

INCIDENT/ACCIDENT REPORTING RESPONSIBILITIES

1. ALL INCIDENTS/ACCIDENTS MUST BE REPORTED TO RISK MANAGEMENT SERVICES IMMEDIATELY OR AS SOON AS POSSIBLE (Before the end of day) BY STAFF AND STUDENTS.

2. RISK MANAGEMENT SERVICES

All incident/accidents must be reported to Risk Management Service as soon as possible. On receipt of a report regarding an incident/accident, RMS will follow the under-mentioned procedural steps.

- 2.1 All incidents/accidents to be recorded in the OB (Occurrence Book).
- 2.2 RMS personnel will attend incidents.
- 2.3 Where necessary RMS personnel will request an ambulance or refer the injured person to the Campus Clinic.
- 2.4 An 'Accident Advice' form is to be completed for all work related accidents and forwarded to Human Resources so that an I.O.D. claims form may be provided to the injured person for completion by the attending physician.
- 2.5 A first Report (pink form) to be completed regarding all incidents/accidents.
- 2.6 Where any injury occurs, and 'Incident Report' must be completed.
- 2.7 Once a docket number has been allocated by the Director of Risk Management Services, the docket is forwarded to the S.H.E. Consultant for investigation.
- 2.8 The S.H.E. Consultant investigates the incident together with the Risk Management Committee Chairman of the area, the S.H.E. Representative and the injured person.
- 2.9 The Annexure 1 is completed and is countersigned by the 16 (2) appointee (Mr. Temple) and by the relevant Risk Management Committee Chairman.
- 2.10 Injury statistics are calculated on a monthly basis.
- 2.11 Copies of the under mentioned documents (also required by COID – Compensation for Occupational Injuries and Disease):
 - 2.11.1 First medical report
 - 2.11.2 Progress Report

2.11.3 Final Report

2.11.4 Resumption report

Are collected and included in the docket to ensure accuracy of statistics.

2.12 Off Duty accidents to be referred to Finance Department as University personnel are covered by the Insurance Policy (medical aid shortfall).

2.13 An 'Annexure 1' Register is retained by the S.H.E. Manager for inspection by the Department of Labour – refer General Administrative Regulations 9 'Recording and investigation of incidents'.

2.14 Notify Department of Labour in terms of Section 24 'Report to Inspector regarding Certain Incidents'.

3. HUMAN RESOURCES RESPONSIBILITIES

3.1 On receipt of "Accident Advice" from RMS, Human Resource personnel issue the 'Employer's Report of an Accident' (W.C1.2) to the injured person/supervisor or person accompanying the injured person. In the event the injury was so severe that the staff member was taken directly to the hospital, then the 'Employer's Report of an Accident' form would be forwarded to the Hospital concerned for completion.

3.2 A copy of all correspondence is retained:

3.2.1 in the injured persons personal file and

3.2.2 a separate file for collection by the S.H.E. Consultant for inclusion in the Docket.

3.3 Ensure the under-mentioned reports are received from attending medical personnel and Hospitals (COID):

3.3.1 First medical report

3.3.2 Progress medical report

3.3.3 Final medical report

3.4 Ensure that a Resumption Certificate is completed.

3.5 Should an off duty accident be reported, advise Finance Department as all staff members are covered by the University Insurance Policy (shortfall medical aid).

4. EMPLOYEE RESPONSIBILITY

General Administrative Regulation 8 prescribes that all injury incidents must be recorded and investigated and this record retained for three years. These investigations must be discussed by the Risk Management Committee for that area and any remedial steps recommended must be implemented.

Employee responsibility in terms of incident/accident reporting are as follows:

- No matter how minor your injury, it is to be reported to your supervisor/Manager/HOD immediately. If your supervisor/manager/HOD is not available, report to Risk Management Services on ext. 5211.
- Your supervisor/manager/HOD will obtain all relevant details and forward it to Risk Management Services for processing/investigation.
- The following information is required from you when reporting an injury:
 - Full name and Staff/Student Number.
 - Time and place of the incident/injury.
 - Name of any witnesses.
 - Details of how the injury occurred.
 - Area in which the injury occurred.

- **Minor Injuries**

Cuts and scratches, if not attended to immediately may develop into a septic condition resulting in blood poisoning, leading to possible loss of limbs, and in extreme cases, even death. Failure to report injuries which could later become serious due to lack of medical attention, may result in the loss of compensation commissioner payments (employees only), students must claim through their own medical aid in the first instance, but if not on medical aid, to the UKZNP 24 hour insurance. All incidents/accidents reports will be kept on file.

All incidents/accidents will be discussed at the Risk Management Committee meetings for that particular area and signed off by the chairman of the committee. The 'Responsible Person' will also be made aware of all incidents/accidents which occur on the premises.