



# Injury on Duty Guideline Document

Last updated: 2025/07/01



## Contents

|   |   |
|---|---|
| 1. Purpose of the Guideline .....                     | 3 |
| 2. Legal Framework .....                              | 3 |
| 3. Who Is Covered? .....                              | 3 |
| 4. Roles and Responsibilities.....                    | 4 |
| 4.1 Employer Duties:.....                             | 4 |
| 4.2 Employee Duties:.....                             | 4 |
| 5. Medical aid and IOD claims: .....                  | 4 |
| 6. Reporting Process.....                             | 4 |
| 6.1 Immediate Actions .....                           | 4 |
| 6.2 Minor Injuries .....                              | 4 |
| 6.3 Serious Injuries within working hours .....       | 5 |
| 6.4 Injuries After Office Hours .....                 | 5 |
| 7. Required Documentation for initial management..... | 5 |
| 8. Campus Health Service Contact Details .....        | 6 |

## 1. Purpose of the Guideline

This document provides clear instructions for reporting and managing workplace injuries, in line with the ***Compensation for Occupational Injuries and Diseases Act (COIDA), Act 130 of 1993*** and the ***Occupational Health and Safety Act (Act 85 of 1993)***. It applies to all Stellenbosch University employees across **Tygerberg** and **Stellenbosch campuses**.

## 2. Legal Framework

Employees and supervisors must comply with the **COID Act**, which requires that all workplace injuries or occupational diseases be reported to the Compensation Commissioner **within 7 days** of the incident [Section 38, COIDA].

Failure to report within the specified time frame may result in:

- Denial of compensation to the employee.
- Legal consequences for the employer.

"*Accident*" meaning any incident or occurrence arising out of or in the course of an employee's employment.

## 3. Who Is Covered?

- **Employee:** Any person employed by Stellenbosch University who receives remuneration.
- **Student: Students are not covered** under the COID Act unless they are employed and earn a wage.



## 4. Roles and Responsibilities

### 4.1 Employer Duties:

- Ensure a safe working environment.
- Provide training in safe work practices.
- Conduct regular risk assessments.
- Facilitate access to first aid and fire safety training.
- Ensure an Occupational Health and Safety (OHS) representative is appointed.

### 4.2 Employee Duties:

- Report all incidents/injuries to your **line manager and OHS representative before the end of your shift.**
- Cooperate with follow-up investigations.
- Cooperate with the medical management and administrative process.
- Continue with follow-up care as guided by treating medical personnel.

## 5. Medical aid and IOD claims:

- *Please refrain from using your private medical aid in a situation where you were injured on duty.*

## 6. Reporting Process

### 6.1 Immediate Actions

In the event of any incident:

- **Notify** your line manager **immediately of all incidents**, even if no injury occurred.

### 6.2 Minor Injuries

- Notify line manager immediately
- Managed by departmental **first aider**.
- If needed, refer to Campus Health Service.
- Contact CHS to determine if transport is available. (only during working hours)

### 6.3 Serious Injuries within working hours

- Notify line manager and **CHS immediately**.
- Employer's report to be filled in.
- Annexure 1 to be filled in – Incident Report
- Campus Health Service will handle notification to the Compensation Commissioner and assist with medical management.

### 6.4 Injuries After Office Hours

- Notify line manager.
- Annexure 1 (incident report) to be filled in.
- Go to the **Emergency Department** at Stellenbosch Mediclinic (Stellenbosch Campus) OR Mediclinic Louis Leipoldt (Tygerberg Campus).
- Contact ER24 on 010 205 3032 if ambulance is required.
- Notify Campus Health Service via **email**.

## 7. Required Documentation for initial management

| <b>Form</b> | <b>Description</b>             | <b>Responsibility</b>                        |
|-------------|--------------------------------|--|
| WCL2        | Employer's Report              | Line manager/HOD (CHS will assist if needed) |
| WCL4        | First Medical Report           | Treating doctor                              |
| WCL 5       | Progress /Final Medical Report | Treating doctor                              |
| ID Copy     | Proof of identity              | Employee                                     |

**Note:** Hospitals will only stabilize patients **without ID** but not fully treat them until ID is provided.



## 8. Campus Health Service Contact Details

Stellenbosch Campus

7 Claasen Str. Situated between Matenoya and Heemstede Residences

Phone number: 021 808 3494

[Occupationalhealth@sun.ac.za](mailto:Occupationalhealth@sun.ac.za)

Tygerberg Medical Campus

3<sup>rd</sup> Floor Tygerberg Student Centre

Phone: 021 938 9590

[Occupationalhealth@sun.ac.za](mailto:Occupationalhealth@sun.ac.za)

Any queries: Sr Beulah Basson

Stellenbosch Campus: 021 808 9290

Tygerberg Campus: 021 938 9676

[bbasson@sun.ac.za](mailto:bbasson@sun.ac.za)