

CLAIMTRAC TRAINER'S KIT COURSE CONTENT ©

Working Unit Standard 259610 "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
- ★ Recap ★

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 ★



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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 ★

OTHER TRAINER'S KITS FROM INTRA

ACTRAC	Occupational Health & Safety Act
CLAIMTRAC	Injuries & Diseases Claims
CONREGS	Construction Regulations 2014
ELECTRAC	Introduction to Electricity
FALLTRAC	Working @ Heights & Fall Arrest
FIRETRAC	Fire Prevention & Protection
FIRSTRAC	1st Aid [Approval & Accreditation]
HASREP	Health & Safety Rep & Committee
HIRA	Hazard Identification Risk Assessment
INDUCTOR	Induction & Awareness
INVESTRAC	Incident Investigation
NOISETRAC	Noise-Induced Hearing Loss
SUPERTRAC	Supervisory Management Skills



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