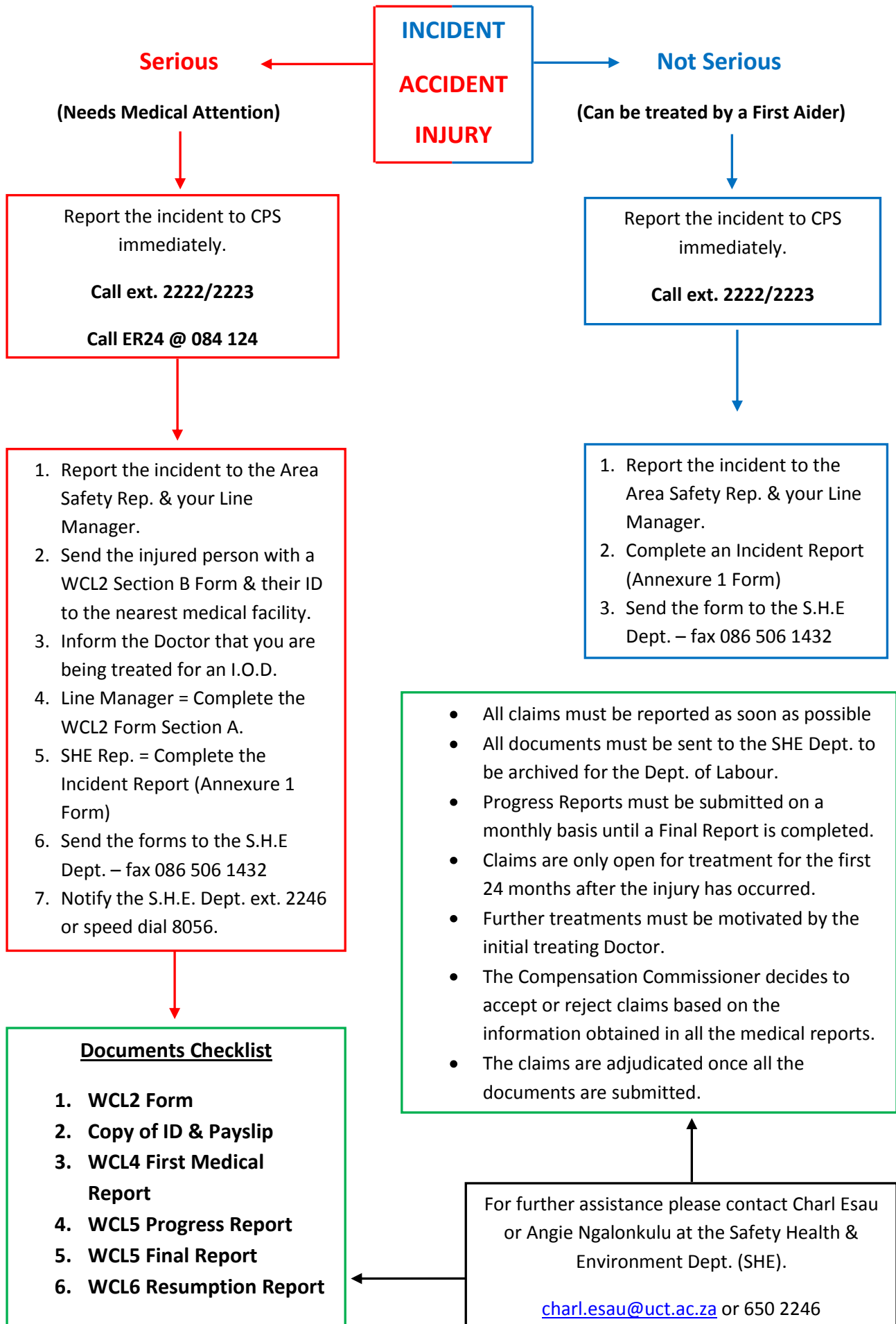


Injury on Duty Flow Chart



INCIDENT
ACCIDENT
INJURY

Serious

(Needs Medical Attention)

Not Serious

(Can be treated by a First Aider)

Report the incident to CPS immediately.

Call ext. 2222/2223

Call ER24 @ 084 124

Report the incident to CPS immediately.

Call ext. 2222/2223

1. Report the incident to the Area Safety Rep. & your Line Manager.
2. Send the injured person with a WCL2 Section B Form & their ID to the nearest medical facility.
3. Inform the Doctor that you are being treated for an I.O.D.
4. Line Manager = Complete the WCL2 Form Section A.
5. SHE Rep. = Complete the Incident Report (Annexure 1 Form)
6. Send the forms to the S.H.E Dept. – fax 086 506 1432
7. Notify the S.H.E. Dept. ext. 2246 or speed dial 8056.

1. Report the incident to the Area Safety Rep. & your Line Manager.
2. Complete an Incident Report (Annexure 1 Form)
3. Send the form to the S.H.E Dept. – fax 086 506 1432

Documents Checklist

1. **WCL2 Form**
2. **Copy of ID & Payslip**
3. **WCL4 First Medical Report**
4. **WCL5 Progress Report**
5. **WCL5 Final Report**
6. **WCL6 Resumption Report**

- All claims must be reported as soon as possible
- All documents must be sent to the SHE Dept. to be archived for the Dept. of Labour.
- Progress Reports must be submitted on a monthly basis until a Final Report is completed.
- Claims are only open for treatment for the first 24 months after the injury has occurred.
- Further treatments must be motivated by the initial treating Doctor.
- The Compensation Commissioner decides to accept or reject claims based on the information obtained in all the medical reports.
- The claims are adjudicated once all the documents are submitted.

For further assistance please contact Charl Esau or Angie Ngalonkulu at the Safety Health & Environment Dept. (SHE).

charl.esau@uct.ac.za or 650 2246