

# Workers Compensation

## Overview

This provides for compensation of workers for injuries suffered or occupational diseases contracted in the course of employment, or for death resulting from such injuries or diseases and for matters incidental and connected to the foregoing.

- When a worker gets injured or contracts a work related disease he or she must report the injury or the disease to his or her employer immediately or within 10 days of incurring such.
- Where a worker has given such notice the employer should have him or her examined by a medical practitioner named by the employer.
- The employer should report the injury to the Department of Labour within 17 days by completing the prescribed form (BL form 43/10)
- Application for workers compensation has to be made to the nearest Labour office within 12 months from the date the injury was incurred.

## Who is eligible?

Workers Compensation is awarded to employees who incurred injuries or contracted occupational diseases/illnesses during the course and scope of their employment, these include all employees such as;

- Farm Workers
- Domestic Workers
- Security Guards
- Private Sector
- Parastatal
- Government Employees

## How do I get this service?

- When a worker gets injured or contracts a work related disease he or she must report the injury or the disease to his or her employer immediately or within 10 days of incurring such.
- Where a worker has given such notice the employer should have him or her examined by a medical practitioner named by the employer.
- The employer should report the injury to the Department of Labour and Social Security (DLSS) or Department of Occupational Health and Safety (DOHS) within 17 days by completing the prescribed form (BL form 43/10)
- Application for workers compensation has to be made to the nearest DLSS /DOHS Offices within 12 months from the date the injury was incurred.

In order to access this service, employers of the injured worker should submit the following:

- Form 43/10
- Form 43/02
- Form 43/03 (to be completed by medical practitioner)
- Form 43/07 (to be completed by Insurance Company)

In order to access this service, applicants must complete the following steps:

- Download, complete the Workers' compensation form and submit with supporting documents to the nearest office
- Once the workers compensation forms are received by the department, assessment of the claim begins and acknowledgement letter written to the employer copied to the claimant
- If the claim legible the Labour Officer compute and write an award letter to the employer copied to the claimant.

### **What supporting documents are required?**

- Statement from 2 witnesses
- Statement from the injured worker
- Covering letter/statement from the employer
- Police report if it's a Road Traffic Accident or Assault
- Post-mortem and Death Certificate in case of fatalities

### **How long will this service take?**

The process depends on management of the injury by medical practitioner

### **How much does it cost?**

No cost

### **Where can I get more information on this Service**

#### **Contact Numbers**

Department of Occupational Health and Safety  
Ministry of Employment Labour Productivity and Skills Development  
Private Bag 00241  
Block 8, Government Enclave  
Gaborone

Tel. (+267) 3732700

Fax. (+267) 3952261

Processing of claims around the country in all District Labour Offices but completed forms can be hand delivered or posted to the nearest office of the department.

Opening hours: 7:30 to 12:45, and 13:45 to 16:30, Monday to Friday, except public holidays.