

CLAIMTRAC Training Material Content

Demonstrate basic understanding of procedure for submission of compensation claims

PART 1 OVERVIEW OF LEGISLATION

- ★ Acronyms and Terms
- ★ Introduction to IOD Terms
- ★ Evaluate Understanding
- ★ Relevant South African Legislation
- ★ Compensation for Occupational Injuries & Diseases Act
- ★ Occupational Health & Safety Act
- ★ Mines Health & Safety Act
- ★ Regulations, Standards and Notices

PART 2 HOW DOES COID WORK?

- ★ Employer Registration
- ★ Letter of Good Standing

PART 3 EMPLOYEE MEDICALS

- ★ Base-Line Medicals
- ★ Periodic Medicals
- ★ Exit Medicals

PART 4 COMPENSATION - COVER

- ★ Who is entitled to cover? - Employees
- ★ Non-Employees
- ★ Who is not entitled to Cover? - Persons Not Within Your Employment
- ★ Refusal to Pay Compensation

PART 5 COMPENSATION - WHEN CAN YOU CLAIM?

- ★ Main causes of injuries, diseases and fatalities
- ★ What Claims Can Be Submitted?
- ★ Employee's Responsibility
- ★ Appeal System
- ★ Levels of Disability

PART 6 COMPENSATION - EARNINGS

- ★ Overview
- ★ Temporary Disablement
- ★ Compensation for Permanent Disablement
- ★ Compensation for Death
- ★ Pension Pay-Outs - Annual Verification
- ★ When will a claim not be paid?
- ★ When is a Claim finalised?
- ★ Penalties

PART 7 INVESTIGATIONS

- ★ Occupational Injuries Diseases
- ★ Record Keeping

PART 8 PROCESSING A CLAIM

- ★ Initiate - Reporting an Occupational Injury
- ★ Process - Submitting an Injury Claim
- ★ Conclude - Finalising an Injury Claim

PART 9 REPORTING AN OCCUPATIONAL DISEASE

- ★ Additional information or documentation may be required

PART 10 LEARNER ASSIGNMENTS

- ★ Practical Exercise - Case Studies
- ★ Case Study 1 - One Injured Employee
- ★ Case Study 2 - Two injured Employees - One Death and One Fracture
- ★ Assignment - Case Study
- ★ Assignment - Site Specific Case Study

PART 11 CONCLUSION

- ★ Course Addendums
- ★ Definitions
- ★ Schedule 2 - Injury
- ★ Schedule 3 - Occupational Disease
- ★ Schedule 4 - Calculating Compensation
- ★ Sample - W.As.2 - Registration of Employer with Compensation Fund
- ★ Annexure 1 - Recording and Investigation of Incidents
- ★ Sample - W.Cl.1 Employer's Report of An Occupational Diseases
- ★ Sample - W.Cl.2 - Employer's Report of an Accident
- ★ Sample - W.Cl.4 First Medical Report
- ★ Sample - W.Cl.5 - Final - Progress Medical Report
- ★ Sample - W.Cl.6 - Resumption Report
- ★ Sample - "Letter of Good Standing"
- ★ Example - Draft Copy Statement
- ★ Pre / Post Assessment - Model Answers



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