



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

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| Reference number of this document                                  | GN0132                                                                        |
| HEMIS classification                                               |                                                                               |
| Aim                                                                | To establish a procedure for the governance and reporting of injuries on duty |
| Type of document                                                   | Procedure                                                                     |
| Accessibility                                                      | General (external and internal)                                               |
| Implementation date                                                | Before 2011                                                                   |
| Review date/frequency                                              | As the need for amendments arises                                             |
| Previous reviews                                                   | January 2011                                                                  |
| Owner of this procedure                                            | Vice-Rector: Social Impact, Transformation and Personnel                      |
| Institutional functionary (curator) responsible for this procedure | Chief Director: Strategic Initiatives and Human Resources                     |
| Date of approval                                                   | January 2011                                                                  |
| Approved by                                                        | Prof T de Coning                                                              |
| Keyword                                                            | injury                                                                        |

## **The core of the procedure**

Establishing general guidelines for staff about reporting injuries on duty (IODs) as regards Stellenbosch 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 CHS's contact numbers during office hours are 021 808 3496/3492/3490.
- 2.2 Nurse Anneke van Heerden (021 808 3322; [acvanheerden@sun.ac.za](mailto: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 (7 Claassen Street, between the SU residences Metanoia and Heemstede).

3.2.1 CHS offers a patient transport service.

3.2.2 Call 021 808 3496/3490/3492 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 must be arranged for the injured person to **Stellenbosch Mediclinic**, in **Die Boord** (101 77 of 0841 24).

3.3.2 The IOD also must be reported as quickly as possible either to Nurse Anneke van Heerden at CHS (021 808 3322/3496/3490) or to Ms Alverisha Williams at the Division for Remuneration (021 808 4552).

#### **4. Procedure for IODs outside office hours**

- 4.1 All injuries and instances of an occupational disease must be reported to Protection Services, in Merriman Avenue (tel. 021 808 2131).
- 4.2 All other injuries that require medical assistance must be referred to **Stellenbosch Mediclinic**, in **Die Boord** (tel. 021 861 2000).
- 4.3 Seriously injured persons must be transported to Mediclinic 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 Alverisha Williams (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](mailto:aseptem@sun.ac.za).
- 5.2 If the injured employee is unable to report an IOD him- or herself, 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 Nurse Anneke van Heerden at CHS (021 808 3322/3496/3490).

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

- 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. The department needs only to keep record of this kind of leave. Ms Alverisha Williams must 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.