



WIETA				
	Code Principle	Safe and Healthy Work Environment	Date	April 2016
	Subject	COID Reporting Procedure	Internal Ref	03.04(f)
	Legal reference	COID Act, 1993		

Procedure to be followed when reporting an Accident incidents

- Step 1: The employer must report the accident to the Compensation Commissioner on the prescribed form (Employer's Report of an accident: W.CL. 2) within **7 days** after having gained knowledge of the accident. The employer must complete and sign part A (page 1-2) and send it to the office of the Compensation Commissioner.
- Step 2: Part B of the W.CL.2 form is a carbon copy of part A and should be handed to the Medical Practitioner who will treat the injured employee. The form will contain all the necessary information needed by the Medical Practitioner with regard to the details of the employer and employee.
- Step 3: The Medical Practitioner must complete a First Medical Report (W.CL. 4). This report will contain clinical detail of the injury sustained by the employee.
- Step 4: The Medical Practitioner will also complete a Progress Medical Report (WCL. 5) when employee receives prolonged medical treatment. Progress medical reports must be submitted on a monthly basis to ensure regular payments of compensation in terms of temporally total disablement.
- Step 5: The Final Medical Report (W.CL 5) must be submitted as soon as the employee's condition has stabilised. The Medical Practitioner must describe or indicate the anatomical loss and / or impairment of function, if any, as a result of the accident to enable the Compensation Commissioner to assess any permanent disablement.

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Step 6: Once the employee is able to resume duty a Resumption Report (W.CL 6) must be completed by the employer.

Step 7: Should the employee wish to provide the Compensation Commissioner with additional information about the accident the form W.CL 132 must be used.


Procedure to be followed when reporting a fatal accidents

Step 1: If the accident resulted in the employee's death, the employer must complete an Employer's Report of an accident or disease (W.CL.1/2 and attaché any documentary proof indicating the cause of death.

Step 2: The Compensation Commissioner will pay any reasonable funeral expenses up to a maximum of R6970, 00 after receipt of a specified account. A form W.CL. 46 must be completed to claim monies for funeral expenses. In cases where the burial account has been paid proof of payment must be submitted to the office of the Compensation Commissioner. On receipt of proof of payment the Compensation Commissioner will reimburse the person who incurred the funeral cost.

Step 2: The following documents must be submitted if the deceased had dependants who want to claim compensation:

- A marriage certificate / lobola confirmation, or proof of customary marriage
- Birth certificate/baptismal certificates/sworn statements regarding the age of the widow/widower

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- Birth certificate/baptismal certificates/sworn statements regarding the ages of the children
- Notice of an accident and Claim for Compensation, (W.CL.3)
- A declaration by the dependants (widow/widower/guardian) of the deceased employee (W.CL.32)
- Specified Burial Expenses Account (W.CL.46) and receipts, if paid.


Procedure to be followed when reporting an occupational disease

Step 1: An employer must within **14 days** after gaining knowledge of an occupational disease as listed in schedule 3 complete and submit:

- an “Employer’s Report of an Occupational Disease” (W.CL.1)
 - the industrial history W.CL. 110;
- to the office of the Compensation Commissioner.

Step 2: The following documents must also be submitted:

- First Medical Report for an Occupational Disease (W.CL.22)
- Notice of an Occupational Disease and Claim for Compensation (W.CL.14)
- Progress Medical Reports must be submitted monthly until the employee’s condition has become stabilised where after a final medical report must be submitted.
- In cases of deafness as a result of excessive noise at the employee’s workplace, audiograms must also be submitted.
- X-ray plates as well as accompanying medical reports
- Lung function tests where applicable

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- Any other medical reports with regard to the occupational disease i.e. diagnostic reports, reports on biopsies done, etc.