

**First report to the Dept Labour / Minerals and Energy\* regarding a  
WORK-RELATED UPPER LIMB DISORDER (WRULD)**

<b>FROM:</b>	
Company/mine* name: _____	
Physical address: _____	Code: _____
Postal address: _____	Code: _____
Contact person: _____	
Phone: _____	Fax: _____
Cell: _____	E-mail: _____

<b>TO:</b> <u>Provincial Executive Manager of Labour / Regional Principal Inspector of Mines*</u>	
<b>ATTENTION:</b> _____	
Postal address: _____	Code: _____

<b>The following work-related upper limb disorder was reported as an occupational disease to the Compensation Commissioner at the above-mentioned company/mine*:</b>
Definitive diagnosis: _____
Date of definitive diagnosis: _____
Date of reporting to the Compensation Commissioner: _____
Alleged cause of this disease: _____
Name of employee: _____

**A copy of the documentation that was sent to the Compensation Commissioner to report this case is attached to this cover letter.**

According to the *Compensation Commissioner's Guidelines for Occupational Health Practitioners and Employers to Manage WRULDs*, we will submit the following documentation to you in the near future as part of our legal obligation to assess and adequately manage health risks in the workplace:

**Within 3 months after making the definitive diagnosis:**

1. Ergonomics report
2. Action steps to:
  - ♦ Implement the ergonomic recommendations
  - ♦ Manage health surveillance
  - ♦ Negotiate a health and safety policy on the prevention of WRULDs

**Within 6 months after making the definitive diagnosis:**

1. A review on the progress made regarding the implementation of the ergonomics plan of action
2. A summary by an occupational health practitioner regarding the progress made in the implementation of a medical surveillance programme.
3. The negotiated policy on the prevention of WRULDs signed by the management, labour union representatives, the Health and Safety Committee and an occupational health practitioner.

**Signature:** \_\_\_\_\_ **Name (print):** \_\_\_\_\_ **Date:** \_\_\_\_\_

\* Delete which is not applicable.