



LIMPOPO
PROVINCIAL GOVERNMENT
REPUBLIC OF SOUTH AFRICA

DEPARTMENT OF TRANSPORT

HEALTH AND PRODUCTIVITY MANAGEMENT POLICY VERSION 1

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ACRONYMS AND ABBREVIATIONS

1. AIDS: Acquired Immune Deficiency Syndrome
2. DPSA: Department of Public Service and Administration
3. EWP: Employee Wellness Programme
4. HIV: Human Immune Deficiency Virus
5. HPM: Health and Productivity Management

DEFINITIONS

1. Department - Department of Transport, Limpopo Province
2. Employee Wellness Programme - a long term organizational activities designed to promote the adoption of organizational practices and personal behavior conducive to maintenance or improvement of employees' overall wellbeing i.e. physical, emotional, intellectual, spiritual, occupational and social
3. Employer - for the purpose of this policy means the Head of Department
4. Employee - any person appointed in terms of the Public Service Act, 1994 as amended within the Department of Economic Development, Environment and Tourism.
5. Health and Productivity Management - the integration of data and services related to all aspects of employee health that affects work performance. It includes measuring the impact of all targeted interventions on employee health and productivity;
6. Work Life Programme - organizational practices that recommends aggressive support for efforts of everyone who wants to achieve success at home and at work and include programmes such as elderly care initiatives, flexible work arrangements, family participation;

1. INTRODUCTION AND BACKGROUND

Health and productivity is one of the four pillars of the DPSA Employee Health and Wellness Framework (2008). Health and Productivity is defined as “ the integrated management of health risks for chronic illness, mental diseases and disability to reduce employees’ total health related costs, including direct medical expenditures, unnecessary absence from work, and lost performance at work –also known as presenteeism” in the workplace.

2. PURPOSE AND OBJECTIVES

- 2.1 Focus on the areas of Disease Management, Mental Health management, and Incapacity due to ill-health.
- 2.2 Reduce healthcare costs and/or improving quality of life for individuals with chronic conditions by preventing or minimizing the effects of a disease, or chronic condition and medical surveillance.
- 2.3 Assist employees in managing their lives positively, and provide them with emotional and spiritual resilience to allow them to enjoy life and deal with distress.
- 2.4 Reduce absenteeism from work, abuse of sick leave, ill health retirements, incapacity leave.

3. LEGAL FRAMEWORK

- 3.1 The Constitution of the Republic of South Africa, 1996 (Act No.108 of 1996)
- 3.2 The National Health Act, 2003 (Act No. 61 of 2003)
- 3.3 The Mental Health Act, 2002 (Act No. 17 of 2002)
- 3.4 The Medical Scheme Act, 1998 (Act No.131 of 1998)
- 3.5 The Employment Equity Act, 1998 (Act No.55 of 1998)

- 3.6 The Promotion of Equality and Prevention of Unfair Discrimination Act, 2000 (Act No.4 of 2000)
- 3.7 The Labour Relations Act, 1995 (Act No.66 of 1995)
- 3.8 The Basic Conditions of Employment Act, 1997 (Act No.75 of 1997)
- 3.9 Public Service Regulations, 2001 as amended. Chapter 1 Part V1 E
- 3.10 Public Service Act, 1994 as amended

4. SCOPE OF APPLICATION

This policy is applicable to all employees of the Limpopo Department of Transport employed in terms of the Public Service Act including those on Internship, Learnership and contract workers.

5. PRINCIPLES

- 5.1 Equality and non-discrimination.
- 5.2 Barrier – free work environment.
- 5.3 Confidentiality and ethical behavior.
- 5.4 Form partnerships with relevant Organisations.

6. POLICY PRONOUNCEMENT

Implementation of this policy will be guided by Batho Pele Principles and any other piece of relevant legislation.

7. ROLE PLAYERS

7.1 Employer

- 7.1.1 Appoint a member of the senior management services to oversee the implementation of Health and Productivity Management in the Department.
- 7.1.2 Appoint and train suitably qualified professionals at Head Office and Districts to develop and implement workplace programmes based on this Policy and the minimum standards stipulated by the Department of Public Service and Administration. The afore-mentioned professionals should be trained to be able to implement, monitor and evaluate the Health and Productivity Management programme in the Department.
- 7.1.3 Ensure that the policy is communicated through regular workshops and meetings within the Department.

7.2 Managers and supervisors

- 7.2.1 All managers and supervisors are responsible for adhering to the provisions of this policy with regards to the referral of ill employees to Employee Health and Wellness programme.
- 7.2.2 Managers and supervisors shall communicate the contents of this policy to staff members.

7.3 Employee

- 7.3.1 Employee should participate in the preventative, support and care programmes.

7.4 Labour representatives

- 7.4.1 Represent employees in the workplace and ensure that the employer fulfills the mandate of health and productivity.

8. PROGRAMME SUB-OBJECTIVES

Health and Productivity Management programme will be implemented under the following sub-objectives:

8.1 Disease management programme:

This sub-objective is concerned with improving health in the workplace. It focuses on health promotion and prevention of common chronic ailments and the reduction of associated complications. Departmental responses under this sub-objective include general health screening which is undertaken periodically for the early detection and management of both communicable and non-communicable diseases among employees; and advocacy programme for the reasonable accommodation of employees with chronic diseases.

8.2 Mental health and psychosomatic illnesses:

Interventions under this sub-objective focus on improving mental health in the workplace. Good mental health will allow employees to manage their lives successfully, build emotional and spiritual resilience necessary to cope with distress and challenges. To realize this sub-objective, mental health awareness promotions will be done among employees covering all workplaces of the Department.

9. MEDICAL AID

All employees shall be educated regarding the advantages of joining Medical Aid Schemes and the benefits offered by various medical aid schemes for chronic illnesses including HIV and AIDS.

10.EMPLOYEE RIGHTS

No employee shall be dismissed on the basis of his or her health status. In the event where an employee is no longer able to perform his or her duties due to ill health, proper procedures will be followed for ill health retirement as prescribed in the Policy on Incapacity Leave and Ill health Retirement.

11. MONITORING AND EVALUATION

11.1 Monitoring and evaluation of the programme will be a continuous process by the EWP Unit.

11.2 The Monitoring and Evaluation Unit will also track progress and policy achievement in terms of the objectives.

11.3 The EWP Unit in the Office of the Premier will also monitor and evaluate the effectiveness of the programme.

12.REVIEW AND TERMINATION OF THE POLICY

The policy will be reviewed every 36 months based on the comments and inputs from the stakeholders and it will be terminated upon the inception of the new policy.

13.DEFAULT

Any third party who has a contractual relation with the Department and contravenes the provision of the policy will be dealt with in terms of the penalty clause of the agreement entered into by and between him/her and the Department.

Employees who violate this policy will be disciplined in terms of measures contained in or published in one or more prescripts that are contained in the Legal Framework of this policy.

14.INCEPTION DATE

The inception date of this policy will be within 30 days after the approval by the Executing Authority.

15. ENQUIRIES

Enquiries regarding this policy, should in the first instance be directed to EWP Unit.

RECOMMENDED/~~NOT RECOMMENDED~~

For approval


ACCOUNTING OFFICER

28/8/15
DATE

APPROVED/~~NOT APPROVED~~

APPROVED


MEMBER OF EXECUTIVE COUNCIL

30/09/15
DATE