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How to Report an Occupational Accident with the Compensation Fund if you are an employer

The Compensation for Occupational Injuries and Diseases Act requires employers to report all accidents at work.

Reporting an accident

When employers want to report an accident, they must use the following steps:

Step 1: Fill in the form

Employers must fill in Part A of the W.Cl.2 form. You can get the form at any labour centre or on the website.

Step 2: Give the form to the doctor

Employers must tear off Part B of the W.Cl.2 form and give it to the doctor or hospital as soon as possible.

Step 3: Send the forms to the Compensation Fund

Employers must send the form to the Compensation Fund as soon as possible. They do not have to wait for the part the doctor has to fill in. Once employers receive the doctor's part of the form, they can send that too.

They can send it to:
The Compensation Commissioner
PO Box 955
Pretoria
0001

Step 4: Pay compensation to the worker

Employers must pay compensation to the worker for the first 3 months after the accident. The Compensation Fund will refund the employer for this.

Step 5: Send follow-up forms

Employers must send the First Medical Report (W.Cl.4) as soon as they get it from the doctor.

If the worker stays away from work for a long time, employers must get the Progress Medical Report (W.Cl.5) from the doctor and send it to the Fund every month.

When the worker starts to work again, employers must send the Resumption Report (W.Cl.6), together with the Final Medical Report (W.Cl.5) to the Compensation Fund.