



co-operative governance
& traditional affairs

MPUMALANGA PROVINCE
REPUBLIC OF SOUTH AFRICA

SHERQ POLICY

2018/19



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1. PREAMBLE

The SHERQ pillar deals with the intangible and tangible factors of safety, health environment and quality management for purposes of optimal health and safety of employees, the safety of citizens and sustainability of the environment. The management of occupational and general risks and quality of government products and service. The pillar is in response to National Legislation that includes occupational Health and Safety Act of 1993.

2. SCOPE OF APPLICATION

This policy is applicable to all the employees of the Department of Co-operative governance and Traditional Affairs.

3. DEFINITIONS

In this policy any term to which a meaning has been assigned in the Public Service Act bears that meaning, unless the context otherwise indicates.

3.1” Occupational Health “includes occupational hygiene, occupational medicine and biological monitoring.

- a. **“Occupational hygiene”** is the discipline of anticipating, recognizing, evaluating and controlling health hazards in the working environment with the objective of protecting worker health and well-being and safeguarding of the community at large.
- b. **“Environment”** surroundings in which organization operates , including air, water, land, natural resources, flora, fauna, humans and their interaction.
- c. **“Hazard”** means any source of/ or exposure to danger.
- d. **“Risk”** means probability that injury or damage will occur.
- e. **“HOD”** means Head of the provincial Department.
- f. **“Senior Manager”** means a member of the senior management services who is tasked with the championing the SHERQ management programme.
- g. **“Employee”** means a person appointed in terms of section 9 the Public Service Act 1994 and employment of Educators Act of 1998.
- h. **“Health and Safety Representative”** means a representative of workers that each and every worker who has more than 20 employees in his employment at the workplace, shall within four months after the commencement of this Act or after commencing business, or from such time as the number of employees exceeds 20, as the case may be, designate in writing for a specific period health and safety representative for such workplace or for different sections thereof.

3.2. “Health and Safety Committee” means the committee that initiates, develop, promote, maintain and review measures to ensure that the health and safety of employees at work. The employer shall in respect of each workplace

where two or more health and safety representative have been designated, establish one or more health and safety committees and they must be established under section 19 of the Occupational Health and Safety Act 85 of 1993.

3.3. "Steering Committee" "means the committee that is a vehicle of coordination, communication, consultation, which seeks to establish harmonized communication of the EH&W Framework, build commitment for its implementation and create avenues through collaborative initiatives can be forged.

4. OBJECTIVES

The objective for this policy is to:

- 4.1 Improve occupational health and safety by controlling the health hazards in the workplace.
- 4.2 Have healthy and safe public service that environment that is safe for both public servants and community at large.
- 4.3 have public service that can identify and manage risks and improve quality of services and;
- 4.4 Guide the public service on how to manage risks, eliminate illness, diseases and accidents.

5. MISSION

The Department of Co-operative Governance is committed to:

- 5.1 Ensure that the public service is committed to the provision and promotion of a healthy and safe working environment for employees and clients utilizing government infrastructure; and
- 5.2 assess and control risks through the enforcement of the occupational Health and Safety Act of 1993 (Act No.85 of 1993).

6. PRINCIPLES

- 6.1 The SHERQ management principles are underpinned by the following principles:
- 6.2 Focus on the levels of employment
- 6.3 Responding to the needs of the designated groups, such as women, older persons, persons with disabilities and people living with HIV&AIDS.
- 6.4 Representatives of the targeted groups, a non sexist, non racist and fully inclusive public service
- 6.5 Equality and non discrimination upholding the value that discrimination of any grounds should be eliminated.
- 6.6 Healthy integration and embracing change
- 6.7 Human dignity, autonomy, development and empowerment.
- 6.8 Barrier free Public Service
- 6.9 Collaborative Partnership
- 6.10 Confidentiality and ethical behavior.

7. LEGAL FRAMEWORK

The policy should be read in conjunction with the following:

- 7.1 WHO Global strategy on Occupational Health for All.
- 7.2 WHO Global Workers' plan 2008- 2017

- 7.3 ILO Decent Work Agenda 2007- 2015
- 7.4 ILO Promotional Framework for Occupational Safety Convention 2006
- 7.5 Occupational Health and Safety Convention, 1981 (No.155)
- 7.6 ILO Declaration on Fundamental Principles and Rights at Work and follow up, 1988
- 7.7. United Nations Millennium Declaration and Development Goals (MDG's)
- 7.8 United Nations Convention on the Rights of persons with Disabilities.
- 7.9 OHSAS 18001
- 7.10. WHO Commission on Social Determinants of Health.

8. STRATEGIC FRAMEWORK FOR SHERQ MANAGEMENT WITHIN THE PUBLIC SERVICE.

- 8.1 Constitution of the Republic of South Africa, Act 1996
- 8.2 Disaster Management Act, 2002 (Act No. 57 of 2002)
- 8.3 Basic Conditions of Employment Act 1997 (Act No.75 of 1993)
- 8.4 Employment Equity Act 1998 (Act No.55 of 1998)
- 8.5 Occupational Health and Safety, 1998(Act No. 85 of 1993)
- 8.6 Labour Relations Act 1995(Act No. 66 of 1995)
- 8.7 Access Control Act
- 8.8 National Disaster Management Framework
- 8.9 Waste Management Act
- 8.10 National Building Regulations and Building standards Act 1977 (Act No, 103 of 1997)
- 8.11 Compensation for Occupational Diseases and injuries Act, 1193 (Act No. 130 of 1993)

9. ROLE PLAYERS AND RESPONSIBILITIES

9.1 The Head of Department:

- 9.1.1 Provide and maintain, as far as reasonably practicable, a working environment that is safe and without risk to the health employees.
- 9.1.2 Ensure that there is written policy concerning the protection of the health and safety of employees at work, and the safety of the general public.
- 9.1.3 Appoint a designated senior manager in writing to champion the SHERQ programme in the workplace.
- 9.1.4 Designate in writing the specified period; health and safety of representatives for the workplace or different stations thereof
- 9.1.5 Establish one or more safety committees and consult with the committee with a view to initiating, developing, promoting, maintaining and reviewing measures to ensure the health and safety of employees at work.
- 9.1.6 Ensure Total Quality Management Systems are in place.

9.2 Designated Senior Manager

9.2.1 Develop a Capacity building programmes i.e.

- a) Promote competence development of practitioners
- b) Improve capacity development of auxiliary functions (OD, HR, IR, Skills Development, change management etc) to assist with the SHERQ promotion at an organizational level.
- c) Establish e- Health and Wellness information systems

9.2.2 Form organizational support initiatives i.e.

- a) Establish SHERQ steering committee
- b) Ensure Human Resources planning and management
- c) Develop integrated SHERQ information system

- d) Provide physical resources and facilities
- e) Ensure financial planning and budgeting

9.2.3 Develop Governance and Institutional initiative

- a) Mitigate the impact of Diseases on the economy
- b) Ensure responsiveness to Millennium Development Goals
- c) Integrating NEPAD, AU and Global programmes for the economic sector.

9.3 The SHERQ Coordinator:

- a) Coordinate the implementation of SHERQ , project and interventions
- b) Plan, monitor, and manage SHERQ according to strategies , policies and budgetary guidelines
- c) Identify personal development needs for individual
- d) Analyze and evaluate data and communicate information, statistics and results to various stakeholders and management

9.4. Health and Safety Representatives

- 9.4.1.** Review the effectiveness of health and safety measures
- 9.4.2** Identify the potential hazards and potential incidents at the workplace
- 9.4.3** In collaboration with the employer, examine the causes of incidents at workplace, investigate complaints by any employee's health or safety at work.
- 9.4.4** Make representation to the employer on general matters affecting the health and safety of employee at work.
- 9.4.5** Inspect the workplace, including any article, substance, plant machinery or health and safety equipments at the workplace with the view to improve the health and safety of employees.
- 9.4.6** Participate in consultations with inspectors at the workplace and accompany inspectors on inspections on workplace.
- 9.4.7** in their capacity as health and safety representatives attend the meetings of the health and safety committee of which they are members, in connection with any of the above functions.
- 9.4.8** Act as a focal point for the distribution of the evidence based and generic health and wellness promotional material at workplace.
- 9.4.9** Take initiatives to implement awareness activities, or to communicate health and wellness information at workplace.
- 9.4.10** Act as a referral agent of employees to relevant internal or external health support programmes.
- 9.4.11** is involved in the identification of health risks at workplace.
- 9.4.12** obtains and makes condoms and femidom available at the workplace and provides usage education thereof.
- 9.4.13** initiates and arranges staff training with regard to employee health and wellness
- 9.4.14** ensure adherence to standards asset by legislation, regulations, SABS ISO, and DOL

10. HEALTH AND SAFETY COMMITTEE:

- 10.1** make recommendations to the employer or, where recommendations fail to resolve the matter, to an inspector regarding any matter affecting the health or safety of persons at the workplace or any section thereof for which such committee has been established.

- 10.2 discuss any incident at the workplace or section thereof in which or in consequence of which any person was injured , became ill or died , or and may in writing report on the incident to an inspector.
- 10.3 keep record of each recommendation made to an employer and of any report made to an inspector.
- 10.4 ensure adherence to standards as set by legislation, regulations, SABS, ISO and DOL
- 10.5 Involve labour relations movement

11. THE EMPLOYEE

- 11.1 take reasonable care for the health and safety of him/her and other persons who may by his /her act or omissions.
- 11.2 obey the health and safety rules and procedures laid down by his/her employer **or any authorized person in the interest of health and safety.**
- 11.3 report as soon as practicable any unsafe or unhealthy situation which comes from his / her attention, to the employer or health and safety representative for his /her workplace or section thereof.
- 11.4 if involved in any incident which may affect his/her health or which caused an injury to him/herself , report such incident to his/her employer or to his/her health and safety representative , as soon as practicable.
- 11.5 comply with standards as set by legislation, regulations, SABS, ISO and DOL.

12. THE STEERING COMMITTEE

- 12.1 Draw lessons from policy implementation, monitoring and evaluation.
- 12.2 Assess the impact of SHERQ on the ongoing transformation of the Public Service
- 12.3 Consistently measure the impact of SHERQ on productivity of the Public Service
- 12.4 Coordinate the efforts of Departments to address the strategic and SHERQ related issues.
- 12.5 ensure that information is cascaded at all levels in the provinces and in the Departments, in Directorates and in Institutions as well as stakeholders and supporters.

13. LABOUR REPRESENTATIVES

- 13.1 Represent employees in the workplace
- 13.2 Ensure that the employers fulfill mandates of OHS ACT and Regulations in order to optimize Health and Safety in the workplace.
- 13.3 Sit in OHS committee meetings.
- 13.4 Make representation to the employer on agreed issues affecting the health and safety of employees at the workplace.

14. IMPLEMENTATION

- 14.1 The generic implementation plan for EH&W is the alignment of the logical framework commonly used in policy , programme and project management (inherent in the result based model) and the 12 components of effective M&E system and the organizational structure for the implementation of EH&W .

- 14.2** An effective, efficient and implementable monitoring and evaluation system is required for this SHERQ policy to be successful in measuring achievements of the policy objectives.
- 14.3** Departments will be expected to develop indicators as appropriate for Micro Macro and Meso levels of governance. The implementation of this policy will follow the result based model. Regular reviews of progress on SHERQ programmes should be conducted. T
- 14.4** He reviews should be conducted quarterly through reports submitted to DPSA by all the Departments.

15. FINANCIAL IMPLICATIONS

The cost associated with the implementation of this policy must be met with individual Department's budget.

16. MONITORING AND EVALUATION

Monitoring and Evaluation have a significant role to play in the SHERQ interventions as it assists whether the programme is appropriate; cost effective and meeting the set objectives. The 12 components that should be included in the SHERQ M&E systems are:

- 16.1** organizational Structure with E&W M&E functions
- 16.2** Human Capacity for EHW Monitoring and Evaluation
- 16.3** Partnership to plan, coordinates, and manages the Monitoring and Evaluation system
- 16.4** National multi-sectoral EHW EH&W M&E plan
- 16.5** Annual costed national EH&W work plan
- 16.6** Advocacy, Communications, and culture for EH&W monitoring and evaluation
- 16.7** Routine EH&W programme monitoring
- 16.8** Survey and Surveillance
- 16.9** National and Sub-National EH&W Database.
- 16.10** Supportive supervision and data auditing.
- 16.11** EH&W evaluation and research
- 16.12** Data dissemination and use.

17. REVIEW OF POLICY

This policy will be reviewed annually or as and when the need arises and it should be in line with legislations and prescripts.

18. CONTRAVENTIONS

Any person who contravenes or fails to comply with any provision of this policy may be subjected to disciplinary action.

THUS DONE AND APPROVED BY THE ACCOUNTING OFFICER

APPROVED/ ~~NOT APPROVED~~



MR TP NYONI

HEAD: CO-OPERATIVE GOVERNANCE AND TRADITIONAL AFFAIRS

DATE 29/03/2018