

## **Occupational Injuries and Disease in the Workplace Policy**

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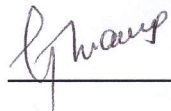
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Responsible Manager : Director for Human Resource Management

Approved by the Head of

Ms G. MATLAOPANE

Department

  
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## Policy Aim

1. This Policy aims to ensure that the Northern Cape Department of Health recognises the serious nature and the impact of injuries on duty and occupational disease in the workplace, and is committed to ensure that the impact thereof on employees and their families is minimised as far as possible and that affected people are reasonably compensated.
  - 1.1. This policy must be read in conjunction with the Occupational Health and Safety Policy and the Safety, Health, Environment, Risk and Quality Policy.

## Policy Scope

2. This policy applies to:
  - 2.1. Every Department of Health workplace<sup>1</sup>;
  - 2.2. All employees including people with disabilities of the Northern Cape Department of Health.
  - 2.3. Other persons other than the employees working with or within premises, buildings, plant, machinery or equipment owned by or used by the Northern Cape Department of Health.

## Policy Statement

3. It is the policy of the Northern Cape Department of Health to ensure that the management of injuries on duty and occupational disease will be according to the following rules:
  - 3.1. **Reporting of accidents/incidents and occupational disease**
    - 3.1.1. The employee shall before the end of shift<sup>2</sup>, report to the immediate supervisor all injuries arising out of or in connection with of his or her work

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<sup>1</sup> "Workplace" means any premises or place where a person performs work in the course of his/her employment (source: Occupational Health & Safety Act 1993)

<sup>2</sup> "Shift" means the prescribed daily working hours for the employees

activities, or if due to circumstances it is not possible to do so, shall as soon as practicable.

- 3.1.2. The immediate supervisor must inform the Unit which administers Compensation Of Injuries and Disease Act (COIDA), Conditions of Service at Human Resource Management who will then provide the Immediate supervisor with the WCL 2 (Employer's report of an accident) to be completed and signed by the immediate supervisor.
- 3.1.3. After completing the WCL 2, the immediate supervisor shall forward it to Conditions of Service Unit together with a certified copy of an ID, and the First Medical Report obtained from the first Doctor that treated the injured person within 24 hours.
- 3.1.4. Condition of Service Unit shall within seven days report the accident to the Compensation Commissioner by forwarding all the relevant documents.
- 3.1.5. Any registered Medical Practitioner shall within 14 days of the examination or treatment of a person for an Occupational Disease as outlined in the Third Schedule of the Compensation for Occupational Injuries and Disease Act of 1993, or any other disease that is not on Schedule 3 which he/she believes arose out of that person's employment, report to the Department of Labour Chief Inspector and the employer in the form of WCL 22, First Medical Report of an Occupational Disease.
- 3.1.6. The Department is obliged to report any injury/disease or alleged injury/disease to the Compensation Commissioner, whether the employer agrees or not with the employee's claim to be injured or contracted a disease while on duty.
- 3.1.7. The Compensation Commissioner will decide on the liability that emanates from the claim.
- 3.1.8. Conditions of Service Unit shall continuously communicate with the affected employees on the status of their claims, as well as any outstanding information requested by the Compensation Commissioner to consider a claim.



3.1.9. Conditions of Service Unit shall report to the Employee Health and Wellness Unit, all Section 24<sup>3</sup> incidents arising out of or in connection with the activities of employees at work.

3.1.10. The Employee Health and Wellness Unit after being notified by Conditions of Service of any Section 24 incidents will report to the Provincial Director of the Department of Labour within seven (7) days.

### **3.2. Investigation of Accidents/Incidents and Occupational Disease**

3.2.1. The immediate supervisor with the investigation team must within 7 days from the date of the incident or as soon as is reasonably practicable investigate all Injuries on Duty.

3.2.2. The Department of Labour Inspectorate shall notify the Department if they intend to investigate a Section 24 incident as stated in 3.1.8.

3.2.3. If notification is received from the Department of Labour, the immediate supervisor and the Investigation Team will be notified of the date of the investigation in advance so that they can avail themselves for the investigation.

3.2.4. Findings of the investigation must be forwarded to the Health and Safety Committee, to ensure that the necessary actions recommended are implemented and followed up in order to prevent the recurrence of such accidents/incidents.

### **3.3. Recording of accidents/incident**

3.3.1. The Department shall keep records of the following information which shall be available at all times as long as the employee/ beneficiary is alive:

3.3.1.1 Name and PERSAL-number of the employee.

3.3.1.2 Date of accident.

3.3.1.3 Claim number.

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<sup>3</sup> Section 24 incidents are: - if any person dies, becomes unconscious, loses a limb or part of the limb, is injured or becomes ill to such a degree that he/she is likely either to die or suffer a permanent physical defect, is injured or becomes ill to such a degree that he / she is unable for period of at least 14 days either to work or continue with the activities for which he is employed to.

3.3.1.4 Copy of the ID.

3.3.1.5 All relevant documents such as W CL2, W CL4, W CL5, WCL 6, WCL 14, WCL 22, etc. as well as the contact details of the employee such as Telephone numbers, address, and other relevant contact details.

3.3.2. The Department shall also keep records in the form of Annexure 1 for at least three years for all Section 24 incidents, and such records must be available for inspection by the Department of Labour Inspectorate.

## **Roles and Responsibilities**

4. The **Injured employee** shall:

- 4.1. Report all incidents/accidents arising out of the course of his/her employment to the immediate supervisor before the end of the shift if reasonably practicable.
- 4.2. Adhere to all the necessary consultations as prescribed by the Medical Institution or Doctor
- 4.3. Ensure that all Medical Reports are submitted to the Conditions of Service Unit in order to be forwarded to the Compensation Commissioner.

5. The **Immediate Supervisor** shall:

- 5.1. Report all incidents/accidents reported by an employee to Conditions of Service unit within the required time frame.
- 5.2. Complete the relevant Compensation Commissioner forms and submit to the Conditions of Service Unit within the time frame.

6. The **Conditions of Service Unit** shall:

- 6.1. Be responsible to administer all claims relating to COIDA in the Department.
- 6.2. Conduct follow up with the Compensation Commissioner on the status of the claims.
- 6.3. Communicate with the affected employee on the status of their claims, as well as any outstanding information requested by the Compensation Commissioner.

**7. Head of the Department** or his/her delegate shall:

- 7.1. As guided by the General Administrative Regulations 9(2) of the Occupational Health and Safety Act, 85 of 1993, appoint an Investigation Team that will conduct the incident investigation.
- 7.2. Ensure that the working environment is safe and without risks to the health of the employees.
- 7.3. Ensure that the contributions that are liable to the Compensation Commissioner are paid on time.

**Review and Distribution**

- 8. The Director Human Resource Management is responsible for ensuring that this Policy is reviewed and updated.
- 9. This Policy will be reviewed within 3 years after the publishing date taking into cognisance the annual department's strategic interventions.
- 10. The Director for Human Resource Management will distribute updated versions to:
  - 10.1. Member of the Executive Council for Health
  - 10.2. Head of Department of Health
  - 10.3. All Chief Directors, Directors and Deputy Directors

**Acknowledgements & Sources**

- 11. This Policy is based on the requirements of the following legislation
  - 11.1. Occupational Health and Safety Act 85 of 1993, as amended and regulated issues in terms of section 43 of the Act,
  - 11.2. Compensation for Occupational Injuries and Diseases Act 130 of 1993