



Safety, Health, Environment, Risk and Quality (SHERQ) Policy

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Publishing date

Responsible Manager: Director for Corporate Services

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Mr. Crouch Date

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Mr. MP Dichaba Date

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Policy Aim:

1. This Policy aims to ensure that the Department is committed to the provision and promotion of a healthy and safe work environment for its employees, visitors and the public as well as ensuring that our activities do not impact negatively on the environment.

Policy Scope

2. This policy applies to all employees of the Department of Transport Safety and Liaison, visitors, and members of the public.

Legislative Framework

3. This policy draws upon the following legislation:
 - The Constitution of the Republic of South Africa of 1996
 - Employment Equity Act, 1998 (Act No.55 of 1998)
 - Basic Conditions of Employment Act, 1997 (Act No. 75 of 1996)
 - Labour Relations Act, 1995 (Act No. 66 of 1995)
 - Disaster Management Act , 2002 (Act No. 57 of 1997)
 - Occupational Health and Safety Act, 1993 (Act No. 85 of 1993)
 - Compensation for Occupational injuries and Diseases Act, 1993 (Act No. 130 of 1993)
 - Mental Health Care Act, 2002 (Act No. 17 of 2002)
 - National Health Care Act, 2003 (Act No. 60 of 2003)
 - Tobacco Products Control Amendment Act, 1999 (Act No. 12 of 1999)

Policy Statement

4. It is the policy of the Northern Cape Department of Transport, Safety and Liaison that:
 - 4.1. It will identify and assess hazards and risks to which all employees are exposed to including risks pertaining to HIV and AIDS and put programmes in place to mitigate and control those hazards.
 - 4.2. It will ensure that all buildings, floors and structures are well maintained and accessible to people with disabilities.

- 4.3. It will practice good housekeeping in order to ensure a safe and conducive working environment.
- 4.4. It will adequately maintain machinery and electrical equipment to ensure effective operation and prevention of accidents that might be caused.
- 4.5. It will ensure that the Emergency Management Plans are developed and accommodate persons with disabilities, in order to guarantee that emergency situation are handled in a proper way.

Roles and Responsibilities

5. The **Accounting Officer** or his/her delegate shall:

- 5.1. Appoint a designated Senior Manager to champion the SHERQ programmes.
- 5.2. Ensure the provision of resources for the implementation of SHERQ programmes in the Department.
- 5.3. Ensure that all DTSL operations are in line with SHERQ legal standards.

6. The **Designated Senior Manager** shall:

- 6.1. Align and interface the organizational SHERQ policy with other relevant policies and procedures such as HIV/AIDS.
- 6.2. Plan interventions based on risk and needs analysis.
- 6.3. Monitor and evaluate the implementation of SHERQ interventions.
- 6.4. Ensure commitment to comply with minimum current applicable legislation, regulations and other requirements to which the department subscribes.
- 6.5. Ensure that policies that might impact on safety, health, environment or quality, must comply with the principles laid out in this SHERQ Policy.

7. The **Employee** shall be responsible for:

- 7.1. Participating in risk management processes.
- 7.2. Performing their work in a safe manner.
- 7.3. Taking reasonable care that their acts do not adversely affect the health and safety of themselves or others.
- 7.4. Reporting any incidents, accidents or hazards.



8. The **SHERQ Committee** comprising of management, employee and union representatives are responsible for:

- 8.1. Monitoring and reviewing on an ongoing basis SHERQ management process.
- 8.2. Make recommendations to the employer or, where the recommendations fail to resolve the matter, to an inspector regarding any matter affecting the health and safety of persons at the workplace or any section thereof for which such committee has been established.

9. The **Employee Health and Wellness Practitioner** shall:

- 9.1. Aim to ensure that the Department effectively assesses risks and applies measures to control them.
- 9.2. Plan, monitor and manage SHERQ according to strategies, policies and budgetary guidelines
- 9.3. Act as a focal point for the distribution of evidence-based and generic health and wellness promotional material at the workplace.
- 9.4. Take initiative to implement awareness activities, or to communicate health and wellness information at the workplace ensuring all employees understand their responsibilities.
- 9.5. Act as a referral agent of employees to relevant internal or external health support programmes.
- 9.6. Ensure adherence to standards as set by legislation, regulations, South African Bureau of Standards, International Standardisation Organisation and Department of Labour.

Review and Distribution

- 10. The senior manager for Corporate Services is responsible for this policy and for ensuring that it is reviewed and updated.
- 11. This policy will be reviewed no sooner than 18 months but not later than 3 years after the last publication date. If necessary, an updated version will be issued, if not a formal cover letter will be issued to supplement the cover of this Policy (identifying a revised publication date).
- 12. The senior manager for Policy and Planning will distribute updated versions to:



- Member of the Executive Council
- Head of Department
- All senior managers who will in turn distribute to their staff as appropriate.

A handwritten signature or mark, possibly a stylized 'S' or 'D', located at the bottom right of the page.