

Incident Report - (Incident UID - IMF/TTK/KAR/INJ/25/00009)

Incident Information

Incident UID	IMF/TTK/KAR/INJ/25/00009	Category Name	Injury
Status	Final Report Released	Site Name	Elmore City
Department Name	HR & Admin	Incident Date & Time	30-Nov-2025 01:00:00 PM
Created On	01-Dec-2025 07:06:05 PM	Reported By	Ashby Woodall

Incident Description

On 30th November 2025, Mr. Jena reported for the morning shift and was transporting 15 kg vegetable bags from the unloading area to the canteen storage room located on the first floor. While carrying a bag on his shoulder, he slipped and fell backward from the middle of the MS staircase.

Sections

Level of Injury	<input checked="" type="radio"/> L1-Bruise <input type="radio"/> L2-Abrasion <input type="radio"/> L3-Burn <input type="radio"/> L4-Laceration <input type="radio"/> L5-Fracture <input type="radio"/> L6-Amputation
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Photograph of injury & machine

Attachments
<input type="text"/> <input type="text"/>

Injury treatment details

Number of people injured:: 1	Treatment of Injury: Referred to Hospital for Treatment	Details of treatment given & doctor's advice:: He was immediately taken to the Occupational Health Centre where initial first aid was provided by our medical team. Subsequently, he was referred to our tie-up hospital in Karjan. The attending doctor cleaned the injured area, administered 7 stitches, and advised a CT scan.
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Injured person details

Name of the injured person: RAJKISHOR JENA	Gender: Male	Role – ON / OFF: Off Roll	If Off role, mention the contractor name : Off role Worker
Age: Age - 48	No. of Year's total experience in TTK Prestige : 1 MONTH	No. of years in this process / machine : NA	Injury Happened in Which Shift?: Shift - General Shift

Immediate Corrective Actions taken

Actions	Responsibility	Status	Completion date
Canteen material movement through the MS stairs has been stopped, and the materials are now being routed through the training room, where a proper staircase is available to ensure safe handling	HR	COMPLETED	01-Dec-2025

Investigation Team

Derek Meltzer, Mozell Heaton, Sammy McClintock

Incident History

Created On	Updated By	Comment	Attachments
18-Dec-2025 10:29:40 AM	Mozell Heaton	Treatment Of Injury has been updated to 'Referred to Hospital for Treatment'	
02-Dec-2025 01:00:52 PM	Rocco Sanchez	Incident Status has been updated to 'FIRReleased'	
02-Dec-2025 01:00:52 PM	Rocco Sanchez	We need to explore Lift mechanism on canteen area	

02-Dec-2025 11:34:59 AM	Mozell Heaton	Incident Status has been updated to 'Validated'	
02-Dec-2025 11:34:59 AM	Mozell Heaton	Description has been updated to 'On 30th November 2025, Mr. Jena reported for the morning shift and was transporting 15 kg vegetable bags from the unloading area to the canteen storage room located on the first floor. While carrying a bag on his shoulder, he slipped and fell backward from the middle of the MS staircase.'	
02-Dec-2025 10:45:23 AM	Fielding Cheney	Incident Status has been updated to 'Submit'	
02-Dec-2025 10:45:23 AM	Fielding Cheney	Incident Date Time has been updated to '30-Nov-2025 01:00:00 PM' Description has been updated to 'On 30th November 2025, Mr. Jena reported for the morning shift and was transporting 15 kg vegetable bags from the unloading area to the canteen storage room located on the first floor. While carrying a bag on his shoulder, he slipped and fell backward from the middle of the MS staircase. Location: '	
01-Dec-2025 07:06:06 PM	Ashby Woodall	A new record was created: Incident Description set to 'WHILE WORKING AT CANTEEN AREA HE SLIPPED DOWN FROM THE STAIRS WHILE HE WAS CARRYING THE VEGETABLES (15 KG) BAG FROM GROUND TO THE 1ST FLOOR OF CANTEEN AND GOT INJURED OVER THE OCCIPITAL PART OF THE HEAD. Location: ' Site Name set to 'Draft' Category Name set to 'Injury' Department Name set to 'HR & Admin' Status set to 'Draft' Incident Date Time set to '01-Dec-2025 07:06:05 PM'	

Definition:

Injury Type	Level	Definition
Bruise	L1	Blood Clot
Abrasion	L2	Skin Rubbed with Rough Surface
Burn	L3	Skin Burn due to fire, chemical, etc
Laceration	L4	Tear or a cut in the skin
Fracture	L5	Bone Damage
Amputation	L6	Loss of body part