



INJURY ON DUTY

PURPOSE

The purpose of this policy is to ensure that panel members report injuries timeously and follow the correct reporting procedure.

SCOPE

This policy applies to:

- MHR Assistant Branch Managers
- MHR Branch Managers
- MHR Clients
- MHR Coordinators
- MHR Panel Members
- MHR Payroll Officers
- MHR Recruitment Consultants
- MHR Senior Coordinators

POLICY STATEMENT

- Ensure a standard reporting procedure is implemented and followed.
- Ensure that injuries are reported timeously to INCON and MHR.

PROCEDURE

MHR PANEL MEMBER AND CLIENT

Step	Action
1	Any injury sustained during the work process assigned by MHR, must be reported immediately to the manager of the particular department at the client.
2	If the injury occurs after hours, report to the manager on duty at the client.
3	Notify the MHR office telephonically of your injury whilst on assignment. Note: Inform Branch Manager/Assistant Branch Manager/Senior Coordinator /Recruitment Consultant (admin panel member) during working hours <u>OR</u> the MHR Call Centre Coordinator after hours.
4	Manager of department at the client must send injured panel member to the: <ul style="list-style-type: none"> • INCON clinic (<i>during working hours</i>) or to the Emergency Centre (<i>after hours</i>). • Emergency Centre (<i>if an INCON clinic is not available at the client</i>).

INCON CLINIC (DURING OFFICE HOURS)

Step	Action
1	Panel member must complete an 'Incident report' (See Incident reporting policy).
2	INCON clinic to complete the following documents: <ul style="list-style-type: none"> Employer's report of an Accident (W.CL.2 (E)) Recording and investigation of incidents Annexure 1
3	INCON to email the completed 'Employer's report of an Accident (W.CL.2 (E))' to MHR for a signature. The Branch Manager/Assistant Branch Manager/Senior Coordinator to sign the form and email it back to INCON without delay.
4	INCON Professional Nurse to decide whether the injured person should consult a doctor and must ensure that all necessary documentation is completed.

EMERGENCY CENTRE AND CLIENT (After hours or at a client without an INCON clinic)

Step	Action
1	The following documentation to be completed and forwarded to INCON by the relevant client (Refer to Annexure 1 for INCON's contact details): <ul style="list-style-type: none"> Incident report Employer's report of an Accident (W.CL.2 (E)) Completed First Medical Report (W.CL. 4) or Final Medical Report of an Accident (W.CL.5) Recording and investigation of incidents Annexure 1 Medical account (made out to MHR) Sick certificate (if person is booked off due to the injury)
2	All necessary documentation to be processed by INCON.
3	INCON to email the completed 'Employer's report of an Accident (W.CL.2 (E))' to MHR for a signature. The Branch Manager/Assistant Branch Manager/Senior Coordinator to sign the form and email it back to INCON without delay.
4	The injured panel member must go back to the consulting doctor for the completion of the Progress/Final Medical Report of an Accident (W.CL. 5)
5	Progress/Final Medical Report of an Accident (W.CL. 5) to be forwarded to INCON

MHR BRANCH MANAGER/ASSISTANT BRANCH MANAGER/SENIOR COORDINATOR

Step	Action
1	Inform INCON during office hours of the panel member who was involved in an injury on duty (Refer to Annexure 1 for INCON's contact details).
2	Send the following panel member documentation to INCON: <ul style="list-style-type: none"> Certified copy of Identification document Certified copy of Driver's license (PrDP) (all ambulance personnel involved in a motor vehicle accident)

MHR PAYROLL OFFICERS

Step	Action
1	Calculate the WCA leave of the panel member on receiving the COID instruction from INCON (<i>Refer to the Payment of WCA Leave policy</i>).

ASSOCIATED DOCUMENTS

Title	Location/Number
Incident report	Client / INCON
Employer's Report of an Accident (W.CL. 2 (E))	Client / INCON
First Medical Report of an Accident (W.CL. 4)	Client / INCON
Progress / Final Medical Report of an Accident (W.CL. 5)	Client / INCON
Recording and investigation of incidents Annexure 1	Client / INCON
Policy: Incident Reporting	MHR website / intranet
Policy: Payment of WCA Leave	MHR website / intranet

ANNEXURE 1

INCON HEALTH CLINICS CONTACT DETAIL

Contact person: Christine Swanepoel
E-mail address: christine@incon.co.za
Phone number: 021 975 2694 Ext 2016
Fax number: 086 804 1408