



Work Accident Reporting: Start the MOM 10-Day Clock Right

Description

Start by classifying the event and reporter. For a non-fatal employee accident that results in outpatient or hospitalisation leave or light duty, the employer submits the incident report within 10 days of first notice of the accident. A work-related death also requires notification as soon as reasonably practicable.

This guide is for a Singapore employer or workplace occupier handling an injury or dangerous occurrence. It resolves how to classify reportability, identify the responsible reporter and meet the correct MOM notification and incident-report deadlines while keeping the controlling source and the reader's own evidence separate.

Choose the branch that matches your situation

Situation	Practical next step
An employee receives medical leave or light duty	Employer reports within 10 days of first notice
A person dies from the work event	Notify the Commissioner promptly and submit the incident report within 10 days
A member of the public is hospitalised because of workplace work	Check the workplace occupier's reporting duty
More medical leave is issued later	Update the existing online report with the additional period

An employee receives medical leave or light duty: Employer reports within 10 days of first notice. **A person dies from the work event:** Notify the Commissioner promptly and submit the incident report within 10 days.

Classify the person and outcome

The reporter can be the employer, workplace occupier or medical practitioner depending on whether the injured person is an employee, self-employed person or member of the public and whether the event is an accident, dangerous occurrence or occupational disease. [MOM reportability guide](#).

Use the correct deadline trigger

For a non-fatal employee accident, MOM states the incident report is due within 10 days of the employer's first notice of the accident. For a fatal accident, the report is due within 10 days of the accident and prompt notification is also required. [MOM reportability guide](#).

Count medical leave as calendar days

MOM's guidance says medical leave days are calendar days, including rest days and public holidays within the certified period. If later leave is granted for the same accident, update the report rather than creating an unrelated chronology. [MOM reportability guide](#).

Preserve facts before conclusions

Record time, place, task, equipment, witnesses, injury, treatment, leave and immediate controls. Keep photographs and documents unchanged. The initial report can be factual without pretending the root-cause investigation is complete. [MOM incident reporting guide](#).

Keep the worker and next-of-kin informed

MOM reminds employers to keep next-of-kin updated, particularly for serious injuries or where the worker cannot call. Reporting is not a substitute for medical care, site control, compensation steps or compassionate communication. [MOM incident reporting guide](#).

Build one trigger table

Record the accident date, employer's first-notice date, any fatality-notification time, first medical document, later leave and report submission. Write which date controls each duty so the ten-day calculation can be audited. [MOM reportability guide](#).

Report when genuine doubt remains

MOM states that if doubt remains after investigation, the event should be reported. Do not use uncertainty about fault as a reason to miss the statutory clock; reporting and liability findings are different questions. [MOM reportability guide](#).

A worked decision example

A worker reports an accident on Monday and receives two days of medical leave, then four more calendar days after a follow-up. The employer uses Monday as the first-notice trigger, files within 10 days and updates the same report with the later leave. This is a counting example; actual dates and classifications control.

A member of the public is hospitalised because of workplace work: Check the workplace occupier's reporting duty. **More medical leave is issued later:** Update the existing online report with the additional period.

Put the decision into a working file

1. Identify the injured person's status
2. Classify accident, dangerous occurrence or disease
3. Record the correct deadline trigger
4. Preserve medical leave and light-duty records
5. Submit through WSH Incident Reporting
6. Update the report when facts or leave change

Work through the list in order and attach a date, owner and proof to every completed item. If a live service, professional decision or authority response differs from this general guide, retain that response and follow the controlling requirement.

Mistakes that weaken the result

- Counting only scheduled workdays
- Waiting for the root-cause report
- Assuming the clinic reports for the employer
- Creating two disconnected reports for one accident
- Forgetting prompt death notification

These errors usually arise when a deadline, definition, payment route or live condition is assumed instead of checked. Stop before the consequential step if the evidence does not match the selected branch.

Before acting, reopen MOM reportability guide and MOM incident reporting guide, confirm that the relevant date, definition and service status still match the case, and save the outcome beside the supporting record. If the facts fall between two branches, use the authority's contact channel or an appropriately qualified adviser instead of forcing a convenient answer. The checklist earns its keep by creating an audit trail: what was checked, which source controlled, who decided, when the next deadline falls and what evidence proves completion. Recheck immediately before any payment, filing, booking or other irreversible commitment.

Continue with the adjacent task

Once this decision is recorded, [audit written employment terms](#). Then [check the related payroll record](#). Each link solves a separate next-step question rather than repeating MOM work accident reporting 10 days.

Questions readers ask about MOM work accident reporting 10 days

Is any medical leave reportable?

MOM lists outpatient or hospitalisation leave and light duty resulting from a work accident among reportable outcomes. [MOM reportability guide](#).

When does the non-fatal ten-day period start?

From the employer's first notice of the accident. [MOM incident reporting guide](#).

What if the worker later receives more leave?

Update the online incident report. [MOM reportability guide](#).

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