

SAFETY, HEALTH AND ENVIRONMENT

Department:
ALL CAMPUSES : Howard College
: Edgewood
: Nelson R. Mandela School of Medicine
: Durban Westville
: Pietermaritzburg

Standard (STD)
Subject: SECTION : 4.00 - INCIDENT RECORDS AND CONTROLS
ELEMENT : 4.11 - SHE INCIDENT RECORDS

| Protocol No | Author | Version No | Date Adopted | Replaces |
|-------------|------------------------|------------|--------------|------------|
| 411/2009 | M. Govender/J Frohlich | 005 | 16/09/2011 | 04/04/2009 |

Standard applies to: SHE INCIDENT RECORDS

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| <p>An official register as required in terms of the OHS Act of all reportable occupational injuries and diseases will be kept. This register will also be used to record all disabling injuries or disease incidents as well as all other injuries e.g. those requiring first aid treatment only.</p> | |
| <p>4.11.1 INCIDENT REPORTING (INTERNAL) :</p> <ul style="list-style-type: none"> ● All reportable injuries/occupational illnesses/disease/environmental incidents and other incidents will be reported and recorded on official documents as required by legislation and standards. | |
| <p>4.11.2 RECORDS AND REGISTERS COMPLETED FOR ALL INCIDENTS :</p> <ul style="list-style-type: none"> ● A complete description of incidents will be given in the records/register (e.g. type, extent and nature of injury/illness and occupational health exposure source). ● In all instances, the SHE Rep./area chairman will be informed of all incidents. | |
| <p>4.11.3 INCIDENT REPORTING (EXTERNAL PARTIES) :</p> <ul style="list-style-type: none"> ● All compensation forms will be correctly completed and the correct methods followed (i.e. first medical reports plus all supporting documentation etc.). ● Any reportable occupational injury, illness, disease or environmental incident will be reported to the relevant authorities in the prescribed manner and period of time. | |

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| <ul style="list-style-type: none"> • External reporting will be undertaken where incidents will affect external parties. • SHE Reps will be kept informed of any investigations by outside agencies (Government Inspectors etc.). • She Reps will be included in such investigations. • She Reps will receive copies of any related communications. | |
| 4.11.4 COMPLAINTS FROM INTERESTED OR AFFECTED PARTIES : <ul style="list-style-type: none"> • A system will be in place to document and ensure response to complaints from interested and affected parties. | |

DELEGATION OF RESPONSIBILITY: All premises will be divided into specific areas and delegated to the S.H.E. Representatives in writing. Facilities Management is responsible for maintaining this standard.

| Approved by (Position) | Date approved | Signature |
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Circulation List:

The names listed below are confirming by attaching their signature that they have read and understood the contents and implications of this version and will follow the contents in maintaining the standards as laid down to maintain the high quality expected campus wide.

| Staff Member Full name & surname | Designation | Date | Signature |
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