood	125
Poisoning by organic solvents and halogenated hydrocarbons derivatives	126
Poisoning by other gases and vapours	127
Poisoning by other chemicals or harmful substances	128
Poisoning by analgesics, antipyretics and anti-inflammatory drugs	129
Poisoning by antiepileptics, sedative-hypnotic, antiparkinsonism and psychotropic drugs, not elsewhere classified	130
Poisoning by narcotics and psychodysleptics (hallucinogens), not elsewhere classified	131
Poisoning by anaesthetics and therapeutic gases	132
Poisoning by systemic antibiotics	133
Poisoning by other drugs, medicaments and biological substances	134
Poisoning by metal dusts	135
Poisoning by other type of dusts	136

Other occupational poisonings not mentioned in the preceding items	137
Diseases caused by chemical agents	200
Diseases caused by beryllium or its toxic compounds	201
Diseases caused by cadmium or its toxic compounds	202
Diseases caused by phosphorus or its toxic compounds	203
Diseases caused by chromium or its toxic compounds	204
Diseases caused by manganese or its toxic compounds	205
Diseases caused by arsenic or its toxic compounds	206
Diseases caused by mercury or its toxic compounds	207
Diseases caused by lead or its toxic compounds	208
Diseases caused by fluorine or its toxic compounds	209
Diseases caused by carbon or its toxic disulphide	210
Diseases caused by the toxic halogen derivatives of aliphatic or aromatic hydrocarbon	211
Diseases caused by benzene or its toxic homologues	212
Diseases caused by toxic nitro and amino-derivatives of benzene or its homologues	213
Diseases caused by nitroglycerine or other nitric acid esters	214
Diseases caused by alcohols, glycols or ketones	215
Diseases caused by asphyxiants : carbon monoxide, hydrogen cyanide or its toxicderivatives, hydrogen sulphide	216
Diseases caused by acrylonitrile	217
Diseases caused by oxides of nitrogen	218
Diseases caused by vanadium or its toxic compounds	219
Diseases caused by antimony or its toxic compounds	220
Diseases caused by hexane	221
Diseases of teeth due to mineral acids	222
Diseases due to pharmaceutical agents	223
Diseases due to thallium or its compounds	224
Diseases due to oxmium or its compounds	225
Diseases due to selenium or its compounds	226
Diseases due to copper or its compounds	227
Diseases due to tin or its compounds	228
Diseases due to zinc or its compounds	229
Diseases due to ozone, phosgene	230
Diseases due to irritants benzoquinone and other corneal irritants	231
Diseases caused by any other chemical agents not mentioned in preceding items (where a link between the exposure of a worker to these chemical agents and the diseases suffered is established)	232
Infections	300
Anthrax	301
Glanders and melioidosis	302
Leptospirosis	303
Tuberculosis (excluding pulmonary tuberculosis)	304
Leprosy	305

Viral Hepatitis	306
HIV (Human Immunodeficiency Virus)/Aids (Acquired Immunodeficiency Syndromes)	307
Brucellosis	308
Tularaemia	309
Psittacosis	310
Typhus	311
Rabies	312
Plague	313
Rickettsioses	314
Nipah	315
Highly pathogenic avian influenza (HPAI)	316
Japanese encephalitis	317
Toxoplasmosis	318
Rift valley fever	319
Q fever	320
Other zoonotic diseases	321
Acute respiratory infection (nasopharyngitis (common cold), sinusitis, pharyngitis, tonsillitis, bronchitis, bronchiolitis and other types of respiratory infections)	322
Influenza (Human)	323
Pneumonia due to infectious organisms	324
Any illness caused by viral infection	325
Any illness caused by bacterial infection	326
Any illness caused by parasitic infection	327
Other infectious diseases transmitted occupationally	328
Skin Diseases	400
Occupational Acne/ Chloracne	401
Occupational Contact Dermatitis (Irritant Contact Dermatitis, Allergic Contact Dermatitis, Contact Urticaria, Contact Photodermatitis)	402
Skin Cancer	403
Ulcer of the skin	404
Ulceration of the corneal surface of the eye	405
Localised new growth of the skin, papilloma or keratotic	406
Epitheliomatous cancer or ulceration of the skin	407
Folliculitis	408
Chrome ulceration	409
Inflammation, ulceration or Malignant diseases of the skin or subcutaneous of the skin or subcutaneous tissues of the bones, or leukaemia, or anaemia of the aplastic type, due to other forms of exposure to X-ray, ionizing particles, energy radium or other	410
Other disorders of skin and subcutaneous tissue related to radiation	411
Subcutaneous cellulites or acute bursitis arising at or about the knee (Beat knee)	412
Subcutaneous cellulites or acute bursitis of the hand (Beat hand)	413
Subcutaneous cellulites or acute bursitis about the elbow (Beat elbow)	414

Skin disease caused by rengas wood	415
Skin disorders due to heat exposure	416
Infection of the skin and subcutaneous tissue	417
Alopecia (hair loss)	418
Nail disorders	419
Occupational vitiligo/ leukoderma	420
Skin burns	421
Other skin diseases caused by physical, chemical or biological agents not included under other items	422
Diseases of Respiratory System	500
Pulmonary Tuberculosis	501
Other infectious disease of lungs	502
Pulmonary irritation or Irritant bronchitis	503
Inhalation incident	504
Occupational asthma caused by sensitizing agents or irritants	505
Pneumoconiosis due to asbestos (asbestosis)	506
Pneumoconiosis due to dust containing silica (silicosis)	507
Pneumoconiosis due to mixed dust	508
Pneumoconiosis caused by other types of dust (stannosis (tin), siderosis (iron), talcosis (talc/hydrated magnesium silicate), graphite pneumoconiosis (carbon) or other types of dust)	509
Pneumoconiosis caused by other mineral fibres	510
Coal-worker's pneumoconiosis and Other Coal-Related Lung Disease	511
Pneumoconiosis associated with pulmonary tuberculosis	512
Unspecified pneumoconiosis	513
Hypersensitivity Pneumonitis (Extrinsic allergic alveolitis) due to organic dusts or low-molecular-weight chemical antigens (including Farmer's lung, Bagassosis, Bird breeder's lung or other types of hypersensitivity pneumonitis)	514
Byssinosis (cotton)	515
Other textile dust-related occupational lung diseases (flax, hemp, sisal or other textile dust)	516
Acute pulmonary injury (laryngeal edema, airflow obstruction, pneumonia, acute respiratory distress syndrome (ARDS) or other clinical manifestations due to agents causing toxic pneumonitis)	517
Lung disorders secondary to acute pulmonary injury (asthma, bronchitis, bronchiolitis obliterans, reactive airways dysfunction syndrome, lung infections or other complications)	518
Respiratory conditions due to inhalation of chemicals, gases, fumes and vapours	519
Pneumonitis due to solids and liquids	520
Lung Cancer or Mesothelioma caused by asbestos	521
Cancer of bronchus or lung	522
Non-malignant pleural disease	523
Fibrotic diseases of the lung	524
Disease of lung, due to aluminum	525

Upper airways disorders caused by recognized agents or irritants inherent to the work process	526
Bronchopulmonary diseases caused by metal dust	527
Chronic obstructive pulmonary diseases	528
Emphysema/ Bronchiectasis	529
Building-related respiratory illness	530
Other occupational Broncho pulmonary diseases	531
Cancer	600
Cancer caused by 4-aminobiphenyl	601
Cancer caused by arsenic	602
Cancer caused by asbestos (other than lung cancer or mesothelioma)	603
Cancer caused by beryllium	604
Cancer caused by benzene or its toxic homologues	605
Cancer caused by benzidine and salts	606
Cancer caused by bis-chloromethyl ethers (BCME) and chloromethyl methyl ethers (CMME)	607
Cancer caused by chromium and chromium compounds	608
Cancer caused by coke oven emissions	609
Cancer caused by hematite	610
Cancer caused by mustard gas	611
Cancer caused by B-naphthylamine	612
Cancer caused by nickel and nickel compounds	613
Cancer caused by soot, tar, mineral oils, pitch, bitumen, anthracene, or the compounds, products or residues of these substances	614
Cancer caused by vinyl chloride	615
Cancer caused by particulate polycyclic	616
Cancer caused by acrylonitrile	617
Cancer caused by 1,2 – dibromoethane (ethylene dibromide)	618
Cancer caused by wood dust	619
Cancer caused by benz-o-pyrene	620
Cancer caused by formaldehyde	621
Cancer caused by polychlorinated aromatic hydrocarbon (PAHs)	622
Cancer caused by radon	623
Cancer caused by ionizing radiation or ultraviolet radiation or other radioactive materials	624
Cancer caused by any agents not mentioned in the preceding items	625
Other Diseases	700
Diseases caused by chemical agents	701
Heat radiation cataract	702
Heat cramp or heat stroke	703
Diseases caused by heat radiations	704
Diseases caused by ionizing radiations	705
Diseases caused by ultraviolet radiations or other radioactive materials	706
Diseases due to extreme temperature (hot or cold)	707
Hearing impairment caused by noise	708

Other diseases due to noise exposure	709
Hearing loss due to other occupational hazards	710
Other occupational otic disorders	711
Barotrauma	712
Decompression syndrome	713
Diseases caused by vibration (disorders of muscles, tendons, bones, joints, peripheral blood vessels or peripheral nerves)	714
Diseases caused by work in compressed air	715
Asphyxia or other diseases caused by lack of oxygen	716
Diseases caused by excessive oxygen	717
Diseases caused by other harmful gases/ vapours	718
Diseases caused by work in a confined space	719
Synovitis, tendonitis or tenosynovitis of the wrist joint and tendon sheathes	720
Synovitis, tendonitis or tenosynovitis of other joint/s and tendon sheathes	721
Bursitis	722
Carpal Tunnel Syndrome	723
Other nerve/s compression syndrome	724
Cramp of the hand or forearm due to repetitive movements	725
Back pain	726
Intervertebral disc disorders	727
Other musculoskeletal diseases caused by specific work activities or work environment	728
Occupational ophthalmologic disorders	729
Miners' nystagmus	730
Disorders of the blood and blood-forming organs	731
Occupational cardiovascular disorders	732
Occupational renal and bladder disorders	733
Occupational gastrointestinal disorders	734
Occupational endocrine disorders	735
Occupational reproductive disorders	736
Occupational neurologic disorders	737
Occupational psychiatric disorders	738
Occupational immunologic disorders	739
Systemic disorders	740
Other occupational diseases not mentioned in the preceding items	741

TABLE 17 - ROUTE OF ENTRY

ROUTE OF ENTRY	
Respiratory (Pernafasan)	1
Dermal (Kulit)	2
Oral (Mulut)	3
Ocular (Mata)	4
Unknown	5
Others	6

TABLE 18 - MECHANISM OF POISONING/ DISEASE

MECHANISM OF POISONING/ DISEASE	CODE
Exposure to sound	100
Exposure to sharp, sudden sound	101
Long term exposure to sound	102
Exposure to or contact with extreme temperatures	200
Exposure to heat (atmosphere or working environment)	201
Exposure to cold (atmosphere or working environment)	202
Contact with hot substances or object	203
Contact with cold substances or object	204
Exposure to or contact with harmful substances	300
Exposure to or contact by inhalation of harmful substances	301
Exposure to or contact by ingestion of harmful substances	302
Exposure to or contact by skin absorption of harmful substances	303
Exposure to or contact by other routes (including ocular, injection, mother-to-child, breastfeeding) of harmful substances	304
Exposure to or contact by combination of the routes of exposure of harmful substances	305
Exposure to or contact with radiations	400
Exposure to ionizing radiations	401
Exposure to radiations other than ionizing radiations	402
Exposure to or contact with electric current	500
Exposure to vibration	600
Exposure to variation in pressure (other than sound)	700
Exposure to harmful gas and vapours	800
Exposure to lack of oxygen	801
Exposure to excessive oxygen	802
Exposure to other harmful gases or vapours	803
Exposure to or contact with biological hazards	900
Exposure to stress factors	1000
Exposure to mental stress factors	1001
Exposure to physical stress factors	1002
Exposure to ergonomic hazards	1100
Overexertion in lifting objects	1101
Overexertion in pushing or pulling objects	1102
Overexertion in handling or throwing objects	1103
Strenuous movement	1104
Repetitive movement	1105
Awkward posture or static posture	1106
Contact stresses/pressure point	1107
Prolonged standing/sitting	1108
Improper workstation	1109
Improper lighting	1110
Improper work environment	1111

Exposure to other improper ergonomic factors	1112
Exposure through body system in general	1200
Circulatory system	1201
Cardiovascular system	1202
Respiratory system	1203
Gastrointestinal system	1204
Urinary system	1205
Reproductive system	1206
Nervous system	1207
Immunology system	1208
Endocrine system	1209
Musculoskeletal system	1210
Exposure through other body system not mentioned in preceding items	1211
Systemic involvement	1212
Sequele of occupational injury	1300
Sequele of fall	1301
Sequele of struck by falling objects	1302
Sequele of stepping on, striking against or struck by objects excluding falling objects	1303
Sequele of caught in or between objects	1304
Sequele of exposure to or contact with electric current	1305
Sequele of motor vehicle accidents	1306
Sequele of burn	1307
Sequele of other types of accident, not elsewhere classified, including accidents not classified or lack of sufficient data	1308
Sequele of occupational poisoning	1400
Sequele of other occupational disease	1500
Other mechanism, not elsewhere classified	1600

TABLE 19- IMPLICATION FROM THE POISONING/DISEASE

IMPLICATION FROM THE POISONING/DISEASE	CODE
Fatality	1
Non Permanent Disability	3
Permanent Disability	2



**GARISPANDUAN PERATURAN KESELAMATAN DAN
KESIHATAN PEKERJAAN (PEMBERITAHUAN MENGENAI
KEMALANGAN, KEJADIAN BERBAHAYA, KERACUNAN
PEKERJAAN DAN PENYAKIT PEKERJAAN) 2004**

GUIDELINES ON OCCUPATIONAL SAFETY AND HEALTH (NOTIFICATION
OF ACCIDENT, DANGEROUS OCCURANCE, OCCUPATIONAL POISONING
AND OCCUPATIONAL DISEASE) REGULATIONS 2004 (NADOPOD)

R A L A T

JABATAN KESELAMATAN DAN KESIHATAN PEKERJAAN,
KEMENTERIAN SUMBER MANUSIA,
MALAYSIA
2005

RALAT

Walaupun langkah-langkah tertentu telah diambil, tetapi masih terdapat kesilapan-kesilapan semasa penerbitan buku GARISPANDUAN PERATURAN KESELAMATAN DAN KESIHATAN PEKERJAAN (PEMBERITAHUAN MENGENAI KEMALANGAN, KEJADIAN BERBAHAYA, KERACUNAN PEKERJAAN DAN PENYAKIT PEKERJAAN) 2004 ini.

Berikut adalah mukasurat-mukasurat dimana pembetulan telah dilakukan seperti dinyatakan pada mukasurat seterusnya.

Mukasurat	Pembetulan
1	Bab 5 Mukasurat 11 (Versi Bahasa Malaysia) Carta 2 - Garispanduan Untuk Penubuhan Jalinan Kerja
2	Lampiran 3 Mukasurat 30 (Versi Bahasa Malaysia) Borang JKKP8 (IV) / (IV)
3	Appendix 3A Page 31 (English version) Guide In Filling Form JKKP 8
4	Table 6 Page 80 (English version) Dangerous Accurrences which are notifiable in relation to mines.

GUIDE IN FILLING FORM JKKP 8

1. INTRODUCTION

1.1 Regulation 10 of the Occupational Safety and Health (Notification of Accident, Dangerous Occurrence, Occupational Poisoning and Occupational Disease) Regulations 2004 requires employers to maintain records of all accidents, dangerous occurrences, occupational poisonings and occupational diseases. Form **JKKP 8** is the register of all accidents, dangerous occurrences, occupational poisonings and occupational diseases. All employers have to submit this register to the Director General before 31st January of each year.

1.2 All accidents, dangerous occurrences, occupational poisonings and occupational diseases that had occurred at the work place must be recorded in this form, ranging from a minor cut to the most serious accident or poisoning irrespective whether they had been reported or notified earlier using the forms **JKKP 6** or **JKKP 7**. Whenever an accident occurred, the employer will have to key in the data in the form **JKKP 8** as soon as possible to avoid forgetting the details of the incident if the data are keyed in at the end of the month or year.

2. DETAILS OF FORM JKKP 8

Page 1

2.1 **Name and address of organization:** Each form will have to bear the name of the organization, address and telephone number.

2.2 **Industrial Classification:** Employers have to determine the Industrial Classification of their business by referring to **Table 3** of the Appendix and insert the codes in the appropriate boxes. In case if one is unable to find the description that fit the industry they are in, please use the nearest codes that best describe their industry.

2.3 **Size of industry:** Industries are divided into three categories that is Big, Medium and Small.

Big - is for those with annual sales turnover of RM 25 million and above and/or employing more than 151 employees.

Medium - is for organization with annual sales turnover of RM 10 million to RM 25 million and employing between 51 to 150 employees.

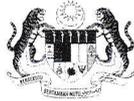
Small - is for organization with the annual sales turnover of less than RM 10 million and employing 50 and less employees.

Note: *If the number of employees in a particular organization does not correspond to the annual sales turnover, please use the financial qualification to determine the size of industry.*

2.4 **Personal Details of Employees:** Page 1 requires the details of the affected employees such as the names, I.C. number or passport number, gender, age, citizenship, job description and employment status - whether the employee is a permanent employee, a contract worker or contractor's employee or self-employed or refer to **Table 7**. Employers can refer to **Table 8** of the **Appendix 8** for assistance to determine the job description or they can write their own description. **Do not** insert the codes.

31

The outbreak of any fire on the surface endangering the operation of any winding or haulage apparatus installed at a shaft or unworkable outlet or of any mechanically operated apparatus for producing ventilation below ground.	755
Injury by explosion of blasting material	760
An incident in which any person suffers an injury resulting from an explosion or discharge of any blasting material or device for which he receives first-aid or medical treatment at the mine	761
Inrush of gas or water	770
Any inrush of noxious or flammable gas from old workings	771
Any inrush of water or material which flows when wet from any source	772
Insecure tip	780
Any movement of material or any fire or any other event indicates that a mine is or is likely to become insecure.	781
Locomotives	790
Any incident where an underground locomotives when not used for shunting or testing purposes is brought to rest by means other than its safety circuit protective devices or normal service brakes.	791
An incident in which any person suffers electric shock or burns requiring first-aid or medical treatment at a mine from any electrical circuit, equipment or installation.	792
DANGEROUS OCCURRENCES WHICH ARE NOTIFIABLE IN RELATION TO QUARRIES	
The collapse of any load-bearing structure which carries processing plant, storage equipment, storage bunker or access ways	800
An incident in which any person suffers an injury resulting from an explosion or discharge of any blasting material or device for which he receives first-aid or medical treatment at the quarry	810
An occurrence in which any substance is ascertain to have been projected beyond a quarry as a result of blasting operations in which any person is or likely to be endangered.	820
An incident in which any person suffers electric shock or burns from any electrical circuit, equipment or installation in which requires first-aid or medical treatment at the quarry.	830
Any movement of material or any fire or any other event which indicates that a quarry is or is likely to become insecure	840
DANGEROUS OCCURRENCE RELATED TO FORESTRY OR AGRICULTURE	
Uncontrolled falling of an adjacent tree or tree branches as a result of felling operation	900
Uncontrolled falling of log during the process of loading or transporting or unloading operation	910
Overturning of skidder or lorry or tractor or truck or any other vehicle used in transporting of logs	920
Breaking or snapping of log sling or other cables used during tree felling or skidding or transporting of logs or other related operations	930
Accident involving vehicles used in transporting of logs or personnel	940
Uncontrolled sliding of logs on steep slopes during felling, or barking or bucking or skidding or loading or unloading operation	950



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