

FACSIMILE TRANSMISSION

LEADER SHEET

From :	To :	Fax No
Our Ref :	(i) PIO, IPRU/TD	2824 3739
Our Fax : Tel :	(ii) SPO (DEV)	2537 1877
	(iii) _____ (Head of Office)	
Date :	(iv) SE/SEA, HyD	2714 5216
<p>MESSAGE :</p> <p style="text-align: center;"><u>URGENT</u></p> <p style="text-align: center;">Reporting of *Notifiable Accident/Serious Incident on Highways Department Works Site</p> <p style="text-align: center;">Preliminary Written Report</p>		

* Delete as inappropriate

Urgent by Fax

Highways Department

Preliminary Report on *Notifiable Accident/Serious Incident

1. Contract No :
2. Contract Title :
3. Name of Contractor :
4. Location of Accident :
5. Date and Time of Accident :
6. Nature and Brief Account of Accident (with a sketch) :
7. Number of Person(s) Injured/killed :
8. Name(s) and Age(s) of Person(s) injured/killed :
9. Seriousness of Injury, or extent of damages :
10. Probable cause of the accident (if established) :
11. Measures introduced (or to be introduced) to prevent recurrence of similar accidents on site if established :
12. Effect of accident on progress of works :
13. Contractor's report attached (Yes/No)
14. Any other information :

Attachment : Site plan with location of accident & photographs

Reported By :

Name	Post	Tel. No.	Signature	Date
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* Delete as inappropriate