

**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)

**MEDICAL ATTENTION:**  
SEEK MEDICAL ATTENTION AT DR.  
OR HOSPITAL WHO IS DEALING  
WITH INJURIES ON DUTY. IF YOU  
PAY YOUR OWN ACCOUNT YOU  
**MUST CLAIM THE MONEY BACK  
FROM THE COMPENSATION FUND.**

**DECLARATION BY EMPLOYER OR AUTHORISED PERSON (SUPERVISOR or LINE MANAGER)**

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 **UNIVERSITY OF PRETORIA**
2. Registered number of this business with the Compensation Commissioner **990000271167**
3. Contact person **A PIETERSON; N NGOMA**
4. Street address **ADMIN BLDG, ROOM 4-69 LYNNWOOD ROAD, HILLCREST** 5. Postal code **0083**
6. Postal address **PRIVATE BAG X 20, HATFIELD** Postal code **0028** 8.Tel no **(012) 420-3838 / 2083**
- 9.1 Fax no ..... 10. Situation of business/farm **HILLCREST**
- 9.2 Email address **annette.pieterson@up.ac.za; naomi.ngoma@up.ac.za**
11. Nature of business, trade or industry **HIGHER EDUCATION**

**EMPLOYEE (CERTIFIED COPY OF IDENTITY DOCUMENT TO BE ATTACHED) (COMPLETE ITEMS 12-41, ITEMS 47-62, page 3)**

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. Office tel no (.....) .....E-mail: .....
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 .....
- 33.2 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 (eg 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)**

Employer: UNIVERSITY OF PRETORIA Date of accident: .....

Employee: ..... Employee's ID o: .....

**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 (ie 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 dependent 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
- (NB: 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 and make and model.....

**ANY ADDITIONAL DETAILS CAN BE SUPPLIED ON PART A PAGE 3**

