



Policy on Health and Productivity

Version control

Version : 02

Publishing Date : February 2022

Review Date : No sooner than 18 Months and no later than 3 years after the
Publishing date

Responsible Manager: Director for Corporate Services

Recommended


Mr. Crouch

7-2-2022

Date

Approved by the Head of Department:


Mr. MP Dichaba

14.03.2022

Date

Table of Contents

1. Policy Aim:3

2. Policy Scope3

3. Legislative Framework3

4. Policy Statement3

5. Review And Distribution6



Policy Aim:

1. This Policy aims to ensure that the Department is committed to the promotion of the general health of employees through awareness, education, risk assessment, and support. It is committed to mitigate the impact and effect of communicable and non-communicable diseases on the productivity and quality of life of individuals.

Policy Scope

2. This policy applies to all employees of the Department of Transport Safety and Liaison regardless of salary level, race and gender.

Legislative Framework

3. This policy draws upon the following legislation:
 - The Constitution of the Republic of South Africa of 1996
 - Employment Equity Act, 1998 (Act No.55 of 1998)
 - Basic Conditions of Employment Act, 1997 (Act No. 75 of 1996)
 - Labour Relations Act, 1995 (Act No. 66 of 1995)
 - Disaster Management Act , 2002 (Act No. 57 of 1997)
 - Medical Schemes Act, 1998 (Act No. 131 of 1998)
 - Occupational Health and Safety Act, 1993 (Act No. 85 of 1993)
 - Compensation for Occupational injuries and Diseases Act, 1993 (Act No. 130 of 1993)
 - Promotion of Equality and prevention of unfair Discrimination,2000 (Act No 4 of 2000)
 - Mental Health Care Act, 2002 (Act No. 17 of 2002)
 - National Health Care Act, 2003 (Act No. 60 of 2003)

Policy Statement

4. It is the policy of the Northern Cape Department of Transport, Safety and Liaison:
 - 4.1. Operationalize the **Employee Health and Wellness Strategic Framework for the Public Service** and promote the general health of employees through awareness, education, risk assessments and support.

- 4.2. To focus on the areas of Disease Management, Mental Health Management, and Injury on Duty & Incapacity due to Ill health and Occupational Health Education and Promotion.
- 4.3. To reduce healthcare costs by improving quality of life for individuals with chronic conditions by preventing or minimizing the effects of a disease, or chronic condition and medical surveillance.
- 4.4. To help employees manage their lives successfully, and provide them with the emotional and spiritual resilience to allow them to enjoy life and deal with distress and disappointment.
- 4.5. To reduce absenteeism from work, abuse of sick leave, injuries on duty, ill health retirement, incapacity leave, occupational diseases and health risks.
- 4.6. To enhance the knowledge levels of individuals, help catalyze and reinforce behavior change while intentionally leading to improved health and productivity
- 4.7. To provide prevention programmes (such as awareness programmes on different illnesses, distributing brochures).
- 4.8. To manage human and legal rights, and access to justice.
- 4.9. Promote occupational health education.
- 4.10. To respond to the needs of the designated groups such as women, older persons, people living with disabilities and people living with HIV.
- 4.11. To promote healthy integration and embrace change and confidentiality as well as ethical behavior.

Roles and Responsibilities

5. The **Accounting Officer** or his/her delegate shall be responsible for:
 - 5.1. The appointment of relevant employee health and wellness structures to enhance productivity and social functioning of all employees.
 - 5.2. Providing Support options which are confidential and non-stigmatized.
 - 5.3. Reviewing employment practices to ensure that staff are not discriminated against on the basis of health status.
 - 5.4. Ensuring that departmental systems/procedures/delegations enable efficient Health and Productivity Management Programme implementation.

5.5. Ensuring that injury on duty and incapacity due to ill health is managed in terms of the Policy and Procedure on Incapacity Leave and Ill-Health Retirement (PILIR).

6. The **Employee** shall be responsible for:

6.1. Ensuring that he/she registers early into disease management programmes in order to manage the disease and enhance productivity in the public services.

6.2. Participating in care and preventative programmes to minimize the effects of a disease or chronic condition through integrative care and preventative care.

6.3. Taking reasonable care for the health and safety of himself/herself and other persons who may be affected by his/her acts or omissions.

6.4. If involved in any incident which may affect his/her health or which has caused an injury to him/herself, report such an incident to his/her employer or to his/her health and safety representative, as soon as possible.

7. The **Health and Safety Committee** is responsible to:

7.1. Review the effectiveness of health and safety measures.

7.2. Identify potential causes that influence productivity in the workplace.

7.3. In collaboration with the employer, examine the causes of incidents at the workplace and investigate complaints by any employee relating to employee's health and productivity at work.

7.4. Oversee the implementation of the wellness policy and programmes in the workplace.

7.5. Make recommendations to the employer regarding any policy matter and implementation procedures including any matters affecting the wellness of the employees.

7.6. Keep records of each recommendation made to the employer.

7.7. Inspect the workplace, including any article, substance,

7.8. Discuss any incident or condition of the workplace which might have a negative impact on the wellbeing of employee.

7.9. Involving Labour Relation organisations.

8. The **Employee Health and Wellness Practitioner** is responsible for:

8.1. Promoting work-life balance for employees.

- 8.2. Coordinating activities of peer educators. (in instances where these are used usually from NGO's, the peer educators are directed by the coordinator when rendering any service in the Department)
- 8.3. Making provisions for counselling to individual employees and to their immediate family members.
- 8.4. Form Organizational support initiatives i.e.:
 - 8.4.1. Health and Productivity Management promotion at an organizational level.
 - 8.4.2. Develop Governance and Institutional Initiatives.
 - 8.4.3. Develop relationship with stakeholders.
 - 8.4.4. Develop and implement an ethical framework for Health and Productivity Management.
 - 8.4.5. Develop the management standards for Health and Productivity Management.
 - 8.4.6. Develop and maintain an effective communication system.

Review and Distribution

1. The senior manager for Corporate Services is responsible for this policy and for ensuring that it is reviewed and updated.
2. This policy will be reviewed no sooner than 18 months but not later than 3 years after the last publication date. If necessary, an updated version will be issued, if not a formal cover letter will be issued to supplement the cover of this Policy (identifying a revised publication date).
3. The senior manager for Policy and Planning will distribute updated versions to:
 - Member of the Executive Council
 - Head of Department
 - All senior managers who will in turn distribute to their staff as appropriate.

