



**LIMPOPO**  
PROVINCIAL GOVERNMENT  
REPUBLIC OF SOUTH AFRICA

**DEPARTMENT OF  
AGRICULTURE AND RURAL DEVELOPMENT**


**HEALTH AND PRODUCTIVITY MANAGEMENT  
POLICY**

Ref: S4/5P

2017 Reviewed Version

Date of Approval 27 September 2017

Recommended by:



Head of Department  
(Maisela, RJ)

2017-09-13

Date

Approved by:



Hon MEC for Agriculture and Rural Development  
Mapula Mokaba-Phukwana (MPL)

27/09/2017

Date

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## 1. ACRONYMS AND ABBREVIATIONS

AIDS	Acquired Immunodeficiency Syndrome
COIDA	Compensation of Occupational Disease Act
EHW	Employee Health and Wellness
EW&SP	Employee Wellness and Special Programmes
GEMS	Government Employees Medical Scheme
HIV	Human Immunodeficiency Virus
HOD	Head of Department
HPM	Health and Productivity Management
HTS	HIV, TB and STIs
LDARD	Limpopo Department of Agriculture and Rural Development
MEC	Member of the Executive Council
PILIR	Policy on Incapacity leave and Ill-Health Retirement
SHERQ	Safety, Health, Environment, Risk and Quality
STIs	Sexually Transmitted Infections
TB	Tuberculosis



## **2. EXECUTIVE SUMMARY**

This policy serves as a guideline for Limpopo Department of Agriculture and Rural Development (LDARD) in responding to Health and Productivity Management in the Public Service world of work. The policy seeks to strengthen and improve the efficiency of existing services and infrastructure e.g. disease management programmes. The aim of Disease and Chronic illness management seeks to mitigate the impact of disease management, ensure that the reduction of barriers to disease management remains a strategic priority in any organisation. The expectations, roles and responsibilities are defined in the provisions of this policy.

## **3. INTRODUCTION**

The LDARD, through Employee Wellness and Special Programmes, acknowledges the responsibility to promote the general health of employees through awareness, education, risk assessment and support in order to mitigate the impact and effect of communicable and non-communicable diseases on the productivity and quality of life of individuals.

Health and Productivity Management integrates data from the domains of health promotion, disease prevention, care management, occupational health, disability management, and organizational dynamics. Health and productivity management offers a process through Policy on Incapacity leave and Ill-Health Retirement (PILIR) to manage healthcare in the work place. Chronic Illness programmes in workplace settings that integrate healthy environments, health promotion and education and health screenings have been shown to:

- 3.1 Improve employee health
- 3.2 Reduce employee stress and workforce turnover
- 3.3 Improve employee decision-making ability, morale and loyalty
- 3.4 Reduce organizational conflict
- 3.5 Reduce absenteeism and effects of presenteeism
- 3.6 Create a healthier organizational culture

## **4. PURPOSE AND OBJECTIVES OF THE POLICY**

- 4.1 Reduce absenteeism from work, abuse of sick leave, incapacity leave and ill health retirement.
- 4.2 To promote and maintain the general health of employees through prevention, awareness, education and risk assessment.
- 4.3 To mitigate the impact and effect of communicable and non-communicable diseases in order to enhance productivity.
- 4.4 Enhance the knowledge levels of employees, help catalyze and reinforce behaviour change leading to improved health and productivity in the workplace.
- 4.5 Provide care and support to those employees affected by the burden of diseases.

## 5. AUTHORITY OF POLICY

This policy is issued under the custodianship of the Hon. Member of the Executive Council (MEC) as the Executive Authority and the Head of the Department (HOD) as the Accounting Officer in the LDARD.

## 6. LEGAL FRAMEWORK

The Constitution of the Republic of South Africa Act No. 108 of 1996  
Public Service Act of 1994 as Amended and Regulations  
Basic Conditions of Employment Act No. 75 of 1997  
Employment Equity Act No. 55 of 1998  
Labour Relations Act No. 66 of 1995  
Mental Health Care Act No. 17 of 2002  
Promotion of Equality and Prevention of Unfair Discrimination Act No. 4 of 2000  
The Medical Scheme Act No. 131 of 1998  
The National Health Care Act No.60 of 2003  
Tobacco Products Control Amendment Act No. 12 of 1999  
Employee Health and Wellness Strategic Framework 2009  
National Strategic Framework on Stigma and Discrimination  
National TB Infection Control Guidelines, June 2007

## 7. SCOPE OF APPLICATION

This policy shall apply to all employees in the Limpopo Department of Agriculture and Rural Development.

## 8. DEFINITIONS

**Employee Health and Wellness (EHW)** is a programme intended to enhance productivity of the employees and which hinges upon four pillars, i.e. HIV, TB and STIs (HTS), Health and Productivity Management (HPM), Safety, Health, Environment, Risk and Quality (SHERQ) and Wellness Management.

**Health and Productivity Management** is the integration of data and services related to all aspects of employee health that affect work performance. It includes measuring the impact of targeted interventions on both employee health and productivity.



**Employee Health and Wellness Coordinator** is an employee tasked with the responsibility to coordinate the implementation of health and wellness programmes.

**Chronic illness** is a group of health conditions that last a long time. Chronic illnesses can be genetic.

**Incapacity Leave** is a leave benefit that can be applied in the event where normal sick leave has been exhausted in the three year leave cycle.

**Ill Health Retirement** is when an employee becomes permanently unable to work due to medical reasons; he/she could be discharged from the employment of the Public Service on medical grounds.

**Reasonable Accommodation** is any modification to a job or the work environment that will enable a qualified applicant or employee with a disability (temporary or permanent) to participate in the application process or perform essential job functions.

## 9. POLICY PRONOUNCEMENTS

**9.1 The Department will endeavour to measure the impact of targeted interventions on employees health and productivity. In order to protect, promote and maintain the health of employees in the workplace, the following provisions shall be adhered to:**

- 9.1.1 Development and implementation of a Disease Management Programme.
- 9.1.2 Ensure employee's registers early into Disease Management Programmes in order to manage the effects of illnesses to improve their wellbeing and enhance productivity.
- 9.1.3 Provide Health screenings services (Blood Pressure, Cholesterol, Blood Glucose etc.) to employees.
- 9.1.4 Ensure all incapacity and ill health retirement cases are referred for professional assessment, care and support.
- 9.1.5 Provide Counselling services to employees referred. Counselling services shall be offered only by a Professional who is registered with a statutory body.
- 9.1.6 Educate employees regarding the advantages of having a Medical Aid or join the Government Employees Medical Scheme (GEMS) for disease management programme.
- 9.1.7 Reasonable accommodation in a work environment shall be is provided in terms of relevant legislation where an employee is incapacitated as a result of chronic illnesses or diseases.
- 9.1.8 Employees shall be invited to attend trainings, educational and awareness sessions on Health and Productivity Management programmes.
- 9.1.9 Ensure employees participate in preventative programmes to minimise the effects of diseases or chronic conditions.
- 9.1.10 Conduct Sick Leave research to analyse the trends and develop proactive intervention programmes.

## 9.2 PRINCIPLES

This policy is underpinned by the following principles:

- 9.2.1 **Confidentiality** shall be maintained at all times and any violation will be handled through the departmental disciplinary procedures.
- 9.2.2 **Human dignity**, autonomy, development and empowerment.
- 9.2.3 Respond to the needs of designated groups such as women, older persons, people with disabilities and people living with HIV.

## 9.3 MONITORING & EVALUATION

The Employee Wellness and Special Programmes at the LDARD shall monitor and evaluate the implementation of this policy.

## 10. DEFAULT

No deviation from this policy will be allowed unless such request for deviation to this policy is made in writing and approved by the Accounting Officer.

## 11. INCEPTION DATE

The inception date is the date of approval of the Policy.

## 12. TERMINATION AND REVIEW CONDITIONS

This Policy will be reviewed every three years (3) or as and when a need arise. Should the Policy still be in the review process by the time it lapses, an extension period is applicable and the approved Policy remain valid until the reviewed version is approved.

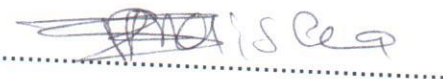
## 13. ENQUIRIES AND REPORTING

All enquiries related to this Policy shall be forwarded to:

The Director: Employee Wellness and Special Programmes  
Limpopo Department of Agriculture and Rural Development  
Private Bag x 9487  
Polokwane  
0700  
Tel: 015 2943000

Employee Wellness is responsible for the timeous review, circulation, advocacy, availability and feed-back regarding this Policy document. Employee Wellness is also responsible for reporting towards oversight bodies in the event of enquiries with regards to this Policy document.

**Recommended:**



**Head of Department**

**(Maisela, RJ)**

2017-09-13

**Date**

**Approved:**



**Hon. MEC for Agriculture and Rural Development**  
**Mapula Mokaba-Phukwana (MPL)**

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