



CAUTION CAUTION CAUTION CAUTION CAUTION

INJURY ON DUTY OR OCCUPATIONAL DISEASE

WHEN YOU SUSTAIN AN INJURY WHILE ON DUTY OR CONTRACT AN OCCUPATIONAL DISEASE, HERE ARE SIMPLE STEPS TO FOLLOW:

1. Report your injury or disease immediately to your employer or supervisor. Your employer is legally responsible for reporting your injury on duty the Compensation Fund within seven (7) working days of receiving notice from you and within fourteen (14) days when it is an occupational disease as well as submitting the necessary forms and documents.
2. When you go to hospital or the doctor of your own choice, you should take the form (W.Cl.2 – Part B), which has been completed by your employer, with you. This form is important as it contains all the correct information regarding your employer, your full names and how you were injured. It also shows that you were injured at work.
3. When the doctor gives you the First Medical Report (W.Cl.4) and Progress/Final Medical Reports (W. Cl.5), you must give them to your employer to send to the Compensation Fund. The First Medical Report is important to the Compensation Fund because the doctor has given a detailed clinical description of your injury or your condition. The Final Medical Report is also important, as it states the date when you are fit to go back to work and describes your permanent disablement, if any, as a result of the accident.
- * Keep in touch with your employer and make sure that he/she can get into contact with you. If you change your address, inform your employer and this office as soon as possible.
4. If you feel that your employer does not cooperate or assist you, or if you think your accident has not been reported to the Compensation Fund, or it is taking too long, go to your provincial office or nearest Labour Centre and report this.
5. Compensation is money paid by the Compensation Fund when an employee was injured on duty and to compensate you for the loss of wages and/or to pay medical expenses. No compensation is payable if you are unfit for work for three days or less. Medical expenses will, however, be paid. In the case where you have suffered a serious injury and you are unfit for work for three months and longer, your employer must pay you 75% of your wages/salary as at the time of the accident. Your employer will claim this back from the Compensation Fund. If you are off work more than three months, you must claim the compensation (salary/wages) directly from the Compensation Fund if the employer does not pay you anymore. For this purpose you should use the form Affidavit (W.CL. 132) to claim your compensation. We will also require your banking details to enable us to deposit the compensation into your bank account.
6. If the doctor indicates in the medical reports that you are temporary unfit for work, (an injury that will gets better, such as a cut) you will only get 75% of the salary you were receiving at the time of the accident. This will only be paid during the time that you are unfit for duty. You will not get any more money for your injury. No payment can be made for pain and suffering.
7. If the doctor indicates in the Final Medical Report that you have a permanent injury, such as deafness, blindness, loss of movement of a joint or an amputation of a limb or an injury that permanently disables you (for the rest of your life), it will be assessed according to the percentage of disability laid down in the COID Act. If your disability is assessed at 30% or less, you will be paid a lump sum, which is a once-off payment for that injury. If your disability is assessed at more than 30% you will be entitled to the payment of a monthly pension for life from the date of stabilisation of your condition which is reflected on the Final Medical Report. The amount of this pension is calculated on your salary at the time of the accident, your percentage of disability and the benefits applicable at the time of the accident.
8. **If you qualify for compensation submit the following documents to the Compensation Fund:**
 - Form (W.Ac.33 obtainable at your provincial office or your nearest Labour Centre or download if from www.labour.gov.za) must be duly completed and signed by the employee and stamped and dated by the bank
 - A certified original copy of the employee's ID
 - First page of the employee's bank statement, not older than three months and
 - Proof of residence i.e. water and electricity bill, etc.
 - These documents should be the ORIGINAL documents and not older than three months.

For more information go to your nearest labour centre or provincial office or call 0860 105 350

The Compensation Fund, Working for you!!!!



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Department:
Labour
REPUBLIC OF SOUTH AFRICA



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