



POLICY & PROCEDURE

HOW TO MANAGE WORK RELATED INJURY & ILLNESS

POLICY STATEMENT

First Responder Training will provide all the necessary support relating to occupational injury or illness to Students and Colleagues.

PURPOSE

The purpose of this policy is to:

1. State the internal and local requirements for benefits and support relating to occupational injury or illness
2. Provide reference to the insurance cover and other benefits available relating to occupational injury or illness
3. Define the process of obtaining benefits and making a claim for compensation

SCOPE

This policy applies to all instructors/employees employed by First Responder Training. This policy does not apply to any contract workers, third party contractors, vendors, visitors, guests, etc

RESPONSIBILITIES

Employees/Instructors

1. To report any & all occupational injuries or illness to Managing Director.
2. To seek medical attention for any occupational injury or illness without delay.
3. To submit a written report on the occurred event without delay, if the patient's condition allows it

Managing Director

1. To ensure that the colleagues receives appropriate medical care without delay
2. To document and report all incidents of occupational injury or illness to the appropriate Authorities
3. To action and comply with any corrective action recommendations
4. Meet with the effected colleague at least monthly and document progress in the healing process.

Human Resources

1. To document and report any occupational injury or illness to the relevant entities
2. To provide support to colleagues to obtain applicable benefits and making a claim
3. To verify the occupational injury report

First Aider(s) & Paramedic

1. Provided medical treatment as per qualifications
2. Investigate the incident to confirm the circumstances related to the incident and provide corrective action
3. Document and communicate the incident details to the required parties.

POLICY

First Responder Training will provide all the necessary support relating to occupational injury or illness of any colleague by:

1. Providing employed colleagues with comprehensive Workman's Compensation insurance cover that provides a level of benefits that meet local legislated requirements
2. Ensuring all colleagues are enrolled into Healthcare and Workman's Compensation products during their period of employment
3. Ensuring that all insurance premium payments are made so that cover is continuous during the period of employment
4. Facilitating the reimbursement of all costs relating to an occupational injury or illness which are not specifically covered by or claimed under the insurance benefits including but not limited to transport costs, insurance deductibles and excesses, document and report fees
5. Providing for time off work for days absent due to occupational injury or illness as indicated on an attested medical certificate in accordance with UAE labour law
6. Paying compensation during the period of absence equivalent to the regular rate of pay for the duration of the treatment or for a period of six months, whichever is shorter. Where treatment lasts longer than six months, compensation shall be paid at half of the regular rate of pay for a further six months, or the colleague recovers, or a disability is confirmed, or the colleague dies, whichever occurs first
7. Ensuring all documentation and reports relating to an occupational injury or illness are completed and that all relevant entities are notified
8. Providing support and work place adjustments to ensure an integrated return to work if applicable
9. Investigating and assessing each occupational injury or illness incident and providing recommended corrective actions where necessary.

6. PROCEDURE

Human Resources

1. Submit the necessary team member data to the Healthcare and Workman's Compensation Insurers so that all colleagues are covered from their date of arrival in Dubai or their first working day if locally hired and up until their official last working day
2. Immediately update the Insurer of any changes to a colleague status affective the level of benefits or cover
3. Ensure the timely completion and submission of occupational injury or illness forms by manager or managing director and log all such incidents
4. Notify the relevant entities of occupational injury or illness incidents
5. Arrange for colleague assessment

Finance

1. Process and pay the required Workman's Compensation premiums to the Insurers
2. Review occupational injury or illness reports and apply a notice of claim if required
3. Process and pay compensation accordingly

Colleagues

1. Immediately obtain appropriate medical care according to your medical
2. Immediately report any occupational injury or illness to Managing Director

TRAINING REQUIREMENTS

Manager

1. In-service training on compiling Incident Reports

REFERENCES

UAE Federal Labour Law 1980

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