



# LIMPOPO

PROVINCIAL GOVERNMENT  
REPUBLIC OF SOUTH AFRICA

## DEPARTMENT OF AGRICULTURE

### EMPLOYEE HEALTH AND WELLNESS POLICY

Ref.: S9/3/P

DATE OF EFFECT: 01 JULY 2010

RECOMMENDED / ~~NOT RECOMMENDED~~

  
Prof. AE NESAMVUNI  
HEAD OF DEPARTMENT

05/07/10  
DATE

APPROVED / ~~NOT APPROVED~~

COMMENTS: \_\_\_\_\_  
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MEC: LIMPOPO DEPARTMENT OF AGRICULTURE

22/07/2010  
DATE

## 1. DEFINITIONS

- **Employee Health And Wellness (EHW)** - A program intended to enhance productivity of the employees and which hinges upon three pillars, i.e. HIV/AIDS and Health and Productivity Management (HPM), Safety, Health, Environment, Risk and Quality (SHERQ) and Wellness Management
- **Psycho-Social Services** - is a dynamic state that is influenced by and influences our physical, intellectual, spiritual and social lives.
- **Health and Productivity Management** - the integration of data and services related to all aspects of employee health that affect work performance
- **Wellness** - is an active process for both the individual and the organization, where active steps can be taken to reduce chronic diseases and mitigate its debilitating impact on individual personal lives and organizational productivity (World Economic Forum).
- **Immediate Family** - An employee's immediate family members, i.e. spouse/ partner, biological, foster and adopted children.

## 2. PURPOSE

To provide guidelines and framework on the implementation of the Employee Health and Wellness services in the department

## 3. LEGAL FRAMEWORK

- a) Constitution of the RSA, [Act No. 108 of 1996]
- b) Public Service Act [No 1994] as amended and Public Service Regulations, 2007
- c) Occupational Health and Safety Act [No. 85 of 1993]
- d) Compensation for Occupational Diseases and Injuries Act [No.130 of 1993]
- e) Disaster Management Act [ No. 57 of 2002]
- f) Basic Conditions of Employment Act [No. 75 of 1997]
- g) Employment Equity Act [No. 55 of 1998; 97 of 1998; 9 of 1999]
- h) Labour Relations Act [No. 66 of 1995]
- i) Promotion of Equality and Prevention of Unfair Discrimination [Act No. 4 of 2000]
- j) Mental Health Care Act [No. 17 of 2002]
- k) The Medical Schemes Act [No. 131 of 1998]
- l) Tobacco Products Control Amendment Act [No. 12 of 1999]
- m) HIV&AIDS and STI National Strategic Plan 2007-2011
- n) DPSA – Employee Health and Wellness Strategic Framework
- o) EAPA-SA Standards 2009
- p) White paper on Sports and Recreation South Africa 1998

## 3. OBJECTIVES

The objectives of the policy are to provide guidelines in achieving the following:

- a) Ensure an organizational climate and culture that is conducive to improve health,
- b) wellness and maximum productivity
- c) Establish, maintain and improve on EHW systems
- d) Provide prevention programmes and strategies

- e) To create a non discriminatory work environment for HIV/AIDS infected and affected employees.

#### **4. SCOPE OF APPLICATION**

This policy shall apply to:

- a) All employees of the department
- b) The immediate families of the employees (where applicable)
- c) Visitors to the premises of the department (where applicable)

#### **5. POLICY STATEMENT**

##### **5.1. OBLIGATIONS**

The employer shall:

- 5.1.1. Provide a working environment that is safe and without risks to the wellbeing, health and safety of employees and other persons.
- 5.1.2. Establish and maintain participative EHW forums to discuss and action wellness, health and safety matters at head office, district and local levels
- 5.1.3. Appoint a member of the senior management services to manage the implementation of EHW in the Department
- 5.1.4. Appoint EHW coordinators and committees in each workplace to develop and implement workplace programmes
- 5.1.5. Commission research on EHW Services
- 5.1.6. Communicate EHW interventions to staff through various methods
- 5.1.7. Establish and maintain records of EHW activities and services
- 5.1.8. Keep the records for a period of five years

##### **5.2. HIV/AIDS AND HEALTH & PRODUCTIVITY MANAGEMENT**

- 5.2.1. The employer shall develop and implement a disease management programme
- 5.2.2. Pre-employment testing for HIV & AIDS is prohibited
- 5.2.3. There will be no compulsory workplace testing for HIV & AIDS.
- 5.2.4. Employees with HIV & AIDS shall be governed by the same contractual obligations as other employees.
- 5.2.5. No employee shall be discriminated against on the basis of his/her HIV status.
- 5.2.6. Disciplinary action shall be taken against employees who discriminate others on the basis of their HIV status.
- 5.2.7. All employees shall be educated regarding the advantages of joining the Government Employees Medical Scheme (GEMS) for the management of diseases
- 5.2.8. Employees who wish to be tested for HIV & AIDS shall have access to counselling and referral to appropriate facilities through the wellness programme
- 5.2.9. The employer shall ensure that precautionary measures are taken to reduce the risk of acquiring or transmitting HIV infection through occupational exposure.
- 5.2.10. The programme shall be carried out in partnership with other stakeholders such as government departments, the private sector and non-governmental organizations.

5.2.11. All managers and supervisors within the department shall be responsible for implementing the provisions of this programme

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

5.3.1. Occupational health and safety shall be implemented in line with the provisions of the OHS Act.

5.3.2. Injuries on duty shall be handled in line with the COID Act.

5.3.3. The identification and assessment of hazards and risk shall be done on a regular basis

5.3.4. Risk management plans shall be developed and implemented with a view to eliminate, reduce or manage the hazards and risks

5.3.5. Emergency Response Preparedness plans shall be developed, implemented and revised regularly

5.3.6. The department shall work towards complying with international health, safety and environment standards (i.e. ISO 9001:2000, OHSAS 18001:2007 and ISO 14001:2004).

5.3.7. Working facilities (machinery, furniture, implements, tools etc) that are safe and without risks to the health and safety of employees shall be provided and be maintained by the employer.

5.3.8. No employee shall be permitted to do any work, handle any substance or operate any machinery, unless all precautionary measures have been taken.

5.3.9. Employees shall be informed of their scope of authority through their job descriptions as contemplated in section 37(1) (b) of the OHS Act.

5.3.10. Personal protective clothing/ equipment shall be provided to employees (where applicable)

5.3.11. The Head of Department shall appoint employees in all workplaces of the department in terms of section 16(2) of OHS Act.

5.3.12. First aiders, Safety Representatives and committees shall be appointed

5.3.13. There shall be designated smoking areas in all workplaces.

5.3.14. Activities of the department shall be conducted in such a manner as not to put the safety and health of members of the public at risk.

5.3.15. Inputs from members of the public on the elimination of real or potential health hazards in the conduct of its activities shall be considered by the department.

5.3.16. Employees of the department shall:

5.3.16.1. Take care of their own health and safety and that of other persons who may be affected by their acts or omissions.

5.3.16.2. Co-operate with the employer to ensure that the Department carries out the duties imposed upon it by the OHS Act.

5.3.16.3. Carry out lawful instructions given to them and obey the health and safety rules and procedure laid down in the interest of health and safety at the work place.

5.3.16.4. Report any unsafe or unhealthy conditions to their immediate supervisor/health and safety representatives.

5.3.16.5. If they are involved in any incident/accident, which may affect their health or cause an injury to themselves or others, they must report such incidents to their direct supervisor

or to health and safety representative, as soon as is practicably possible, but not later than the end of the working day in which such incident/accident occurred, and

- 5.3.16.6. Not intentionally or recklessly interfere with measures or items that are provided to protect the health and safety of persons where the activities of the Department are conducted.

#### **5.4. WELLNESS MANAGEMENT**

- 5.4.1. A wellness management programme, inclusive of physical, psycho-social, organisational wellness and work - life balance) shall be developed and implemented within the department
- 5.4.2. Psycho-social services shall be made accessible to all the employees of the department (regardless of their rank) and their immediate family members
- 5.4.3. All matters related to wellness, particularly to psycho-social services, shall be handled with confidentiality
- 5.4.4. No employee shall be forced to participate in wellness initiatives
- 5.4.5. Referral for psycho-social services shall be by means of self-referral, informal referral or formal referral
- 5.4.6. Psycho social services shall be done by a wellness professional
- 5.4.7. The cost of services at private institutions shall be borne by the individual employees requiring such services.

#### **6. POLICY REVIEW**

The policy shall be reviewed after every three years or as and when a need arise with the permission from the MEC