

PROCEDURE FOR REPORTING AND SUBMITTING COMPENSATION CLAIMS FOR OCCUPATIONAL INJURIES IN TERMS OF THE COMPENSATION FOR OCCUPATIONAL INJURIES AND DISEASES (ACT 130 OF 1993)

In this document; SHE represents the Safety, Health and Environment department and SHE Rep. represents a Safety, Health and Environment Representative in a department. The Head of Department or Line Manager represents the Employer and is therefore responsible for the functions of the SHE Rep.

In terms of the Compensation for Occupational Injuries and Diseases Act (Act 130 of 1993), the following procedure must be followed when employees report an occupational injury.

1. Employee reports the injury to his/her SHE Rep and to his/her immediate Supervisor or Head of Department.
2. The SHE Rep assesses the injury in terms of its seriousness and makes a decision whether it should be treated by a First Aider or Medical Officer.
3. In first aid cases, the employee must see a First Aider in his/her department asap. The incident is recorded in the first aid book and the SHE Rep completes an **Annexure 1 Form**. No Employers Accident Report Form (W.CL.2) needs to be completed, as this type of injury will not be reported to the Department of Labour.
4. When injuries are more serious, the SHE Rep/Line Supervisor will complete an Employers Accident Report (**W.CL.2 - part A & B**), and arrange to take the employee to a Medical Practitioner. Part B of the Report and the injured persons Identity Document will accompany the employee to a Medical Practitioner. The SHE Rep will further arrange transport for the injured employee to and from the doctor/hospital and home if necessary.
5. The SHE Rep shall forward the completed and signed W.CL. 2 to the H&S Department Administrator c/o Shell Court. **The Medical Practitioner will complete a First Medical Report (W.CL.4)** and together with the account forward it to the employee/staff member who will forward it to the SHE Department Administrator. **The staff member must forward all COID Reports and any Doctors' accounts to the SHE Department.**
6. The SHE Department Administrator shall forward the W.CL. 2, First Medical Report (W.CL.4) together with all accounts to the Compensation Commissioner, Department of Labour, P.O. Box 955, Pretoria, 0001.
7. **After every visit by the employee to the Medical Practitioner, Progress Reports (W.CL.5)** received from the treating doctor, must be forwarded to the SHE Department on a monthly basis.
8. A certified copy of **Identity Document** & a copy of the **employees salary slip** indicating the month of injury must accompany each COIDA claim .
9. The Medical Practitioner will issue a **Final Medical Report (W.CL.5)** after the employee's condition becomes stable.
10. When the injured employee returns to work, a **Resumption Report (W.CL.6)** must be completed by the employee's **Line Manager**. A WCL6 Form must be completed, even if the employee was not off from work due to the injury. In this case complete the form stating that the employee was not off from work.
11. Time off work due to the injury on duty will not be deducted from the employee's sick leave.
12. All medical service providers will be paid directly by the Compensation Commissioner, if and when the claim is accepted. Late payments may be queried on a WCL20 Form.
13. The Compensation Commissioner pays compensation for permanent disability to employees directly via EFT payments. The completion of an EFT Form will be forwarded by the Department of Labour.
14. Copies and proof of all correspondence, medical reports, payments made, etc. should be kept by the SHE Department Administrations Office for periods stipulated in the Act together with the claim number provided.
15. Injury on Duty claims remain open for medical treatment for the first 24 months following the injury. Thereafter the claim is closed by the Dept. of Labour. Further treatments must be motivated in writing by the original treating Doctor.

PLEASE NOTE THAT THE SHE DEPARTMENT DOES NOT MAKE DECISIONS ON WHETHER CASES ARE ACCEPTED OR REJECTED BY THE COMPENSATION COMMISSIONER. THE SHE DEPARTMENT ONLY FACILITATES THE SUBMISSION OF FORMS.

IF CASES ARE REJECTED BY THE COMPENSATION COMMISSIONER THEN THE STAFF MEMBER AFFECTED IS LIABLE FOR THE COSTS INCURRED.