



SHERQ MANAGEMENT POLICY

POLICY INFORMATION AND LOG

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1. INTRODUCTION

This policy is developed to assist the Department of Culture, Sport and Recreation to effectively manage the intangible and tangible factors of safety, health environment, risks and quality management for purposes of optimal occupational health and safety of employees, the safety of citizens and the sustainability of the environment, the management of occupational and general risks and quality of government products and services.

2. SCOPE

This policy shall apply to the Department as mandated by the Public Service Act 1994 and the Occupational Health and Safety Act 85 of 1993 as mandated by the Department of Labour.

3. OBJECTIVES

3.1 The objective of this policy is to:

- 3.1.1 Improve occupational health and safety by controlling health hazards in the department;
- 3.1.2 Create a healthy and safe work environment that is safe for both employees and the community at large;
- 3.1.3 Identify and manage risks and improve quality of services; and
- 3.1.4 Guide the department on managing risks, eliminate illness, diseases and accidents.

4. LEGAL STRATEGIC FRAMEWORK

The policy should be read in conjunction with the following instruments:

- 4.1 Constitution of the Republic of South Africa, Act 1996
- 4.2 Disaster Management Act, 2002 (Act No. 57 of 2002)
- 4.3 Basic Conditions of Employment Act I 1997 (Act No. 75 of 1997)
- 4.4 Occupational Health and Safety Act, 1993 (Act No. 85 of 1993)
- 4.5 Employment Equity Act 1998 (Act No. 55 of 1998)
- 4.6 Labour Relations Act 1995, (Act No. 66 of 1995)
- 4.7 National Disaster Management Framework
- 4.8 Promotion of Equality and Prevention of Unfair Discrimination Act 2000, (ACT No. 4 of 2000)
- 4.9 Public Service Act, 1994 (Proclamation No. 103 of 1994)
- 4.10 Public Service Regulations, 2001
- 4.11 Compensation for Occupational Diseases and Injuries Act, 1993 (Act No. 130 of 1993)
- 4.12 Mental Health Care Act 2002 (Act No. 17, 2002)
- 4.13 The Medical Schemes Act, 1998 (Act No. 131 of 1998)
- 4.14 National Health Act, (Act No. 61 of 2003)
- 4.15 Tobacco Products Control Act 1993 (Act No. 83, 1993)
- 4.16 National Environment Management Act 1998 (Act No. 107 of 1998)
- 4.17 National Building Regulations and Building Standards Act 1977 (Act No. 103 of 1977)
- 4.18 Hazardous Substances Act, 1973 (Act No. 15 of 1973)

- 4.19 Mine and Safety Act 1996 (Act No 29 of 1996)
- 4.20 Waste Management Act 2008 (Act No 59 of 2008)
- 4.21 Access Control Act
- 4.22 Marine Control Act
- 4.23 Firearms Control Act 2000 (Act No 60 of 2000)
- 4.24 Public Finance Management Act 1999 (Act No 1 of 1999)
- 4.25 National Strategic Framework on Stigma and Discrimination; and
- 4.26 National Occupational Health and Safety Policy of 2005
- 4.27 Economic and Social Policies, Programmes and Strategy
- 4.28 Integrated Development Plans (IDPs)
- 4.29 Occupational Health Policy 2005 (Department of Labour)
- 4.30 Medium Term Strategic Framework
- 4.31 National Spatial Development Strategies
- 4.32 Provincial Growth and Development Strategies

5. ABBREVIATIONS

COIDA	Compensation for Occupational Injuries and Diseases Act
DPSA	Department of Public Service and Administration
EH&W	Employee Health and Wellness
EH&WMSF	Employee Health & Wellness Management Strategic Framework
GEMS	Government Employee Medical Scheme
HRMD	Human Resource Management Development
HR	Human Resource
OHS	Occupational Hygiene and Safety/Occupational Health and Safety
OHSAS	Occupational Health Standards and Systems
PILIR	Policy and Procedure on Incapacity Leave& Ill-Health Retirement
PSR	Public Service Regulations
SHERQ	Safety, Health, Environment, Risk and Quality
SMS	Senior Management Service
SOPs	Standard Operating Procedures
WHO	World Health Organisation

6. DEFINITIONS

- 6.1 "OCCUPATIONAL HEALTH"** includes occupational hygiene, occupational medicine and biological monitoring.
- 6.2 "OCCUPATIONAL HYGIENE"** is the discipline of anticipating, recognising, evaluating and controlling health hazards in the working environment with the objective of protecting worker health and well-being and safeguarding the community at large.
- 6.3 "ENVIRONMENT"** surroundings in which an organisation operates, including air, water, land, natural resources, flora, fauna, humans, and their interrelation.

- 6.4 “HAZARD”** means any source of / or exposure to danger.
- 6.5 “RISK”** means the probability that injury or damage will occur.
- 6.6 “HOD”** means head of a provincial department, and includes any employee acting in such post.
- 6.7 “SENIOR MANAGER”** Means a member of the senior management service who is tasked with championing the SHERQ management programme.
- 6.8 “EMPLOYEE”** Means a person appointed in terms of section 9 the Public Service Act 1994 and the employment of Educators Act 76 of 1998.
- 6.9 “HEALTH AND SAFETY REPRESENTATIVE”** means a representative of workers that each and every employer 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.
- 6.10 “HEALTH AND SAFETY COMMITTEE”** means the committee that initiates, develop, promote, maintain and review measures to ensure the health and safety of employees at work. The employer shall in respect of each workplace where two or more health and safety representatives 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.
- 6.11 “STEERING COMMITTEE”** means the Committee that is a vehicle of coordination, communication, collaboration, consultation, which seeks to establish harmonised communication of the EH&W Framework; build commitment for its implementation and create avenues through which collaborative initiatives can be forged.

7. PRINCIPLES

The SHERQ Management programme is underpinned by the following principles:

- 7.1** Focus on all levels of employment
- 7.2** Responding to the needs of designated groups such as women, older persons, people with disabilities and people living with HIV and AIDS.
- 7.3** Representation of targeted groups, a non-sexist, non-racist and fully inclusive public service
- 7.4** Equality and non-discrimination upholding the value that discrimination on any grounds should be eliminated
- 7.5** Healthy integration and embracing change
- 7.6** Human dignity, autonomy, development and empowerment.
- 7.7** Barrier-free public service.
- 7.8** Collaborative partnerships.
- 7.9** Confidentiality and ethical behaviour.

8. ROLE PLAYERS AND RESPONSIBILITIES

This policy involves the following role players:

8.1 The Head of Department:

- 8.1.1 provide and maintain, as far as reasonably practicable, a working environment that is safe and without risk to the health of employees
- 8.1.2 ensure that there is a written policy concerning the protection of the health and safety of employees at work, and the safety of the general public
- 8.1.3 appoint a designated senior manager in writing to champion SHERQ programmes in the workplace
- 8.1.4 designate in writing for a specified period; health and safety representatives for the workplace, or for different sections thereof
- 8.1.5 establish one or more health and 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
- 8.1.6 ensure Total Quality Management Systems are in place

8.2 The Designated Senior Manager :

- 8.2.1 Develop capacity building programmes i.e.
 - a. Promote competence development of practitioners
 - b. Improve capacity development of auxiliary functions (OD, HR, IR, Skills Development, etc)
 - c. Assist with SHERQ promotion at an organisational level
 - d. Establish Employee Health and Wellness information systems
- 8.2.2 Form organizational support initiatives i.e.
 - a. Establish an appropriate organisation structure for SHERQ
 - b. Ensure Human Resource planning and management
 - c. Develop integrated SHERQ information management system
 - d. Provide physical resources and facilities
 - e. Ensure financial planning and budgeting
 - f. Mobilise management support
- 8.2.3 Develop Governance and Institutional Initiatives i.e.
 - a. Establish an SHERQ Steering Committee
 - b. Obtain Stakeholder commitment and development
 - c. Develop and implement an ethical framework for SHERQ
 - d. Develop and implement management standards for SHERQ
 - e. Develop and maintain an effective communication system
 - f. Develop and implement a system for monitoring, evaluation, and impact analysis

- 8.2.4 Develop Economic Growth and Development Initiatives i.e.
 - a. Mitigate the impact of Diseases on the economy
 - b. Ensure responsiveness to the Government's Programme of Action
- 8.2.5 Identify appropriate to the nature and scale of the departments SHERQ risks and impacts
- 8.2.6 Ensure alignment with the SHERQ hazard identification and risk assessment outcomes
- 8.2.7 Ensure commitment to continual improvement of the SHERQ system
- 8.2.8 Ensure commitment to comply a minimum with current applicable legislation regulations and other requirements to which the department subscribes

8.3 The SHERQ Coordinator:

- 8.3.1 Coordinate the implementation of SHERQ, projects and interventions;
- 8.3.2 plan, monitor and manage SHERQ according to strategies, policies and budgetary guidelines;
- 8.3.3 Identify personal development needs for individual employees
- 8.3.4 Analyse and evaluate data and communicate information, statistics and results to various stakeholders and management

8.4 Health and Safety Representatives:

- 8.4.1 Review the effectiveness of health and safety measures
- 8.4.2 Identify potential hazards and potential major incidents at the workplace
- 8.4.3 In collaboration with the employer, examine the causes of incidents at the workplace, investigate complaints by any employee relating to employee's health or safety at work
- 8.4.4 Make representations to the employer on general matters affecting the health or safety of the employees at the workplace
- 8.4.5 Inspect the workplace, including any article, substance, plant, machinery or health and safety equipment at the workplace with a view to improve the health and safety of employees, at such intervals as may be agreed upon with the employer: Provided that the health and safety representative shall give reasonable notice of his intention to carry out such an inspection to the employer, who may be present during the inspection
- 8.4.6 Participate in consultations with inspectors at the workplace and accompany inspectors on inspections of the workplace
- 8.4.7 In their capacity as health and safety representatives attend meetings of the health and safety committee of which they are members, in connection with any of the above functions
- 8.4.8 Act as a focal point for the distribution of evidence-based and generic health and wellness promotional material at the workplace
- 8.4.9 Take initiative to implement awareness activities, or to communicate health and wellness information at the workplace
- 8.4.10 Act as a referral agent of employees to relevant internal or external health support programmes
- 8.4.11 Be involved with the identification of health risks at the workplace
- 8.4.12 Obtain and make condoms and femidom available at the workplace and provide usage education
- 8.4.13 Initiate and arrange staff training with regard to employee health and wellness
- 8.4.14 Ensure adherence to standards as set by legislation, regulations, SABS, ISO and DOL
- 8.4.15 Submit monthly reports of activities to the SHERQ coordinator

8.5 Health and Safety Committee:

- 8.5.1 Make recommendations to the employer or, where the 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
- 8.5.2 Discuss any incident at the workplace or section thereof in which or in consequence of which any person was injured, became ill or died, and may in writing report on the incident to an inspector
- 8.5.3 Keep record of each recommendation made to an employer and of any report made to an inspector
- 8.5.4 Ensure adherence to standards as set by legislation, regulations, SABS, ISO and DOL
- 8.5.5 Involve Labour relations movements

8.6 The Employee:

- 8.6.1 Take reasonable care for the health and safety of him/herself and of other persons who may be affected by his/her acts or omissions
- 8.6.2 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
- 8.6.3 Report as soon as practicable any unsafe or unhealthy situation which comes to his/her attention, to the employer or to the health and safety representative for his/her workplace or section thereof
- 8.6.4 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 employer or to his/her health and safety representative, as soon as practicable
- 8.6.5 Comply with standards as set by legislation, regulations, SABS, ISO and DOL

8.7 The Steering Committee:

- 8.7.1 Draw lessons from policy implementation, monitoring and evaluation
- 8.7.2 Asses the impact of SHERQ on the ongoing transformation of the Department
- 8.7.3 Consistently measure the impact of SHERQ on productivity of the Department
- 8.7.4 Coordinate the efforts of Departments to address strategic and SHERQ related issues
- 8.7.5 Ensure that information is cascaded to all levels in the Departments, in directorates and as well as with stakeholders

8.8 Labour Representatives:

- 8.8.1 Represent employees in the workplace
- 8.8.2 Ensure that the employer fulfills mandates of OHS ACT and Regulations in order to optimize Health and Safety in the workplace.
- 8.8.3 Sit in OHS committee meetings and
- 8.8.4 Make representation to the employer on agreed issues affecting the health and safety of employees at the work place.

9. FINANCIAL IMPLICATIONS

The cost associated with the implementation of this policy must be met from the departmental budget.

10. IMPLEMENTATION

The Departments shall develop indicators appropriate for the implementation and reviews of progress on SHERQ programmes should be conducted.

11. MONITORING AND EVALUATION

Monitoring and evaluation have a significant role to play in SHERQ interventions as it assists in assessing whether the programme is appropriate; cost effective and meeting the set objectives.

12. REVIEW

The Policy shall be reviewed as and when there are new developments or after every three years

13. POLICY AMENDMENT

No amendment(s) may be made to any section of this policy without such amendment(s) duly approved and signed by the responsible authority or delegated official as per the HR's Delegation of Authority.

14. POLICY APPROVAL



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HEAD: CULTURE, SPORT AND RECREATION

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