

SAPS Injury Management Practice Notes

Notification of an Injury

Objectives, Targets & Performance Indicators

Objective	Target	Performance Indicator
SAPS agencies have an implemented system regarding early notification of injury.	All SAPS agencies	Implemented policy/procedure

Purpose

SAPS employees provide notice of a work related injury to SAPS agencies within 24 hours of an injury occurring or as soon as they are aware of a work injury occurring.

Context

The Return to Work Act provides:

Notice of an injury is to be given to the employer by whom the worker is employed at the time of the occurrence	Section 16 (1)(a)
Notice of the injury to be given: a) if practicable within 24 hours after occurrence of the injury or as soon as possible after the occurrence b) As soon as the worker is aware of injury, if the worker was not immediately aware at the time of the injury c) As soon as practicable after the death of worker if the worker dies without becoming aware or before it was practicable to give notice	Section 16 (2)
Notice of injury to be given orally or in writing and details to be provided of the day and place, nature and cause of the injury	Section 16 (3)
Notice is deemed is to given if it is given to: o Any place of business of the employer o Any person under whose supervision the worker was employed at the time of the injury o Any person designated for that purpose by the worker's employer OR it is given to the employer in the manner prescribed by the regulations	Section 16 (4)
If a person provides oral notification they must, at the request of the person who receives the notification, complete a written statement in a form determined by the Corporation	Section 16 (5)
If it appears from a notice that the worker was not at the date of the notice in the employment of the employer from whose employment the injury arose, the Corporation must (where it is practicable to do so) send a copy of the notice to the employer	Section 16 (7)

SAPS Practice

SAPS agencies will have a documented process for notifying and reporting work place injuries. The process should consider:

- Time to report injuries i.e. within 24 hours or as soon as practicable
- How and to whom the notice should be given
- The day, time and place of the injury
- The nature and cause of the injury
- How injuries reported orally will be managed

In the event, notice of a work related injury is provided orally by the injured employee, SAPS agencies will request notice be verified in writing e.g. log/record via phone reporting system or agency injury/incident form.

Workplace injuries should be reported to the current (i.e. employing) SAPS agency. In the event, an injury is reported to another SAPS agency that is not the current employing agency, the SAPS agency should forward notification to the relevant SAPS agency.