

IOD Flowchart

Injured On Duty



 **STEP 1: INCIDENT OCCURS**
Employee Injured / Exposed

 **STEP 2: IMMEDIATE RESPONSE**
First Aid & Remove from Danger

 **STEP 3: REPORTING (SAME DAY)**


- Report to Supervisor
- Notify HR / OHS

 **STEP 4: MEDICAL TREATMENT**

- Send to Approved Doctor

 **STEP 5: DOCUMENTATION**

- Complete Incident Report & COIDA Form

 **STEP 6: OFFICIAL SUBMISSION**

- Submit Claim Within 7 Days

 **STEP 7: INVESTIGATION**

- Identify Causes & Fix Issues

 **STEP 8: MEDICAL FOLLOW-UP**

- Monitor Recovery

 **STEP 9: REHABILITATION (NEW 2026)**

- Develop Return-to-Work Plan

 **STEP 10: RETURN TO WORK**

 **STEP 11: CASE CLOSURE**

CRITICAL ESCALATION

- Needle Stick Injury
- Violence / Assault
- Hospitalisation
- Death

ESCALATE IMMEDIATELY!

