



Procedure in case of Injuries on Duty (IODs) as regards Tygerberg Campus

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HEMIS classification	
Aim	To establish a procedure for the governance and reporting of injuries on duty
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Institutional functionary (curator) responsible for this procedure	Chief Director: Strategic Initiatives and Human Resources
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Approved by	Prof T de Coning
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The core of the procedure

Establishing general guidelines for staff about reporting injuries on duty (IODs) as regards Tygerberg Campus and about further procedure to be followed, if applicable.

1. General

All injuries or possible occupational disease that SU employees may sustain or contract in the course of performing their official duties during working hours must be reported to the line manager on the same day or before the end of the specific shift.

2. Medical care regarding IODs

Campus Health Services (CHS) is responsible for medical care regarding IODs.

- 2.1 Contact Ms L Norval or the Nursing Practitioner on duty at CHS's. The contact numbers during office hours are 021 938 9590/(Stellenbosch campus Tel 021-808 3496).
- 2.2 Sr Anneke van Heerden (021 808 3496; acvanheerden@sun.ac.za) is responsible for managing the programme.

3. Procedure for IODs during office hours

For the purposes of the procedure below 'during office hours' means 08:00 to 17:00.

3.1 Minor injuries

IODs of this degree must be reported to the line manager (see par. 1 above). The departmental first-aid officer must provide the necessary medical care.

3.2 More serious injuries

IODs of this degree must be reported to the line manager (see par. 1 above) and the injured person transported to CHS (3rd Floor, Tygerberg Student Centre).

- 3.2.1 CHS has a wheel chair available (during office hours) to transport staff that are not able to walk.
- 3.2.2 Call 021 938 9590 to make arrangements.

3.3 Serious injuries

3.3.1 IODs of this degree must be reported to the line manager (see par. 1 above) and transport by ambulance (10177 or 084124) to Mediclinic Louis Leipoldt, Broadway street Bellville (Tel: 021 949 3681). Also contact the Nursing Practitioner on duty or Letitia Norval at CHS (021 938 9590) or Mrs A Williams at Finances (021-808 4552) to report IOD and complete the WCL2 form.

3.3.2 The IOD must also be reported as quickly as possible either to Sr Anneke van Heerden at CHS (021 808 3496) or to Ms Alverisha Williams at the Division for Remuneration (021 808 4552).

4 Procedure for IODs outside office hours

- 4.1 All injuries on duty and Occupational diseases must be reported to Campus Security, Ground floor, Teaching Block (Tel. 021 938 9507).
- 4.2 All other injuries that require medical assistance must be referred to Mediclinic Louis Leipoldt (Tel. 021 949 3681).
- 4.3 Seriously injured persons must be transported to Mediclinic Louis Leipoldt by ambulance.

5 CHS to complete Employer's Report (WCL1 or 2)

Within 24 hours after CHS has completed the relevant section of an Employer's Report of an Accident (WLC2) or of an Occupational Disease (WLC1), the rest of the form must be disposed of at Ms L Norval (Tygerberg campus) or Ms Alverisha Williams (Stellenbosch campus) (see 5.1 below).

- 5.1 Ms Williams's contact details are: Room C2316 in the Remuneration Division (Division for Finance, Administration Block C, Victoria Street, Stellenbosch); 021 808 4552; aseptem@sun.ac.za.
- 5.2 If the injured employee is unable to report an IOD, the supervisor or direct line manager must do so.
- 5.3 The reporting procedure requires a copy of the employee's ID document.
- 5.4 If a first medical report is already available, it must be submitted, too.
- 5.5 All enquiries must be directed to Sr Anneke van Heerden at CHS (021 808 3496).

6 Procedure regarding sick leave, remuneration and benefits during absence due to an IOD

All leave must be applied for and captured timeously in the manner prescribed by HR management. No leave may be taken before it has been approved, except where circumstances do not allow this.

- 6.1 **Sick leave:** If a staff member is booked off sick by a medical practitioner due to an IOD, such sick leave may not be captured on the system against the injured person's sick leave – or against any other kind of leave to which the relevant employee is entitled. It have to be captured as Injury on Duty on SUN E HR and a copy of the medical certificate must be uploaded. Ms Alverisha Williams must also be supplied with a copy of the medical certificate.
- 6.2 **Compensation:** If a staff member is on sick leave due to an IOD for more than three months, the University must pay the employee's full remuneration for the first three months, as well as all benefits to which the specific employee is entitled. After that period the Compensation Commissioner must pay 75% of the staff member's remuneration directly to him or her, limited to R29 646 a month for a period of two years.
- 6.3 The Compensation Commissioner must pay all medical expenses of an injured

employee incurred while under a doctor's care, but limited to a period of two years.

6.4 Employees may claim no compensation for pain and suffering.

GN0133-Procedure in case of Injuries on Duty (IODs) as regards Stellenbosch Campus (**June 2023**)