



**COMPENSATION FOR OCCUPATIONAL INJURIES AND DISEASES ACT (COIDA)
POLICY**

2025/2026

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1. Introduction

The Compensation for Occupational Injuries and Diseases Act (COIDA), Act 130 of 1993, is a South African law that provides for compensation to employees who are injured, disabled, or become ill due to workplace-related activities or conditions. It also covers death resulting from such injuries or diseases.

This policy outlines the approach to ensuring proper reporting, support, and compensation for any work-related injuries or diseases affecting employees.

2. Objectives

The objectives of this COIDA Policy are to:

- 2.1. Ensure Legal Compliance:** Align the municipality with the requirements of the Compensation for Occupational Injuries and Diseases Act (COIDA), Act 130 of 1993, and any subsequent amendments.
- 2.2. Promote Employee Welfare:** Provide prompt support, treatment, and compensation for employees who are injured or contract an occupational disease while performing their duties.
- 2.3. Establish Clear Procedures:** Define responsibilities and processes for reporting, documenting, and managing workplace injuries and diseases.
- 2.4. Minimize Disruption and Risk:** Reduce the impact of occupational injuries and diseases on business operations through effective case management and return-to-work strategies.
- 2.5. Encourage a Culture of Safety:** Reinforce a workplace culture that prioritizes health, safety, and employee well-being to prevent occupational incidents.

3. Definitions

- 3.1. COIDA:** The Compensation for Occupational Injuries and Diseases Act (Act 130 of 1993), legislation that provides for compensation to employees who are injured, disabled, or contract diseases in the course of their employment.
- 3.2 Injury on Duty (IOD):** Any physical harm or medical condition sustained by an employee as a direct result of performing work-related duties.
- 3.3 Compensation Fund:** A fund administered by the Department of Employment and Labour that provides compensation for occupational injuries and diseases.
- 3.4 WCL Forms:** Standardized forms prescribed under COIDA for reporting workplace injuries and diseases, including but not limited to WCL 2 (Employer's Report), WCL 4 (Medical Report), and others.

3.5 Employer: Municipal Managers, responsible for municipal compliance with COIDA obligations.

3.6 Employee: Any person employed by Mandeni Municipality, including permanent staff, councillors contract workers, interns, and temporary workers, who are covered under COIDA while performing duties in terms of their employment.

3.7 Medical Practitioner: A health professional registered with the Health Professions Council of South Africa (HPCSA) authorized to diagnose, treat, and report on occupational injuries and diseases.

3.8 Return-to-Work Program: A structured plan developed by the employer to support employees in resuming work duties after recovery from an injury or illness.

4. Scope

This policy applies to all employees of Mandeni Municipality including Councillors, contract employees and interns who suffer work-related injuries or diseases during their employment.

5. Policy Statement

5.1 The Municipality shall:

5.1.1 Register and maintain status of good standing with the Compensation Fund.

5.1.2. Submit accurate annual returns of earnings (ROE) to the Department of Employment and Labour.

5.1.3 Report all occupational injuries and diseases to the Compensation Commissioner within the legally stipulated timeframes.

5.1.4 Cooperate with all investigations by the Department of Labour or Compensation Fund.

6. Responsibilities

6.1 Employer Responsibilities

6.1.1 Provide a safe working environment and take reasonable steps to prevent injuries.

6.1.2 Ensure employees are aware of IOD procedures. (workshop and training)

6.1.3 Provide immediate assistance and arrange for medical attention.

6.1.4 Record and report all IOD incidents in accordance with legal requirements.

6.1.5 Investigate the cause of the injury and implement corrective measures.

6.1.6 Facilitate communication with relevant authorities such as the Compensation Commissioner.

6.1.7 Ensure proper transportation of the injured employee to a medical facility, once it has been confirmed with the supervisor that the employee was on duty at the time of the incident.

6.1.8 In cases where a councillor is injured, the Speaker of Council shall confirm that the councillor was on duty at the time the incident occurred.

6.1.8 Complete and submit the required IOD report forms

6.2 Employee Responsibilities

6.2.1 Report any injury sustained on duty immediately to a supervisor or manager.

6.2.2 Seek medical assistance if necessary.

6.2.3 Cooperate with investigations and provide accurate information.

6.2.4 Follow prescribed medical treatment and rehabilitation plans.

7. Procedures

7.1 Reporting an Injury or Disease

7.1.1 The employee must report any work-related injury or disease to their supervisor immediately (within 24 hours)

7.1.2 The HR office, after confirming with the supervisor, must complete the WCL 2 Form (Employer's Report of Accident) as part of the claim process.

7.1.3 HR must submit the form to the Compensation Fund within 7 days for injuries or 14 days for diseases.

7.2 Immediate Response

Employee Action:

7.2.1 Notify the supervisor/manager immediately after sustaining the injury.

7.2.2 If the injury is serious, the supervisor must request emergency medical assistance.

7.2.3 Document the injury with photos and witness statements, if possible.

7.3 Transportation to a Medical Facility

7.3.1 If the injury is minor, the employer may arrange transportation to the nearest public hospital or company-approved private clinic.

7.3.2 If the injury is serious, emergency medical services (ambulance) must be called immediately.

7.3.3 If a private hospital is used and there is a need for upfront payment the employer will cover that amount considering budget and then submit a claim to Compensation Fund to be reimbursed

7.4 Documentation and Reporting

7.4.1 The injured employee must complete an incident Report Form and submit it to their supervisor within 24 hours.

7.4.2 The OHS Office must complete an Employer's IOD Report Form

7.4.3 Witness statements must be collected and attached, if applicable.

7.4.4 Submit the First Report of Injury (WCL 2) to the Compensation Commissioner within 7 days.

7.4.5 A medical practitioner must complete the WCL 4 Medical Report for submission.

7.5 Employees on Extended Shifts and Standby Duty

7.5.1 Employees working 24-hour shifts who sustain an injury during their shift are covered under IOD policies.

7.5.2 Employees on standby are covered only if the injury occurs while actively responding to a work-related call or duty, the confirmation of duty must be confirmed to the supervisor to ensure that the employee was on duty.

7.6 Investigation and Corrective Action

7.6.1 The OHS Representative must conduct a investigation to determine the cause of the injury.

7.6.2 Findings must be documented, and corrective actions implemented.

7.6.3 Disciplinary actions may be taken in case of negligence.

7.6.4 Safety protocols must be reviewed and updated.

8. Compensation and Return to Work

- 8.1 Employees may be eligible for compensation benefits under COIDA.
- 8.2 The employer must assist in processing claims.
- 8.3 Medical clearance is required before returning to work.
- 8.4 A Return-to-Work Program will be implemented to support reintegration.
- 8.5 If private facilities are used, the employer must submit claims for reimbursement.

9. Confidentiality

All IOD reports and medical information will be treated with strict confidentiality and only shared with authorized personnel as required by law.

10. Non-Compliance

Failure to report injuries or submit claims on time may result in:

- 10.1 Delayed or denied compensation for employees.
- 10.2 Fines or penalties for the employer.

11. Review and Updates

This policy will be reviewed annually and updated as necessary to reflect changes in legislation or organizational procedures.

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MUNICIPAL MANAGER
S.G. KHUZWAYO

30/06/2025
DATE