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Injury on Duty Flow Chart

Staff
Incident & Accident
Injury

Serious
(Needs Medical Attention)

Report the incident to Campus Protection Services immediately.

Call Ambulance

1. Report the incident to the Area safety Rep & your line Manager
2. Send the injured person with a WCL2 form & their ID to Rosepark Hospital
3. Inform the Doctor that you are being treated for an I.O.D.
4. OHS Officer =Complete the WCL2 form Section A.
5. SHE Rep = Complete the incident Report (Annexure 1 Form)
6. Send the forms to the OHS Office Ext 7296 & 072 758 2070

Document Checklist

1. Incident Report
2. WCL2 Employers Report
3. Copy of ID & Pay slip
4. WCL4 First Medical Report
5. WCL5 Progress Report
6. WCL5 Final Report
7. WCL6 Resumption Report

Not Serious
(Can be treated by a First Aider)

Report the incident to Protection Services immediately.

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 OHS Office - Ext 7296

Student
Incident
Accident
injury

Contact
Student Dean
Student affair

- All claims must be reported as soon as possible
- All documents must be sent to the OHS Office. to be archived for the Dept. of Labour
- Progress Report must be submitted on a monthly basis until a Final Report is complete
- Further treatments must be motivated by the initial treating Doctor.
- The Compensation Commission decides to accept or reject claims based on the information obtained in all the medical reports.

For further assistance please contact Thato Block at the Occupational Health and safety offices
blocktj@ufs.ac.za or Ext 7296
Cell: 072 758 2070

NB – Students are not employed by the University and therefore cannot submit Occupational injury claims.