

Injuries on duty (IODs) and Medical Emergencies

Departmental Meeting, April 2025



Stellenbosch
UNIVERSITY
IYUNIVESITHI
UNIVERSITEIT

forward together
sonke siya phambili
saam vorentoe



Photo by Stefan Els

Injuries on duty (IODs)

Procedure in case of Injuries on Duty (IODs) as regards Stellenbosch Campus

Reference number of this document	GN0132
HEMIS classification	
Aim	To establish a procedure for the governance and reporting of injuries on duty
Type of document	Procedure
Accessibility	General (external and internal)
Implementation date	Before 2011
Review date/frequency	As the need for amendments arises
Previous reviews	January 2011
Owner of this procedure	Vice-Rector: Social Impact, Transformation and Personnel
Institutional functionary (curator) responsible for this procedure	Chief Director: Human Resources

Injuries on duty (IODs)



3. Procedure for IODs during office hours

For the purposes of the procedure below '**during office hours**' means 08:00 to 17:00.

3.1 Minor injuries

IODs of this degree must be reported to the line manager (see par. 1 above). The departmental first-aid officer must provide the necessary medical care.

3.2 More serious injuries

IODs of this degree must be reported to the line manager (see par. 1 above) and the injured person transported to CHS (7 Claassen Street, between the SU residences Metanoia and Heemstede).

3.2.1 CHS offers a patient transport service.

3.2.2 Call 021 808 3494/3496/3492 to make arrangements.

3.3 Serious injuries

3.3.1 IODs of this degree must be reported to the line manager (see par. 1 above) and transport by ambulance (10177 or 0841 24) must be arranged for the injured person to **Stellenbosch Mediclinic**, 1 Elsie Du Toit Drive, Stellenbosch. (021 x 861 2000).

3.3.2 The IOD also must be reported as quickly as possible either to reception at CHS (021 808 3494/3496/3492) or to Ms Alverisha Williams at the Division for Remuneration (021 808 4552).

Injuries on duty (IODs)

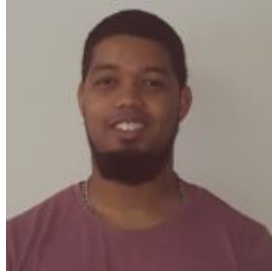
4. Procedure for IODs outside office hours

- 4.1 All injuries and instances of an occupational disease must be reported to Protection Services, in Merriman Avenue (tel. 021 808 4666).
- 4.2 All other injuries that require medical assistance must be referred to **Stellenbosch Mediclinic, 1 Elsie du Toit drive** (tel. 021 861 2000).
- 4.3 Seriously injured persons must be transported to Mediclinic by ambulance.

1. Assess the situation and handle it!
 - First Aid Kit
 - First Aider
 - Campus Health Services (CHS)
 - Mediclinic
2. Report the injury to your **line manager** and a safety office **on the day** of the injury
3. A WLC2 (Employee Report of an Accident) needs to be completed by the health care provider, i.e. CHS or Mediclinic, and submitted to SU's Remuneration Division within 24 hours.

Safety officers

- 1st Floor – Brent Gideons



- 2nd Floor – Manie Arendse



- 3rd Floor – Larry Morkel



- 4th and 5th Floor – Hilton Johnson



- 2nd Floor Lab – Kenan Cloete



- 4th Floor Lab – Hilton Johnson



- Workshops – Pietro Petzer and Manie Arendse



First Aiders



Brent



Callen



Kenan



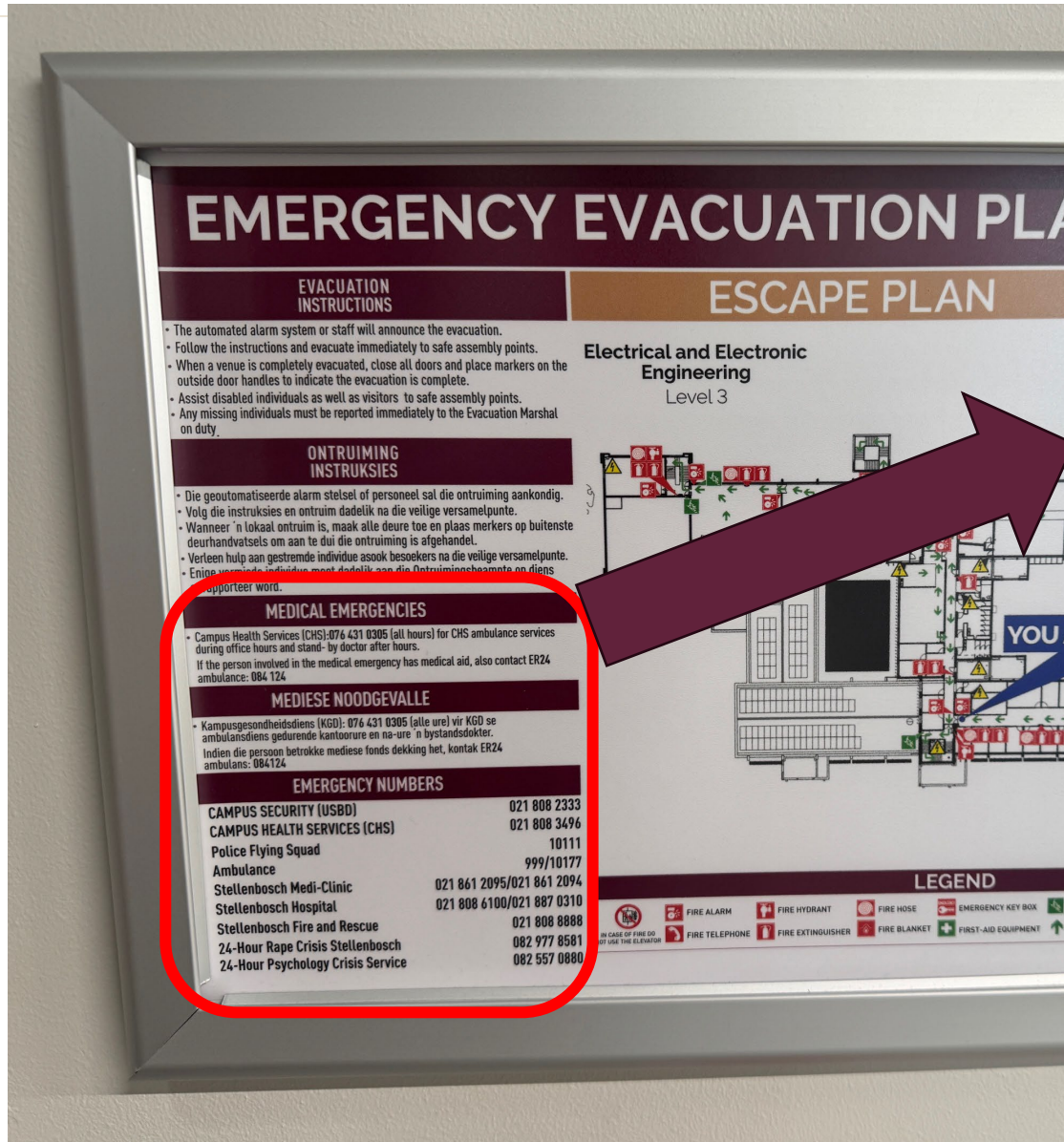
TeaKay

First Aid Kits



- Undergraduate labs
- Postgraduate areas
- Workshops
- Third floor (Inside Johan Booysen's office)

Contact Numbers:



MEDICAL EMERGENCIES

- Campus Health Services (CHS): **076 431 0305** (all hours) for CHS ambulance services during office hours and stand-by doctor after hours.
- If the person involved in the medical emergency has medical aid, also contact ER24 ambulance: **084 124**

MEDIIESE NOODGEVALLE

- Kampusgesondheidsdiens (KGD): **076 431 0305** (alle ure) vir KGD se ambulansdiens gedurende kantoorure en na-ure 'n bystandsdokter.
- Indien die persoon betrokke mediese fonds dekking het, kontak ER24 ambulans: **084124**

EMERGENCY NUMBERS

CAMPUS SECURITY (USBD)	021 808 2333
CAMPUS HEALTH SERVICES (CHS)	021 808 3496
Police Flying Squad	10111
Ambulance	999/10177
Stellenbosch Medi-Clinic	021 861 2095/021 861 2094
Stellenbosch Hospital	021 808 6100/021 887 0310
Stellenbosch Fire and Rescue	021 808 8888
24-Hour Rape Crisis Stellenbosch	082 977 8581
24-Hour Psychology Crisis Service	082 557 0880

Contact Numbers:

OR



Thank you
Enkosi
Dankie



Photo by Stefan Els