

COMPENSATION FOR OCCUPATIONAL INJURIES AND DISEASES ACT, 1993

DIRECTIONS FOR THE TELEPHONIC REPORTING OF AN ACCIDENT ON DUTY

An accident must be reported:

Whenever an employee meets with an accident arising out of and in the course of his/her employment resulting in a personal injury for which medical treatment is required.

Whenever an employee reports any personal injury to his employer, if in making the report the employee alleges that such injury arose out of and in the course of his employment.

Telephone reporting has been developed to assist the employer in reporting an accident within the 7 days as stipulated in Section 39.(1) of the Act No. 130 of 1993.

Step 1: This form will assist you in gathering all the required information in the chronological order of the telephone reporting system to simplify two-way communication with the office of the Compensation Commissioner.

(The form is for your own use and need not be sent to the Commissioner's Office as you will be receiving a printout of the completed accident confirmation form, with the **CLAIM NUMBER**, within 24 hours after it has been reported to the Compensation Commissioner).

Step 2: As soon as possible after the accident happened the designated officer should phone the Telephonic Claims Reporting Section at the Compensation Office at the following number: (012) 319-9190

Step 3: After the Compensation Commissioner's operator has captured the information regarding the accident, the **CLAIM NUMBER** will be issued.

Step 4: Complete the **EMPLOYER'S JURY ON DUTY NOTIFICATION CARD**, which the injured employee has to take with him/her to the medical service provider. (please remember to fill out the Claim number)

Note: The **CLAIM NUMBER** that has been furnished must be reflected on all the documentation that is sent to the Compensation Commissioner and whenever there are any enquiries please remember to supply the **CLAIM NUMBER** as it will expedite the process.