

DEPARTMENT OF PUBLIC SERVICE AND ADMINISTRATION



POLICY AND PROCEDURE ON INJURY ON DUTY

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Abbreviations/ Glossary of definitions:

| | |
|-----------------------------|---|
| 1. DPSA | Department of Public Service and Administration |
| 2. IOD | Injury on duty |
| 3. COIDA | Compensation of Occupational Injuries and Diseases Act |
| 4. Accident | Means an accident arising out of and in the course of an Employee’s employment and resulting in personal injury, illness or the death of the employee. |
| 5. Dependent of an employee | <ul style="list-style-type: none"> • Widow or widower who at the time of employees death was married to the employee according civil law, custom or child under the age of 18, a posthumous child, step child, adopted child and child born out of wedlock. • A child over the age of 18 , or of his or her spouse a parent, guardian, a brother, sister, half brother or half sister |
| 6. Disablement | Means temporary partial disablement, temporary total disablement, permanent disablement or serious disfiguration |
| 7. Hazard | A source of or exposure to danger. |
| 8. Incident | Any accident or event that is caused in the course of work |
| 9. Occupational Injury | Means a personal injury sustained as a result of an accident |
| 10. P.P.E. | Personal Protective Equipment / Garments |
| 11. Risk | The probability that injury or damage will occur |

1. Introduction and background

The DPSA provides employees with injury-on-duty leave with pay when an employee is unable to work, due to an accident or illness directly related to their job or worksite. Injury-on-duty leave without pay is provided to cover extended periods of absence due to injury.

The primary goal of the policy is to protect employees' safety and promote their well being while establishing the expectation that it is the responsibility of all personnel to create and maintain a safe work environment.

The policy addresses health environment, risks and quality management for purposes of optimal occupational health and safety of employees, the safety of citizens and also the sustainability of the environment, the management of occupational and general risks and quality of government products and services.

2. Purpose

Is to inform employees who are injured on the job, regardless of its severity to report it within 24 hours to the relevant officials and also to provide procedures with regard to reporting.

It also outlines the steps to be taken when an employee is reassigned to a different supervisor while recovering from an injury.

3. Objectives

The objective is to prevent any occupational injuries and illness to DPSA employees in the workplace, by:

- 3.1 Ensuring effective and efficient health and safety systems are in place.
- 3.2 Ensuring that injuries are reported and dealt with timeously.
- 3.3 To ensure the physical safety and well being of all staff
- 3.4 To develop a framework of procedures whereby all injuries are dealt with in a competent and safe manner
- 3.5 To provide training staff development and the effective use of outside expertise so that employees have access to proper interventions
- 3.6 To comply with all legislation relating to safety and welfare at work

4. Principles

- 4.1 Promote healthy and safe work station in DPSA
- 4.2 Respect for individual safety
- 4.3 Responsive employer towards its employees
- 4.4 Individual responsibility regarding own safety

5. Sources of authority

- 5.1 The Constitution of the Republic of South Africa, 1996
- 5.2 Public Service Act 103, 1994
- 5.3 Public Service Regulations 201
- 5.4 The Employment Equity Act, 1998
- 5.5 Promotion of Equality and Prevention of Unfair Discrimination, 2000
- 5.6 Labour Relations Act, 1995
- 5.7 Occupational Health and Safety Act, 1993
- 5.8 The Integrated National Disability Strategy
- 5.9 The Code of Good Practice on the Employment of People with Disabilities
- 5.10 The National Building Regulations, 1993
- 5.11 Basic Conditions of Employment Act, 1997

6. Scope

This policy applies to all DPSA employees at all levels including:

- 6.1 Interns and learners,
- 6.2 Contract workers,
- 6.3 Job applicants and visitors
- 6.4 All people dealing with DPSA clients, and customers who interact with employees by any medium of communication.

7. Provision/measures

This policy is applicable in the departmental premises; during work performed outside the department; during social events and other official functions where an injury is likely to occur.

The procedure of reporting outside the department shall be similar as of employees working internally within the department.

8. Monitoring and evaluation

Monitoring, including systematic reporting, is to be the responsibility of the DD: Internal Employee Health & Wellness intending to;

- influence project success
- collect practical lessons to guide future projects
- ensure sharing of experience and best practices

9. Reporting

The report developed by the Occupational Health and Safety Officer shall comprise:

- 9.1. A final publishable summary report covering number of current year injuries,

- 9.2. Claims made and forwarded for compensation
- 9.3. Number of employees who were booked off due to injuries and
- 9.4. Any other information possibly required.

10. Review of policy

The policy will be regularly reviewed pending on amendments in the legislature or alternatively after 24 months.

11. Effective date

The policy is to be effected as soon as it is approved by the head of the department.

12. Procedures
Phase 1

- 12.1 Employee(s) is injured, the cause being slipping, he/she reports to either the Supervisor or to the section: Internal Employee Health & Wellness
- 12.2 Employees completes a duty form outlining the incident in detail and identifying any witnesses to the incident
- 12.3 Employee completes necessary documents pertaining to injury (e.g. WCL 100)
- 12.4 Occupational Health and Safety Officer request the First Aider to apply first aid to the injured provided it is a minor injury
- 12.5 If the injury is severe, transport will be organized to transfer the injured to hospital or any place where assistance can be administered/provided.

Phase 2

- 12.6 The occupational health and safety officer will record the incident in the incident recording book.
- 12.7 He will then report the incident first to the Human Resource Management for leave purposes if need be.
- 12.8 Then the completed forms by the injured will be forwarded to department of Labour for compensation purposes.

(Also see flow chart as annexure A)

13. Roles and Responsibilities

13.1 The Director-General

The Director-General to ensure that both the OHS and the IOD policies are developed, approved and implemented.

Approved by the Director-General
Effective date:

13.2 The Supervisor

- To report all cases of injury on duty to the Health and Safety representatives and Internal Health and Wellness Programme
- To support their subordinates during the time of the accident.
- To recommend or refer employees for trauma debriefing or Counselling.

13.3 Human Resource management

- To record all injury on duty on PERSAL.
- To process all payments of claims timeously.

13.4 Internal Health and Wellness

- Through the Occupational Health and Safety officer, register all incidents in the register book
- Investigate all reported IOD cases
- Liaison with HRM to process and finalize all reported cases.
- Provide debriefing and counselling to employees involved in injury on duty.

13.5 Occupational Health and Safety representative

- Report all reported cases of injury on duty in their units to the OHS officer
- Assist the OHS practitioner with compilation of information and investigations.

13.6 The Employee

- Report all accidents and incidents to their supervisors and Occupational Health and Safety representatives.
- Ensure that they comply with all procedures and laws of Occupational Health and Safety to minimize the injuries of duty
- Report all hazards identified to their Occupational health and Safety representatives so that they can be dealt with

14. Additional requirements

14.1 Doctor's consultation

- All reported injuries on duty shall be handled by an appointed state Occupational Doctor.
- Only in a case where the accident or incident occurred outside Gauteng Province will an exception be made.
- The injured employee will carry the completed WCL1 form to the Doctor.
- Referrals to specialists for further treatment will be made by the Occupational Doctor who rendered first consultation services.
- The copy of the first medical report will be submitted to HRM and IHWP.

14.2 Follow-up treatments

- Follow-ups for treatments will be allowed up to the period of two years in line with the COID Act.
- If further medical treatment is required outside the prescribed period approval need to be obtained from the Director-General and there must be sufficient proof to indicate the necessity for the follow-up.

14.3 Leave

- All leave due to injury on duty will not be deducted from the normal sick leave but treated as Leave due to Occupational Injury or disease. However, the copy of the First medical report should accompany the leave form to support the leave taken
- In the event that the employee is declared permanently incapacitated or has to retire due to ill-health, the PILIR policy will apply.

14.4 Medical costs

- All medical costs claims for injury on duty will be covered by the Department.
- Officials who used their own medical aid to cover the medical expenses will be reimbursed (money refunded back to the medical aid).

14.5 Transport

- In the event that an employee is involved in an incident or an accident is to be taken to the hospital, the Department will provide transport.
- Trip authorization should be obtained from the responsibility manager of the affected employee.

15. Compensation for Occupational Injuries or Diseases

All claims for compensation will be dealt with in terms of the COID Act. Employees may be specifically required to submit medical examinations reports in order to claim compensation. Medical examination reports (first and progress/final); either for accidents or occupational diseases is often required by the COIDA office from medical practitioners once medical examinations have been completed.

The COIDA office is responsible for decision making in terms of compensation of employees and the liability for payment, and not the Department.

It should be noted that not all injuries or occupational diseases will be compensated.

16 Debriefing/Counselling

All employees who are involved in an accident/incident are entitled to undergo on-site trauma debriefing and further counseling.

If the counseling is outsourced the Department will cover the costs.

17. Record keeping

All records pertaining to Injuries on duty will be kept confidential. All copies of reports will be distributed between Internal Health and Wellness Programme and Human Resource Management.

18. Sources that can cause injury

18.1 Hazards or Risks

Hazards often constitutes risks, hence it is very crucial that they are reported. Employees are advised to report all hazards identified to their She representatives, so that these are minimized or eliminated. The following hazards, but not limited to may cause injury on duty

- Slippery floors and walkways
- Tripping hazards, such as hose links, electrical equipment lying around etc.
- Loose handrails or guard rails
- Open, loose or broken windows
- Leaks of steam, water, oil and other liquids
- Roof leaks and many others
- Intoxication/ under the influence of alcohol
- Taking medication during working hours – feeling drowsy
- Lifts that are not working properly
- Leaning on a chair
- Too much light
- Ventilation – too little/much air
- Inhalation of Chemicals
- Poor stacking or storage

19. Incidents/Accidents that constitute as IOD

Injury on duty may vary from slipping and falling, twisting of ankle, accidentally kicking an object, an object falling on top of a person, electrical shock, paper cut on finger, exposure to blood, inhaling of chemicals, back problems, eye strains due to light, car accident, physical fight, Occupational stress, etc.

19.1 Injury on-site

Any incident or accident that has occurred within the working premises, or office space provided for by the employer.

19.2 Injury outside premises

Any incident or accident that has occurred outside the building premises, e.g. while traveling due to work related matters or being deployed in another Province.

19.3 Psychological illness/disease or Occupational stress

Occupational stress comes as a result of stressful work situation. This may bring mental strain to the employee as a result the employee might acquire depression, cardio vascular disorder, burn out and other physical illnesses. Thus, this at the end will affect productivity and service delivery.

19.4 Disability as a result of IOD

An employee might as a result of an injury on duty encounter temporary or permanent disability or loss of limb. In such a case the employer will provide reasonable accommodation and the necessary support to the affected employee upon his or her return to work. in line with the Job access strategic framework.

19.5 Death as a result of IOD

To some extent Injury on duty might lead to fatal death of an employee.

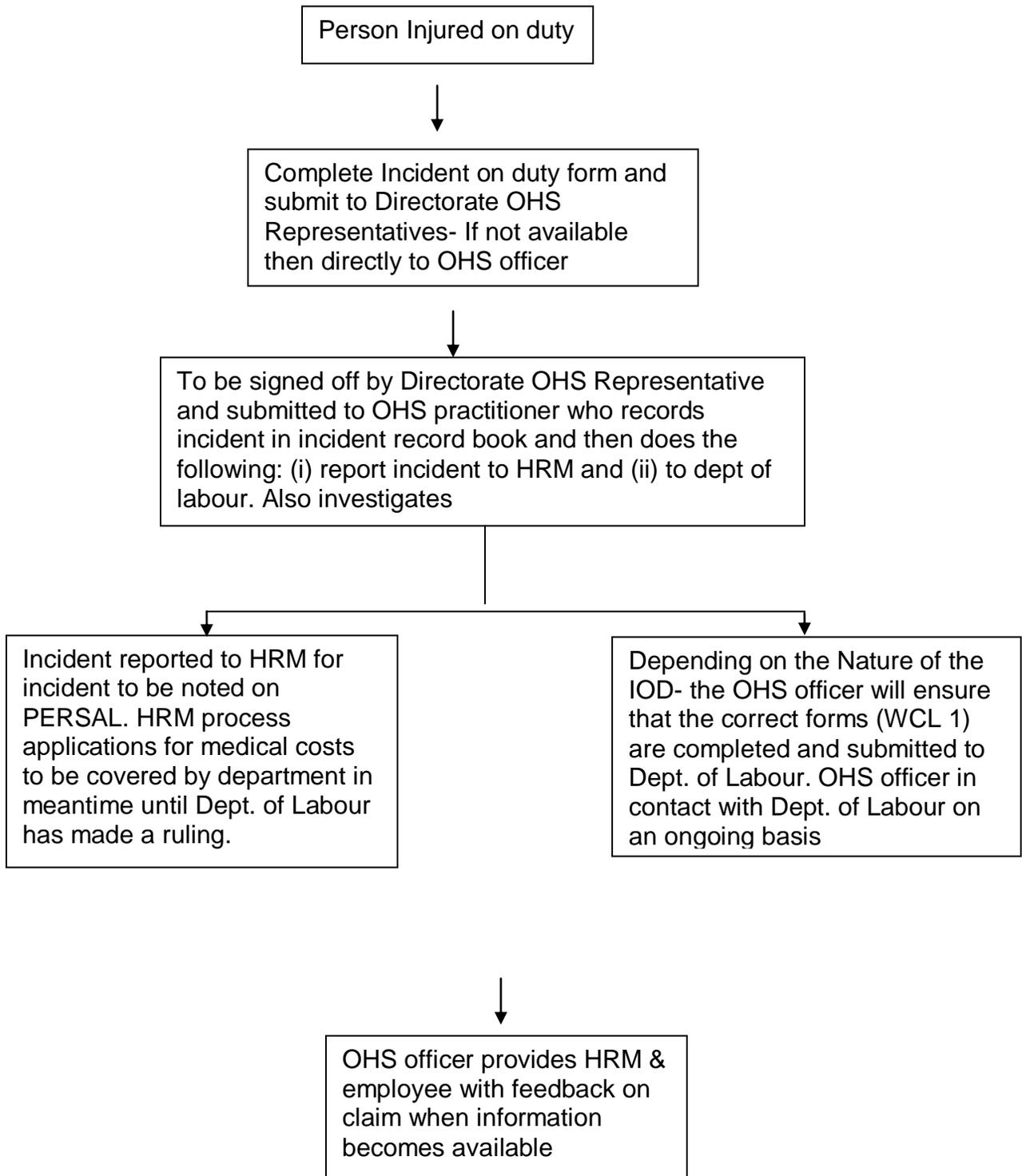
20. Acquired HIV in the workplace

In the event that an employee is exposed to any blood (i.e. while cleaning, involved in car accident, raped within the workplace), the incident will be reported within 24 hours, in case of rape the incident will be reported to the police.

It will be required that the affected employee goes for voluntary pre-post test counseling. The costs for the pre-post test counseling will be covered by the department.

All information will be dealt with confidentiality, through the Internal Health and Wellness Programme.

Annexure A: Flow Chart



Annexure B

Incident reporting form

ALL workplace related incidents / accidents need to be reported immediately / within 24 hours (before knock off time) by completing the form below

(PRINT FORM AND COMPLETE)

Date of reporting: _____

Date of incident: _____

Surname: _____

Names: _____

Date of Birth: _____

Unit within Branch: _____

Persal Number: _____

If no Persal number then ID number: _____

Problem: Type of incident / accident / what happened

Please tick appropriate block

| | | Part of Body injured/Injury | |
|-------|------------------------------|-----------------------------|--|
| (i) | Explosion of Air conditioner | | |
| (ii) | Fell on slippery floor | | |
| (iii) | Chemical Reaction | | |
| (iv) | Inhalation of paint fumes | | |
| (v) | Electrical shock | | |
| (vi) | Other List eg. fracture | | |
| (vii) | Motor Vehicle Accident | | |

Explanation in detail how injury happened:

Approved by the Director-General
Effective date:

Time of incident: _____

Location (Area) where incident occurred:

Witness (es) to incident: List names & contact details

| Name & Surname | Telephone Number | Cell Number | Email |
|---------------------------|-------------------------|--------------------|--------------|
| | | | |
| | | | |
| | | | |

Reported incident to:

(Incident reported when form completed and handed over to OHS Representative for your branch and a copy to OHS Practitioner (IHWP))

| Name of Directorate Rep | Directorate | Contact Details | Tick when done |
|--------------------------------|-----------------------------------|------------------------|-----------------------|
| | | | |
| Johnny Madiseng | Copy to OHS Officer (IHWP) | (012 336 1436) | |
| Paula Harding | Copy to HRM – | (012 336 1120) | |
| | | | |

Approved by the Director-General
Effective date: