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Department:  
Roads and Public Works  
NORTHERN CAPE PROVINCE  
REPUBLIC OF SOUTH AFRICA

# **HEALTH AND PRODUCTIVITY MANAGEMENT POLICY**

Version 2  
July 2018

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## **1. PREAMBLE**

The rationale and intended outcome of this policy is to advocate for the principles of workers right to enjoy highest attainable standards of physical and mental health and favourable conditions. The workplace should not be detrimental to health and wellbeing. Primary prevention of occupational health hazards should be given priority.

## **2. SCOPE OF APPLICATION**

The policy shall apply to all employees of the Department of Roads and Public Works.

## **3. OBJECTIVES**

The objectives of this policy are:

- 3.1. Focus on the areas of Disease Management, Mental Health Management, Injury on Duty and Incapacity due to ill-Health and Occupational Health and Promotion.
- 3.2. Reduce Health costs and improving quality of life for employees with chronic conditions by preventing or minimizing effects of a disease, or chronic conditions.
- 3.3. Helps employees manage their lives successfully, and provide them with the emotional and spiritual resilience to allow to enjoy life and deal with distress and disappointments.
- 3.4. Reduce absenteeism from work, abuse of sick leave, injuries on duty, ill Health retirements, occupational diseases and health risks.
- 3.5. Enhance the knowledge of employees that will reinforce behaviour change while leading to improve health and productivity.

## **4. MISSION**

The mission of this policy is to:

4.1. Operationalize the Employee Health and Wellness Strategic Framework for the Public Service.

4.2. Promote the general health of employees through awareness, education, risk and assessment and support

## **5. PRINCIPLES**

This policy is underpinned by the following principles:

5.1. Focus on all levels of employment, Senior and Executive management, and Middle Managers. Operational and technical staff as well as the lowest level of occupational ladder.

5.2. Responding to the needs of the designated groups such as women, older person, people living with disabilities and people living with HIV.

5.3. Promote healthy integration and embracing change.

5.4. Confidentially and ethical behaviour.

## **6. INTERNATIONAL INSTRUMENTS UNDERPINNING HEALTH AND PRODUCTIVITY MANAGEMENT**

6.1. WHO Global Strategy on Occupational Health for all'

6.2. ILO Decent Work Agenda 2007-2015

6.3. ILO Promotional Framework for Occupational Safety

6.4. United Nations Convention on the Rights of people with disability

6.5. Convention on the elimination of all forms of Discrimination Against Women

6.6. Recommendations of the Commission on Social determinants of Health (August 2008)

## **7. LEGAL FRAMEWORK FOR HEALTH AND PRODUCTIVITY MANAGEMENT WITHIN THE PUBLIC SERVICE.**

- 7.1. Constitution of the RSA Act 1998
- 7.2. Basic Conditions of Employment 1997 (Act no. 75 of 1997)
- 7.3. Occupational Health and Safety Act 1993 (Act no. 85 of 1993)
- 7.4. Employment Equity Act. 1998 (Act no. 55 of 1998, Act no 97 of 1998, Act no. 9 of 1999)
- 7.5. Labour Relation Act 1995 (Act no. 66 of 1995)
- 7.6. Public Service Act of 1994 as Amended and Regulations
- 7.7. Compensation for occupational diseases and injuries Act, Act 1993 (Act no.130 of 1993)
- 7.8. Mental Health Care Act 2002 (Act no. 17 of 2002)
  - i. The medical scheme Act (Act no. 131 of 1991)
  - ii. National Health Care Act 1998 (Act no. 60 of 2003)
  - iii. Tobacco products Control Amendment (Act no. 12 of 1999)

## **8. STRATEGIC FRAMEWORK APPLICABLE TO HPM WITHIN THE PUBLIC SERVICE**

- 8.1. National Strategic Plan on HIV and AIDS 2007-2011
- 8.2. National Strategic Framework on Stigma and Discrimination
- 8.3. National Occupational Health and Safety Policy of 2005

### **(a) Health and Productivity Management**

Integration of data and services related to all aspects of employee health that affect work performance

**i. Disease Management**

A process concerned with improving or maintaining health in large population. It is concerned with common chronic illnesses, and the reduction of future complications associated with those diseases

**ii. Chronic illnesses**

A chronic illness is a word used to describe a group of health conditions that lasts for a long time

**iii. Mental Health**

Mental illness is a short term of a variety of illnesses that affect our mental well-being.

**iv. Temporary incapacity leave**

Incapacity leave is a leave benefit that can be applied in the event where normal sick leave has been exhausted in the three year sick life cycle. Incapacity leave is for management purposes categorized into two types:

- a) Short incapacity –this is the period when incapacity leave that is requested is 29 days or less
- b) Long incapacity leave – this is when one applies for 30 or more days of incapacity leave
- c) Ill health retirement- This is when an employee becomes permanently unable to work due to medical reasons, he/she could be discharged/retired from the employment of the Public service on medical grounds

**v Injury on duty and occupational disease**

An injury on duty is taken to mean a personal injury sustained in an accident occurring during the performance of an employee's work. An

occupational disease is like any other disease with the distinction that it was caused solely by factors peculiar to the working environment

**(b) Occupational Health Education and Promotion**

It is a variety of communication dissemination and information transfer activities that are intended to enhance the knowledge levels of individuals which leads to improved individual health and productivity.

**(c) Peer Educator**

A peer educator is an employee who is trained in working with his/her peers, sharing information and guiding a discussion using his/her peer experience and knowledge

**9. ROLE PLAYERS**

This policy involves the following role players:

**9.1. The Head of Department shall ensure that:**

- a) Health and productivity in the work place encompasses the prevention and management of chronic diseases, infectious diseases, occupational injuries and occupational diseases so as to reduce the burden of diseases by early detection, in order to enhance productivity in Public Service
- b) Mental health in the workplace is addressed by:
  - i. Providing support options which are confidential and non-stigmatization
  - ii. Reviewing employment practices to ensure that staff with a history of mental health problem is not excluded.
- c) Injury on duty and incapacity due to ill health is managed in terms of the Policy and Procedures on incapacity Leave and ill Health Retirement PILIR,



- d) Managers ensure that targeted employees must attend training on Health and Productivity Management programmes.
- e) Systems, Procedures/delegations are adapted to establish a fertile environment for implementation and the management of Health and Productivity Management programmes.
- f) Support should be provided to employees who truly need such support through Health and Wellness Programmes i.e. to take action where necessary e.g. to adapt an incapacitated employee's work environment when so advised.
- g) Appoint a designated senior manager to champion Health and Productivity Management Programmes in the workplace.

**9.1. The Designated Senior Manager:**

- a. Develop capacity building programmes i.e.:
  - i. Promote competence development of practitioners
  - ii. Assist with HPM promotion at an organizational level
- b. Form organizational support initiatives i.e.
  - i. Establish an appropriate organization structure for HPM
  - ii. Ensure Human Resource planning and facilities
  - iii. Provide physical resources and facilities
  - iv. Ensure financial planning and budgeting
  - v. Mobiles Management support

## **10. THE EMPLOYEE**

- i. Ensure that he/she registers early into disease management programs in order to manage the disease and enhance productivity in the Public Service.
- ii. Participate in care and preventative programmes to minimize the effects of a disease or chronic condition through integrative care and preventative care
- iii. Take reasonable care for the health and safety of him/her and other persons who may be affected by his/her omissions
- iv. If involved in any incident which may affect his/her health or which has caused an injury to him/herself, report such incident to his/her safety representative as soon as practicable.

## **11. The Health and Safety Committee**

- i. Make recommendations to the employer regarding policy matters and implementation procedures, including any matter affecting the wellness of employee
- ii. Discuss any incident at the workplace or section thereof in which or in consequences of which any person was injured, became ill or died, and may in writing report on the incident to an inspector
- iii. Keep record of each recommendation made to the employer and of any report made to an inspector.
- iv. Involve Labour Relations Movement.
- v. Serve as a vehicle of communication to promote wellness initiatives within the workplace

## **12. The Health and Productivity Management Coordinator**

- i. Coordinate the implementation of HPM, projects and interventions

- ii. Make provisions of counselling to individual employees and to their immediate family members
- iii. Identify personal development needs for individual employees
- iv. Coordinate activities of Peer Educators
- v. Promote work-life balance for employee

### **13. The Labour Representative**

- i. Represent employees in the workplace
- ii. Ensure that the employer fulfil the mandates of health and productivity legislation in order to optimize health and productivity in the workplace.
- iii. Sit on the health and productivity steering committee meetings
- iv. Make representation to the employer on agreed issues affecting the health and productivity in the workplace

### **14. GRIEVANCE PROCEDURE**

Any unfair or inconsistent in application of the policy should be dealt with in line with the grievance procedure or dispute resolution procedures.

### **15. REVIEW OF POLICY**

This policy will be reviewed every three (3) years and any review thereof is the responsibility of the Accounting Officer of the Department.

**16. CONTRAVENTIONS**

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

**17. APPROVAL**

 \_\_\_\_\_ Date: 10.08.2018

**KHOLEKILE NOGWILI**

**HEAD OF DEPARTMENT**

**DEPARTMENT OF ROADS & PUBLIC WORKS**



the dr&pw

Department:  
Roads and Public Works  
NORTHERN CAPE PROVINCE  
REPUBLIC OF SOUTH AFRICA

## INTERNAL MEMO

<b>DATE:</b>	27 JULY 2018	<b>REF. NO.</b>	
<b>TO:</b>	THE DIRECTOR: STRATEGIC PLANNING		
<b>FROM:</b>	THE DEPUTY DIRECTOR: POLICY AND RESEARCH MANAGEMENT SERVICES		
<b>SUBJECT:</b>	<b>SUBMISSION FOR APPROVAL OF THE REVIEWED DEPARTMENTAL POLICIES ON OCCUPATIONAL HEALTH AND SAFETY AND HEALTH AND PRODUCTIVITY MANAGEMENT</b>		

Dear Ms. Bekebeke

Please find attached the final drafts of the reviewed departmental policies on Occupational Health and Safety and Health and Productivity Management, for your perusal and consideration, which have been circulated departmentally for inputs and which are hereby submitted for approval by the Head of Department (HOD).

Regards,

Mr. T. Ferreira  
Manager: Policy and Research Management Services



the dr&pw

Department:  
Roads and Public Works  
NORTHERN CAPE PROVINCE  
REPUBLIC OF SOUTH AFRICA

## INTERNAL MEMO

<b>DATE:</b>	27 JULY 2018	<b>REF. NO.</b>	
<b>TO:</b>	THE HEAD OF DEPARTMENT (HOD)		
<b>FROM:</b>	THE DIRECTOR: STRATEGIC MANAGEMENT		
<b>COPY:</b>	THE CHIEF DIRECTOR: CORPORATE AND MANAGEMENT SERVICES		
<b>SUBJECT:</b>	<b>SUBMISSION FOR APPROVAL OF THE REVIEWED DEPARTMENTAL POLICIES ON OCCUPATIONAL HEALTH AND SAFETY AND HEALTH AND PRODUCTIVITY MANAGEMENT</b>		

### Purpose

1. The purpose of this submission is to obtain approval from the Head of Department (HOD) for the operationalization within the Department of the reviewed departmental Policy on Occupational Health and Safety as well as the reviewed departmental Policy on Health and Productivity Management.

### Recommendations

1. The final drafts of these policies have been circulated departmentally by the Communication and Marketing Services Unit.
2. It is therefore recommended that the HOD approve these reviewed policies as departmental policy.
3. Please see e-mail attached of the Evidence of Departmental Consultation.

2

**INTERNAL MEMO - DEPARTMENT OF ROADS AND PUBLIC WORKS**  
**SUBMISSION FOR APPROVAL OF THE REVIEWED**  
**DEPARTMENTAL POLICIES ON OCCUPATIONAL HEALTH AND**  
**SAFETY AND HEALTH AND PRODUCTIVITY MANAGEMENT**



\_\_\_\_\_  
MS. B. BEKEBEKE  
DIRECTOR: STRATEGIC MANAGEMENT

Recommended / Not Recommended

06/08/2018  
DATE

\_\_\_\_\_  
MS. A. MPOTSANG  
CHIEF DIRECTOR: CORPORATE AND MANAGEMENT SERVICES

Recommended / Not Recommended

\_\_\_\_\_  
DATE

\_\_\_\_\_  
MR. K. NOGWILI  
HEAD OF DEPARTMENT

Policy Approved / Policy Not Approved

\_\_\_\_\_  
DATE

\_\_\_\_\_



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Department:  
Roads and Public Works  
NORTHERN CAPE PROVINCE  
REPUBLIC OF SOUTH AFRICA

**REVIEWED DEPARTMENTAL  
POLICIES ON OCCUPATIONAL  
HEALTH AND SAFETY AND HEALTH  
AND PRODUCTIVITY MANAGEMENT**

**SUBMISSION FOR APPROVAL**

**27 JULY 2018**

**EVIDENCE OF CONSULTATION WITH  
DEPARTMENTAL STAKEHOLDERS**



**TFerreira - POLICIES FOR DEPARTMENTAL CONSULTATION**

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**From:** DRPW-Info

**To:** ABavasah; ABrand; AFanie; AFembers; AKula; ALesotho; ALKoopman; amaina@vodamail.co.za; AMasisi; AMkhize; AMoeti; AMofokeng; AMokwadi; AMotlagodisa; AMPotsang; andre.jooste17@gmail.com; AnthonyL; APulen; arpinm7@gmail.com; ARudman; ASwanepoel; Babalwa Bekebeke; BBarends; BBobeje; BChotelo; BCloete; BDamon; BGoba; BMazwi; BMeruti; BMontshiwa; BonoloMakoko; BosmanP; BPitso; BSedisho; BSemau; BSlingers; bslingers@vodamail.co.za; BValentine; c28robertson@gmail.com; CAbrahams; CAdams; CBailey; cbailey@vodamail.co.za; CDenysschen; CFourie; CGeweldt; ChristinaF; CKakora; CMrwebi; CRabaji; CRobertson; CValentine; CvanRooi; DBingwa; denicebingwane460@gmail.com; DGaehete; DKowa; DMaqtyana; DMokgathe; DMokoena; DMonyamane; DMwembo; DPetersen; DPhirisi; DRPW-Info; DRPW-Switchboard; DSwartz; DTsoai; DvdMerwe; EBlaauw; EBreytenbach; ed.simon19@gmail.com; EduPlessis; EJobe; EJonkers; EKhatwane; EKruger; ELecwedi; EMichaels; emodise@vodamail.co.za; EMoreothata; ENodoba; EPino; EricksenA; ESimon; esterhuysek133@gmail.com; FDooling; FMogoje; FPetoro; francesbaardmech@gmail.com; FvanVuuren; GAppels; GCloete; GJacobs; gkeyser@vodamail.co.za; GMeyer; GMoabi; GMolale; gobiditseonerobertmosang@gmail.com; GPietersen; GPino; GRiet; GSalimana; gstuurman17@gmail.com; GThupe; GTopkin; HenerydeWee@gmail.com; hermie@hantam.co.za; HPuley; HvanderMerwe; ICarolus; IFredericks; ILottering; innocentiamlambo@gmail.com; IOliphant; IRammutla; Isaacprins9@gmail.com; ITIhopile; JHanekom; JillianWilliams; JMarx; JMhlongo; JMolale; JMoncho; JMphole; JPienaar; JSehume; JSibiya; JSitler; JSpetember; JTawine; jtgmecc@gmail.com; June Erasmus; KAaron; KatzS; KBeuzana; KBopape; KBritz@ncpg.gov.za; KChomi; KDennis; KEisang; kenneth.markman@vodamail.co.za; KEricksen; keysergarnett@gmail.com; KHenrykane; KKgomo; KKross; KLawrence; KLeserwane; KMaarman; KMatonkonyane; KMatthews(...)

**Date:** 6/11/2018 9:13 AM

**Subject:** POLICIES FOR DEPARTMENTAL CONSULTATION

**Attachments:** T. Arnold - DEPT ICT POLICY - Standards & Guidelines 2018.docx; A. Mkhize - 04-06-2018 - TOR - Sec & Records Committee Ver 1 Feb. 2018.docx

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Good Day Colleagues

Please find attached the Terms of Reference of the new Security and Records Committee, as well as policies for review, namely the Departmental ICT Policy: Standards and Guidelines, Departmental Health and Productivity Management Policy and the Departmental Occupational Health and Safety Policy.

It is requested that you kindly review attached documents for your inputs, comments and feedback. The due date for inputs/feedback is Monday, 18 June 2018.

For more information or any clarification regarding the attached documents, please consult with Mr Tom Ferreira, Manager: Policy and Research Management Services.

Contact Number: 053 839 2156

Email: [TFerreira@ncpg.gov.za](mailto:TFerreira@ncpg.gov.za)



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***Trendsetters in infrastructure delivery to change the economic landscape of the province'***