

# LIMPOPO

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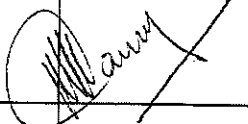
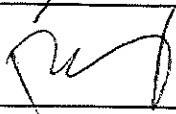

**PROVINCIAL GOVERNMENT**  
REPUBLIC OF SOUTH AFRICA

**OFFICE OF THE PREMIER**

**SHERQ POLICY**

Document Approval Page

SHERQ POLICY

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# **SAFETY, HEALTH, ENVIRONMENT, RISK AND QUALITY (SHERQ) MANAGEMENT**

## **1 INTRODUCTION**

The Office of the Premier recognizes the importance of protecting employees or clients/customers against hazards to health and safety arising out of or in connection with the activities while providing services.

## **2 PURPOSE AND OBJECTIVES OF THE POLICY**

The Director General, as per the Public Service Regulations, 2016 shall maintain a safe and healthy work environment for employees and a safe and healthy service delivery environment for members of the public. The Director General shall therefore

- 2.1 Enhance the health and wellbeing of employees by improving occupational Health and Safety in the workplace through identifying health and safety hazards and managing the identified risks.
- 2.2 Improve on implementation of administrative and engineering control measures as well as quality of services in the Office.
- 2.3 Accelerate the provision of occupational health and safety education and promotion.
- 2.4 Prevent and minimize the effects of health risks by conducting medical surveillance and / or biological monitoring.
- 2.5 The Office of the Premier shall ensure that SHERQ Management is mainstreamed in all other department programmes and activities.

## **3 AUTHORITY OF THE POLICY**

This policy is issued under authority of the Premier as the Executive Authority and the Director General as the Accounting Officer.

## **4 SCOPE**

This policy is applicable to all employees in the Office of the Premier as contemplated in the Public Service Regulations 2016.

## **5 LEGISLATIVE MANDATE**

The policy guideline should be read in conjunction with the following instrument.

- 5.1 Constitution of the RSA, 1996 [Act No. 108 of 1996].
- 5.2 Disaster Management Act, 2002 [Act No. 57 of 2002 and].
- 5.3 Basic Conditions of Employment Act, 1997 [Act No. 75 of 1997] as amended.
- 5.4 Occupational Health and Safety Act, 1993 [Act No. 85 of 1993] as amended and Regulations.
- 5.5 Employment Equity Act, 1998 [Act No. 55 of 1998] as amended.
- 5.6 Labour Relations Act, 1995 [No. 66 of 1995] as amended.
- 5.7 Public Service Act, 1994 [No 1994] as amended and Regulations.

- 5.8 Promotion of Equality and Prevention of Unfair Discrimination Act, 2000 [Act No. 4 of 2000].
- 5.9 Compensation for Occupational Diseases and Injuries Act, 1993 [Act No. 130 of 1993] as amended.
- 5.10 The Medical Schemes Act, 1998 [Act No. 131 of 1998].
- 5.11 Tobacco Products Control Amendment Act, 1999 [Act No. 12 of 1999]
- 5.12 National Environment Management Act, 1998 [Act No. 107 of 1998]
- 5.13 Building Standards Act, 1977 [Act No. 103 of 1977] and Regulations
- 5.14 Hazardous Substance Act, 1973 [Act No. 15 of 1973].

## 6 DEFINITIONS

- 6.1 **"Occupational Health"** includes occupational hygiene, occupational medicine and biological monitoring. It is the promotion and maintenance of the highest degree of physical, mental and Social Wellbeing of workers in all occupations by preventing departures from health, controlling risks and the adaptation of work to people, and people to their jobs (ILO/WHO 1950)".
- 6.2 **"Occupational Hygiene"** is the discipline of anticipating, recognising, evaluating and controlling health hazards in the working environment with the objective of protecting the worker's health and well-being and safeguarding the community at large.
- 6.3 **"Hazard"** means any source of / or exposure to danger in the working environment.
- 6.4 **"Risk"** means the probability that injury or damage will occur.
- 6.5 **"DG / HOD"** Means head of the office of the premier, a provincial Department, or a head of a national or provincial component, and includes any employee acting in such post.
- 6.6 **"Senior Manager"** Means a member of the senior management service who is tasked with championing the SHERQ management programme and appointed as a section 16(2) of the Occupational Health and Safety Act, 1993.
- 6.7 **"Employee"** Means a person appointed in terms of the Public Service Act, 1994 and the Employment of Educators Act, 1998.
- 6.8 **"Incident"** includes accidents, near miss and any event that caused or had a potential to cause harm to people or the environment.
- 6.9 **"Health and Safety Representative"** It is a representative for workers nominated and appointed to in terms of section 17 of the OHS Act.
- 6.10 **"Health and Safety Committee"** It is a committee that initiates, develops, promotes, maintains and reviews measures to ensure the health and safety of employees at work. It is established under section 19 of the OHS Act.

## 7. POLICY PRONOUNCEMENTS

The Office of the Premier shall:

- 7.1 Provide and maintain, as far as reasonably practicable, a working environment that is safe and without risk to the health of employees.
- 7.2 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 appoint a designated senior manager to champion SHERQ programmes in the workplace.
- 7.3 Designate in writing for a specified period health and safety representatives for the workplace.
- 7.4 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.
- 7.5 Appoint an SMS member in terms of section 16 (2) of the OHS Act to carry out the functions of the employer.

## 8. DEFAULT

Failure to comply by this policy shall lead to misconduct and the necessary disciplinary measures taken against such employees:

## 9. INCEPTION DATE

The inception date for this policy will be after the approval by the Accounting Officer and Executive Authority.

## 10. TERMINATION AND REVIEW CONDITIONS

This policy will remain in force unless withdrawn or amended by the Executive Authority and shall be reviewed by a special review committee appointed by the Executive Authority bi annually or whenever a need arise.

## 11. ENQUIRIES

All enquiries can be directed to the Employee Health and Wellness Program Sub Directorate.

## 12. MONITORING AND EVALUATION

The Office of the Premier shall:-

- 12.1 Ensure that the implementation of the policy is monitored quarterly.
- 12.2 Evaluate the achievements of policy objectives at least once every two years.

APPROVE BY  
DIRECTOR GENERAL

DATE

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