

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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