



OCCUPATIONAL DISEASE MANAGEMENT POLICY

PURPOSE

The purpose of this policy is to ensure the correct management of occupational diseases.

SCOPE

This policy applies to:

- MHR Personnel
 - MHR Panel Members
 - Client Facilities
 - Occupational Health Service Providers
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POLICY STATEMENT

- Ensure a systematic approach to the management of occupational diseases at work.
 - Ensure that occupational diseases are reported timeously to the Compensation Commissioner.
 - Monitor health and safety in the working environment.
 - Occupational disease events must be reported in accordance with the '*MHR Event Reporting Policy*', the applicable MHR occupational health policies, and the relevant client patient safety, occupational health and incident reporting processes.
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DEFINITIONS

Term	Definition
Occupational disease	A disease arising out of and in the course of employment as defined by applicable legislation.
Occupational health hazard	Any biological, chemical, physical, ergonomic or psychosocial factor that may adversely affect health.
Occupational Health Service Provider	The service provider appointed by MHR to assist with occupational health management and COIDA administration.

RESPONSIBILITIES

Confidentiality Responsibility

All medical information, reports and occupational health records must be handled confidentially and processed in accordance with applicable privacy, confidentiality and record-management requirements.

Person	Responsibilities
Client	- To ensure a safe work environment for panel members. - To adhere to the Occupational Health and Safety Act 85 of 1993 (OHS Act) and its regulations. - To provide preventative training programmes to ensure a safe work environment. - To manage all diseases while on duty as per the OHS Act and regulations.
Occupational Health Clinic/other	- To manage panel members exposed to occupational diseases accordingly. - To manage the relevant documentation and ensure that it is sent to the applicable MHR representatives and the Occupational Health Service provider (INCON) timeously. - To report all occupational diseases to the Compensation Commissioner.
MHR	- Ensure that any suspected occupational disease, occupational disease, or occupational health hazard is managed appropriately and that affected panel members receive the necessary assessment, treatment, referral and follow-up. - Monitor case progress until closure. - Support occupational disease reporting requirements. - Maintain relevant records and documentation. - Ensure panel members receive appropriate occupational health referrals and follow-up care.
Panel Member	- Report occupational diseases or suspected occupational diseases immediately upon diagnosis, suspicion or notification to the line manager at the client and MHR management. - To submit original ID or certified copy thereof when reporting exposure to an occupational disease. - To adhere to the client's Infection Prevention Control policy and principles.
Emergency Centre	Emergency Centre to assess and manage the panel member according to the applicable occupational disease, exposure management and treatment protocols contained in the client's policies.

PROCEDURE

1. Actions to be taken by the panel member after exposure

Step	Action
1.1	To report any on-duty suspected occupational disease, occupational disease, or exposure to an occupational health hazard immediately to the manager/supervisor as per the client's <i>Occupational Disease</i> policy.

2. Actions to be taken by the line manager on duty and the SHE representative:

Step	Action
2.1	The manager at the client requests the panel member to complete a ' <i>Near Miss/ Adverse Event Report</i> ' and signs the completed report (<i>See Event Reporting Policy</i>).
2.2	The manager/supervisor must send the panel member to the Occupational Health Clinic, if available. Alternatively, the panel member must be referred to an Emergency Centre for assessment by a Medical Doctor.
2.3	The panel member or client must notify MHR telephonically of the exposure. Note: Inform the MHR Regional Management during working hours <u>OR</u> the MHR Service Centre Coordinator after hours (Tel: 0860 647 647) If the panel member has been referred to an Emergency Centre after hours, MHR must inform the Occupational Health Service Provider (<i>See Annexure A for the contact details</i>).

3. Actions to be taken by Occupational Health Clinic (If the client has a clinic and an incident occurred during clinic hours):

Step	Action
3.1	Occupational Health Clinic Sister to complete the following documentation: '<i>Employer's Report of an Occupational Disease (W.Cl.1(E) form)</i>' (Salary details to be obtained from MHR) '<i>Recording and Investigation of Incidents (Annexure 1)</i>'
3.2	The Occupational Health Clinic Sister to forward all relevant documentation to the Occupational Health Service Provider (<i>See Annexure A for the contact details</i>) for further action on the applicable case.
3.3	The Occupational Health Service Provider (<i>See Annexure A for the contact details</i>) must report the applicable Occupational Disease to the Office of the Compensation Commissioner and will follow up until this case is finalised.

3.4	All necessary documentation will be processed by the Occupational Health Service Provider (See Annexure A for the contact details). <i>'Resumption Report (W.Cl.6)'</i> to be completed by the employer immediately after the employee has resumed work. Where an employee is booked off duty for a lengthy period, interim reports must be submitted.
3.5	The Occupational Health Clinic Sister must ensure the panel member returns to the consulting doctor to complete the <i>'Progress/Final Medical Report/s for an Occupational Disease (W.Cl.26)'</i> monthly until the case is finalised.
3.6	All <i>'Progress/Final Medical Report/s of the case (W.Cl.26)'</i> must be forwarded to the Occupational Health Service Provider (See Annexure A for the contact details).

4. Actions to be taken by the Emergency Centre (EC) (If the client doesn't have a clinic or if the incident occurs after hours):

Step	Action
4.1	The manager at the client requests the panel member to complete a <i>'Near Miss/ Adverse Event Report'</i> and signs the completed report (See <i>Event Reporting Policy</i>).
4.2	Manager/supervisor to complete the following documentation: <i>'Employer's Report of an Occupational Disease (W.Cl.1(E) form)'</i> (Salary details to be obtained from MHR) <i>'Recording and Investigation of Incidents (Annexure 1)'</i>
4.3	The Manager/Supervisor shall send the exposed panel member, with a copy of the above-mentioned documentation, to the Emergency Centre for assessment by a Medical Doctor.
4.4	All documentation regarding the Occupational Disease received by the doctor to be handed back to the Manager/Supervisor, who will forward the report and all the other relevant documentation to the MHR Management Representative and the Occupational Health Clinic, who will then send it to the Occupational Health Service Provider (See Annexure A for the contact details), to be reported to the Office of the Compensation Commissioner.

5. Occupational Health Clinic/Occupational Health Service Provider Head Office (INCON)

Step	Action
5.1	All necessary documentation will be processed by the Occupational Health Service Provider (See Annexure A for the contact details). <i>'Resumption Report (W.Cl.6)'</i> to be completed by the employer immediately after the employee has resumed work. Where an employee is booked off duty for a lengthy period, interim reports must be submitted
5.2	All <i>'Progress/Final Medical Report/s of the case (W.Cl.26)'</i> must be forwarded to the Occupational Health Service Provider (See Annexure A for the contact details).

6. MHR Regional Manager or nominated MHR Senior Representative

Step	Action
6.1	The MHR representative to follow up that the affected panel member went back to the consulting doctor for the completion of the 'Progress/Final Medical Report/s of an Occupational Disease (W.Cl.26)' monthly until the case is finalised

ASSOCIATED DOCUMENTS AND POLICIES

Legislative framework:

- Compensation for Occupational Injuries and Diseases Act (COIDA)
- Occupational Health and Safety Act 85 of 1993
- Applicable client occupational health policies

Other Relevant Documents and Policies	Location/Number
MHR Event Reporting Policy	MHR Policies and Documents Intranet Page / MHR Website
MHR Payment of WCA Leave Policy	MHR Policies and Documents Intranet Page / MHR Website
Near Miss/ Adverse Event Report	MHR Policies and Documents Intranet Page / MHR Website
Recording and Investigation of Incidents (Annexure 1)	MHR Policies and Documents Intranet Page / Client / COID Online Forms
Employer's Report of an Occupational Disease (W.Cl.1(E))	MHR Policies and Documents Intranet Page / Client / COID Online Forms
Notice of Occupational Disease and Claim for Compensation (W.Cl.14)	MHR Policies and Documents Intranet Page / Client / COID Online Forms
First Medical Report in Respect of an Occupational Disease (W.Cl.22)	MHR Policies and Documents Intranet Page / Client / COID Online Forms
Progress/Final Medical Report in Respect of an Occupational Disease (W.Cl.26)	MHR Policies and Documents Intranet Page / Client / COID Online Forms
Resumption Report (W.Cl.6)	MHR Policies and Documents Intranet Page / Client / COID Online Forms

ANNEXURE A: MHR OCCUPATIONAL HEALTH SERVICE PROVIDER (INCON) HEAD OFFICE CONTACT DETAILS

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