



## INJURY ON DUTY

### PURPOSE

The purpose of this policy is to ensure that personnel report injuries timeously

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### SCOPE

This policy applies to

- MHR Panel Members
  - MHR Clients
  - MHR Management
  - MHR Coordinators
  - MHR Recruitment Consultants
  - MHR Payroll Officers
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### POLICY STATEMENT

- Ensure an organised system to handle different types of injuries
  - Monitor health and safety in the working environment
  - Ensure that injuries are reported timeously to the commissioner
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### PROCEDURE

#### MHR PANEL MEMBER AND CLIENT

Step	Action
1	All injuries sustained during the work process assigned by MHR, must be reported immediately to the manager of the particular department.
2	If the injury should occur after hours, to be reported to the manager on duty for the hospital.
3	Notify MHR office telephonically of your injury whilst on assignment <b>Note: Inform Branch Manager during working hours or MHR Call Centre Coordinator after hours.</b>

Step	Action
4	<p>Manager of department must send MHR panel member to:</p> <ul style="list-style-type: none"> <li>• INCON clinic or after hours to the Emergency centre</li> <li>• Emergency Centre if INCON clinic is not available at hospital</li> </ul>

#### **INCON CLINIC (DURING OFFICE HOURS)**

1	Panel member must complete the Near Miss / Adverse Event report (See Near Miss / Adverse Event policy)
2	<p>INCON clinic to complete the following documentation:</p> <ul style="list-style-type: none"> <li>• Employer's report of an Accident (W.CL.2 (E)) form</li> <li>• Recording and investigation of incidents Annexure 1</li> </ul>
3	The INCON Professional nurse will decide whether the injured person should consult a doctor and ensure that all necessary documentation gets completed

#### **EMERGENCY CENTRE (AFTER HOURS OR AT HOSPITAL WITHOUT INCON CLINIC)**

Step	Action
1	<p>The following documentation to be completed and forwarded to INCON (See Annexure 1 for INCON contact detail), by the relevant hospital:</p> <ul style="list-style-type: none"> <li>• Near Miss / Adverse Event report</li> <li>• Employer's report of an Accident (W.CL.2 (E))</li> <li>• Completed First Medical Report (W.CL. 4) or</li> <li>• Final Medical Report of an Accident (W.CL.5)</li> <li>• Recording and investigation of incidents Annexure 1</li> <li>• Medical account (made out to MHR)</li> <li>• Sick certificate (if person is booked off due to the injury)</li> </ul>
2	All necessary documentation will be processed by INCON
3	The injured person must go back to the consulting doctor for the completion of the Progress / Final Medical Report of an Accident (W.CL. 5)
4	Progress / Final Medical Report of an Accident (W.CL. 5) to be forwarded to INCON

**MHR****BRANCH MANAGERS**

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

**SENIOR PAYROLL CLERK**

Step	Action
1	Calculate the WCA leave of the panel member on receiving the COID instruction from INCON. See WCA Leave policy.

**ASSOCIATED DOCUMENTS**

Title	Location/Number
Near Miss / Adverse Event Record	Hospital
Employer's Report of an Accident (W.CL. 2 (E))	Hospital
First Medical Report of an Accident (W.CL. 4)	Hospital
Progress / Final Medical Report of an Accident (W.CL. 5)	Hospital
Recording and investigation of incidents Annexure 1	Hospital
Policy: WCA Leave	MHR website / office

**ANNEXURE 1**

**INCON HEALTH CONTACT DETAIL**

**Contact person:** Simone Bushby  
**E-mail address:** [coid@incon.co.za](mailto:coid@incon.co.za)  
**Phone number:** 021 975 2694 Ext 2010  
**Fax number:** 021 979 1797