ANNEXURE A

WCL.2 – THE ACCIDENT REPORT

(i) COMPLETION OF THE ACCIDENT REPORT (WCL.2)

- The details of the WCED **(The Employer)** (and not those of the school) must be supplied in Questions 1 to 11. Any missing information can result in the case being delayed.

- The registration number for WCED employees with regard to the reporting of a case is **1183/661/006X**. This number must be filled in on the document at all times as it represents the WCED as employer and enables the compensation commissioner to identify the cases.

- The above measures do not apply to persons employed by school governing bodies and therefore under no circumstances may the foregoing registration number be used in such cases.

- The employee who sustained the injury must answer Questions 12 to 62 in full in the presence of the **head of the institution** who must sign all WCL.2 forms. If these forms have not been completed fully, service delivery cannot be effective. All WCL.2 forms must be accompanied by a certified copy of the injured employee's identity document.

- All cases must be reported to the compensation commissioner by the WCED (**The Employer**) and not by the institution concerned. Paragraph A of the WCL.2 must therefore reflect the particulars of the WCED and not those of the school or institution.

- On receipt of the correctly completed WCL.2 form, this office will submit the case to the compensation commissioner for a ruling.

labour

Department:
Labour
REPUBLIC OF SOUTH AFRICA

COMPENSATION FOR OCCUPATIONAL INJURIES AND DISEASES ACT, 1993

Section 6(A) – Annexure 13

EMPLOYER'S REPORT OF AN ACCIDENT

(For official use only)

Claim No.: .....
Provincial Office
.....
Date .....

DIRECTIONS FOR COMPLETING OF FORM BY EMPLOYER

This form must be completed:

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

(2) Whenever an employee reports any personal injury to his/her employer, if in making the report the employee alleges that such injury arose out of land in the course of his/her employment.

(Where the accident has caused death, unconsciousness or amputation or where the injured employee is presumed unable to work for a period of at least 14 days, the Provincial Executive Manager of Labour must ALSO be notified by telephone or fax, without delay).

Step 1 Complete "Part A", page 1 of the form by giving full details, sign and date form where indicated.

Step 2 Detach "Part B" (an automatic copy of "Part A", page 1) by tearing it at the perforation, hand "Part B" to the employee and request him/her to hand it to the medical practitioner/chiropractor or the hospital concerned. **In serious cases "Part B" must be forwarded to the medical practitioner/chiropractor or the hospital without delay.**

Step 3 Complete "Part A", page 2 of the form by giving full details.

Step 4 **Forward the completed report of an accident together with a certified copy of the employee's ID and the First Medical Report (W.Cl.4) (If available) to:**

THE COMPENSATION COMMISSIONER
COMPENSATION HOUSE
CNR. SOUTPANSBERG AND HAMILTON ROAD
P.O. BOX 955
PRETORIA
0001

Call Centre 086 010 5350
Fax (012) 323-8627
(012) 325-6686
(012) 326-7889
(012) 323-6986

e-mail • cf-info@labour.gov.za
Website • http://www.labour.gov.za

N.B.:

1) Complete a separate form in respect of each injured employee.
2) This form must be delayed in expectation of the employee resuming employment or awaiting medical reports.
3) An employer who fails to report any accident within 7 days to the Compensation Commissioner on this form, shall be guilty of an offence in terms of the Compensation for Occupational Injuries and Disease Act, 1993 and may held liable for the full amount of compensation payable in respect of such accident.
4) An employer who fails to report accidents that have caused death, unconsciousness or amputation or cases where the injured employee is presumed unable to work for a period of at least fourteen days to the Provincial Executive Manager of Labour by telephone or fax, shall be guilty of an offence in terms of the occupational Health and Safety Act, 1993.
5) Use the appropriate form or the reporting of occupational diseases. (W.Cl.1).
6) If an injured employee should leave your employ, please keep record of the address where he/she can reached so that monies which might be payable to him/her from the Compensation Fund, can be sent to him/her with your assistance.
7) Minor injuries where no medical attention was required should not be reported, however a record should be kept of such injuries.

EMPLOYER'S REPORT OF AN ACCIDENT

COMPENSATION FOR OCCUPATIONAL INJURIES AND DISEASES ACT, 1993
Section 6(A) (b) – Annexure 13

Instructions:
Complete the form in block letters and mark appropriate areas (X)

(For official use only)
Claim No.: .....
Provincial Office
.....
Date .....

DECLARATION BY EMPLOYER OR AUTHORISED PERSON

I hereby declare that the particulars, shown in items 1 to 62 of this report, of an alleged injury on duty, are to the best of my knowledge and belief true and accurate.

Signed on this ..... day of .....year..... → **Signature** .....

EMPLOYER

1. Registered name with the Compensation Commissioner .....
2. Registered number of this business with the Compensation Commissioner
3. Contact person .....
4. Street address ..... 5. Postal code .....
6. Postal address ..... 7. Postal code ..... 8. Tel. no. (.....) .....
9.1 Fax no. (.....) ..... 10. Situation of business/farm .....
9.2 E-mail address .....
11. Nature of business, trade or industry .....

EMPLOYEE (CERTIFIED COPY OF IDENTITY DOCUMENT TO BE ATTACHED)

12. Is the injured person a | working director | working member of a CC | owner of | partner in the business? | Not applicable |
13. Surname ..... 14. First names .....
15. ID no. ..... 16. Date of birth ...../...../..... 17. Sex | Male | Female |
18. Marital state | Married | Single | 19. Citizen of .....
20. Personnel no. ..... 21. Occupation .....
22. Street address ..... 23. Postal code .....
24. Postal address ..... 25. Postal code .....
26. Tel. No. (.....) .....
27. Period in your employ (years/months) ...../..... 28. Expected period of disablement (days) | 0-13 days | 14 & more |

ACCIDENT

29. Date of accident ...../...../..... 30. Time .....
31. Place of accident ..... 32. District .....
32.2 Province .....
33. Date employee reported accident ...../...../..... 34. Time .....
35. What task was the employee performing at the time of the accident? .....
36. Period of experience in the task performed (years/months) ...../.....
37. Was his action at the time of the accident in connection with your trade or business? | YES | NO |
(If "no" state reasons on reverse side Part A page 3)
38. Short description of how the accident occurred. (**ALSO** mark the applicable items on the reverse side of Part A Page 3 and use same for a full description) .....
.....
(Refer the machine/process involved, whether the injured person fell or was struck and all the factors contributing to the accident).
39. Was the accident a traffic accident on a public road? | YES | NO |
40. Nature of injury sustained (e.g. index finger of right hand crushed) .....
Mark any of the following when applicable: | Killed | Amputation | Unconsciousness |
41. Are you satisfied that the employee was injured in the manner alleged by him? | YES | NO | If not, give reasons.
(If "no" state reasons on reverse side Part A page 3)
.....

PART A PAGE 2 MUST ALSO BE COMPLETED

Please complete in detail to ensure early finalisation.

(COMPULSORY TO COMPLETE)

PART A PAGE 2

Employer: ..... **Date of accident:** .....

Employee: ..... **Employee's ID No:** .....

FURTHER PARTICULARS OF EMPLOYEE

42. Earnings of employee at the time of accident:
Attach copy of payslip as at time of accident.

	R/Week	R/Month
Gross cash earnings: (Including average payments for overtime and/or commission of a constant character)		
Allowances of a recurrent nature:		
a) Bonuses (i.e. 13th cheque)		
b) Other allowances (specify nature)		
Cash value of:		
Free food		
Free quarters		
Other payment in kind (specify nature)		

43. In terms of section 47 of the Act an employer is obliged to pay an employee full compensation for the first three months of absence

44. Are you prepared to make further compensation payments after the first three months from the date of the accident? YES / NO

45. If you have already paid cash (earnings) to the employee, state the total amount R .....

46. For what period were such payments made? From ...../...../..... To ...../...../.....

47. Number of days per week worked by the employee .....

48. Date on which the employee ceased work due to accident ...../...../..... 49. Time .....

50. Did the employee complete his shift on the day that he ceased work? YES / NO

51. Date on which the employee resumed work ...../...../..... 52. Time .....

(If the employee will be off duty for an extended period, an interim Resumption Report (W.CI.6) must be submitted monthly).

53. If the employee was killed in the accident, state name and address of dependant of the employee. .....

.....

FURTHER PARTICULARS

54. Should the employee have any physical defect, have suffered from any serious disease prior to the accident or has previously received compensation for permanent disablement, give full particulars. .....

55. Was first aid given in this case? YES / NO

56. State the name of the medical practitioner/chiropractor who treated the employee. .....

57. If the employee received treatment at a hospital, state name of hospital. .....

58. Was the accident caused by the employee's: a) Deliberate non-compliance with directions? YES / NO

b) Reckless disregard of the terms of any law or statutory regulation designed to ensure the safety or health of employees or the prevention of accidents? YES / NO

c) Action while under the influence of liquor or drugs? YES / NO

(N.B. If any reply is in affirmative, the employee must furnish an explanatory statement which must then be attached hereto together with your comments thereon).

59. Name and address of anybody: a) Who witnessed the accident .....

b) Who was aware of the accident at the time .....

60. How many other employees were injured in the same accident? .....

61. If the accident was investigated by the SA Police, state name of Police Station and docket number applicable .....

.....

62. If motor vehicles were involved, furnish registration number/s. .....

ANY ADDITIONAL DETAILS CAN BE SUPPLIED ON PART A PAGE 3

Employer: ..... **Date of accident:** .....

Employee: ..... **Employee's ID No:** .....

38. Continuation of point 38 of the previous page. Contributing factors/causes applicable. (Mark the applicable item/s at A and B).

A)

Defective plant	
Defective machine	
Unfavourable conditions of work	
Fault of employer	
Fault of injured employee	
Fault of supervisor	

B)

Railway	
Building work	
Electricity	
Chemicals	
Poisoning	
Burns	

Explosions	
Rotating machine	
Press/Rollers	
Woodworking machine	
Lifting machine	
Hand tools	

Other machinery (Specify): .....

Any other contributing factors, not mentioned above (Specify): .....

The rest of this page may be used for any additional details or comments regarding the accident.

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

EMPLOYER'S REPORT OF AN ACCIDENT

(For official use only)

Claim No.: .....

Provincial Office

.....

Date .....

COMPENSATION FOR OCCUPATIONAL INJURIES AND DISEASES ACT, 1993

Section 6(A) (b) – Annexure 13

Instructions:

Complete the form in block letters and mark appropriate areas (X)

DECLARATION BY EMPLOYER OR AUTHORISED PERSON

I hereby declare that the particulars, shown in items 1 to 62 of this report, of an alleged injury on duty, are to the best of my knowledge and belief true and accurate.

Signed on this ..... day of .....20..... → **Signature** .....

EMPLOYER

1. Registered name with the Compensation Commissioner .....
2. Registered number of this business with the Compensation Commissioner
3. Contact person .....
4. Street address ..... 5. Postal code .....
6. Postal address ..... 7. Postal code ..... 8. Tel. no. (.....) .....
9.1 Fax no. (.....) ..... 10. Situation of business/farm .....
9.2 E-mail address .....
11. Nature of business, trade or industry .....

EMPLOYEE (CERTIFIED COPY OF IDENTITY DOCUMENT TO BE ATTACHED)

12. Is the injured person a | working director | working member of a CC | owner of | partner in the business? | Not applicable |
13. Surname ..... 14. First names .....
15. ID no. ..... 16. Date of birth ...../...../..... 17. Sex | Male | Female |
18. Marital state | Married | Single | 19. Citizen of .....
20. Personnel no. ..... 21. Occupation .....
22. Street address ..... 23. Postal code .....
24. Postal address ..... 25. Postal code .....
26. Tel. No. (.....) .....
27. Period in your employ (years/months) ...../..... 28. Expected period of disablement (days) | 0-13 days | 14 & more |

ACCIDENT

29. Date of accident ...../...../..... 30. Time .....
31. Place of accident ..... 32. District .....
32.2 Province .....
33. Date employee reported accident ...../...../..... 34. Time .....
35. What task was the employee performing at the time of the accident? .....
36. Period of experience in the task performed (years/months) ...../.....
37. Was his action at the time of the accident in connection with your trade or business? | YES | NO |
(If "no" state reasons on reverse side Part A page 3)
38. Short description of how the accident occurred. (**ALSO** mark the applicable items on the reverse side of Part A Page 3 and use same for a full description) .....
.....
(Refer the machine/process involved, whether the injured person fell or was struck and all the factors contributing to the accident).
39. Was the accident a traffic accident on a public road? | YES | NO |
40. Nature of injury sustained (e.g. index finger of right hand crushed) .....
Mark any of the following when applicable: | Killed | Amputation | Unconsciousness |
41. Are you satisfied that the employee was injured in the manner alleged by him? | YES | NO | If not, give reasons.
(If "no" state reasons on reverse side Part A page 3)
.....

PART A PAGE 2 MUST ALSO BE COMPLETED

Please complete in detail to ensure early finalisation.

PART B PAGE 2

DIRECTIONS TO MEDICAL PRACTITIONER/CHIROPRACTOR/HOSPITAL

(a) Only the Compensation Commissioner shall decide whether liability in respect of an accident should be accepted in terms of the provisions of the Act.

(b) If liability is not accepted by the Compensation Commissioner medical expenses cannot be paid from the Compensation Fund.

(c) The FIRST MEDICAL REPORT (W.CI.4) must be completed in ***duplicate*** and care must be taken to ensure that the full names of the employee and employer and the employee's ID number as shown on this form, appear thereon. The original must be sent to the employer as soon as possible whilst ***the duplicate must be kept by the medical practitioner/chiropractor or hospital together with this form.***

(d) The medical practitioner/chiropractor or hospital must send a specified account to the employer. if the account is still ***unpaid after 2 months this form together with the duplicate FIRST MEDICAL REPORT (W.CI.4)*** and specified account must be sent under cover of an ***Enquiry Regarding Unpaid Account (W.CI.20)*** to:

THE COMPENSATION COMMISSIONER
COMPENSATION HOUSE
CNR. SOUTPANSBERG AND HAMILTON ROAD
P.O. BOX 955
PRETORIA
0001

Call Centre 086 010 5350
Fax (012) 323-8627
(012) 325-6686
(012) 326-7889
(012) 323-6986

e-mail • cf-info@labour.gov.za
Website • http://www.labour.gov.za

PROVINCIAL OFFICES : DEPARTMENT OF LABOUR

TOWN	POSTAL ADDRESS	STREET ADDRESS	TELEPHONE	FAX
Durban	PO Box 940	Salmon Grove Chambers 407 Smith Street	031 - 366 2191/00 031 - 366 2097/98	031 - 305 7560
Cape Town	PO Box 872	4th Floor Westbank House Cnr. Riebeeck and Long Street	021 - 441 8000	021 - 441 8048
Bloemfontein	PO Box 522	Laboria House 43 Maitland Street	051 - 505 6248 051 - 505 6200	051 - 447 9353
Kimberley	P/Bag X5012	Laboria House No. 43 Cnr. Compound & Pniel Roads	053 - 838 1500 053 - 838 1616	053 - 832 8167
Pretoria	PO Box 393	Concillium Building 239 Skinner Street	012 - 309 5282	012 - 309 5142
Johannesburg	PO Box 4560	Annuity House 18 Rissik Street	011 - 497 3086 011 - 497 3283 011 - 497 3136	011 - 497 3293
Mmabatho	P/Bag X2040	Provident House, 2nd Floor University Drive	018 - 387 8100	018 - 384 2597
Witbank	P/Bag X7263	Labour Building Cnr Hofmeyer & Beatty Avenue	013 - 655 8700	013 - 690 2622
Polokwane (Pietersburg)	P/Bag X9368	Boland Bank Building 42a Shoeman Street	015 - 290 1740	015 - 290 1692
East London	P/Bag X9005	Laboria Building Cnr Church & Oxford Streets	043 - 701 3297 043 - 701 3000	043 - 743 2047