CEM OHSE UNIT
INJURY ON DUTY FLOW CHART

STAFF INCIDENT ACCIDENT INJURY

Working Hours → **CONTACT FIRST AIDER** → **SERIOUS**

AFTER HOURS & SERIOUS

STUDENT or VISITOR INCIDENT or ACCIDENT INJURY → **CONTACT FIRST AIDER**

Working Hours → **CONTACT FIRST AIDER** → **NOT SERIOUS**

Contact CPS immediately!
Call ext. 2222 / 2223 / 2121
Tollfree: 0806502222

Indicate if student or staff member, if its life threatening, if ambulance is needed

REPORT Injury on Date on Injury
Report the incident to the SHE Rep & person's Line Manager ASAP

Report the incident to CPS immediately
Call ext. 2222 / 2223 / 2121
Tollfree: 0806502222

Indicate if life threatening & if ambulance is needed

REPORT Injury on Date on Injury
Report the incident to the SHE Rep & person's Line Manager ASAP

PROCEDURE

1. Line Manager MUST complete WCL2 form, Part A.
2. Line manager MUST sign WCL2 form.
3. Send the injured person with:
   * completed & signed WCL2 form,
   * SA ID or passport &
   * if necessary chemical SDS exposed to, to medical facility.
4. Must inform Doctor that being treated for an I.O.D.
5. SHE Rep. = Complete the online Incident Report & HS02 Forms.
6. Send copy of the HSO2 & WCL2 signed forms to CEM OHSE Unit.
7. LHSIS to send a copy of the HSO2 form to the Faculty OHS Committee.
8. LHSIS to send a copy of signed WCL2 form plus staff member's ID to the Occupational Health Unit (OHU) - within 7 days after injury.

Keep medical invoices & receipts.
Contact the Insurance Office for Medical Expense Claims
fnd-ins-comm@uct.ac.za

Students and Post-doc students are not employed by UCT & therefor cannot submit WCL2 Inury Forms.

IMPORTANT

- All claims must be reported as soon as possible.
- All documents must be sent to the Occupationn Health Unit (OHU), to be archived for the Dept. of Employment & 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.

DOCUMENT CHECKLIST

1. Incident Report Form - HSO2
2. WCL2 Employers Report - Signed
3. Copy of ID/Passport (if foreigner)
4. Paylsip
5. Medical Aid Card
6. WCL4 First Medical Report
7. WCL5 Progress Report
8. WCL5 Final Report
9. WCL6 Resumption Report

For further assistance please contact the Occupational Health Unit (OHU).
suzanne.key@uct.ac.za or ohs@uct.ac.za
Call ext. 2246 / 2021