

health

Department of Health
NORTHERN CAPE

Policy on Health and Productivity

Version control

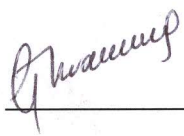
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Table of Contents

Policy Aim	3
Policy Scope	3
Policy Statement	3
Roles & Responsibilities.....	4-8
Review & Distribution	8
Acknowledgements & Sources	9

Policy Aim

1. This Policy aims to ensure that the Department of Health is committed to the promotion of the general health of employees through awareness, education, risk assessment, and support. It is committed to mitigate the impact and effect of communicable and non-communicable diseases on the productivity and quality of life of employees. This policy must be read together with the following policies:
 - 1.1. Safety, Health, Environment, Risk and Quality Policy
 - 1.2. Occupational Injuries and Diseases in the Workplace

Policy Scope

2. This policy is applicable to the Northern Cape Department of Health facilities and employees.

Policy Statement

3. It is the policy of the Northern Cape Department of Health that it shall:
 - 3.1. Focus on the areas of Disease Management, Mental Health Management, Injury on Duty and Incapacity due to Ill-health and Occupational Health Education and Promotion.
 - 3.2. Reduce healthcare costs and/or improving quality of life for individuals with chronic conditions (such as HIV/AIDS, Diabetes, Hypertension) by preventing or minimizing the effects of a disease, or chronic condition and medical surveillance.
 - 3.3. Help employees (including their families) manage their lives successfully, and provide them with the emotional and spiritual resilience to allow them to enjoy life and deal with distress and disappointment.
 - 3.4. Reduce the rate of absenteeism from the workplace, the abuse of sick leave by employees, injuries on duty, ill health retirements, incapacity leave, occupational diseases and health risks.

- 3.5. Enhance the knowledge levels of employees, help catalyse and reinforce behaviour change while intentionally leading to improve health and productivity of all employees.
- 3.6. Mitigate the impact and effect of communicable and non-communicable diseases on the productivity and quality of life of employees.

4. Definitions

- 4.1. **Health and Productivity** - Institute of Health and Productivity Management defines Health and Productivity Management (HPM) as 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. The Health Productivity and Management value chain designs benefits and programs to provide incentives, change behaviour, reduce risks, improve health, which impact medical costs and disabilities, improve functionality, which translates into enhanced worker productivity.
- 4.2. **Injury on Duty (including Occupational Diseases)** - An injury on duty is taken to mean a personal injury sustained in an accident occurring during the performance of an employee's work. An Occupational disease is like any other disease, with the distinction that it was caused solely or principally by factors peculiar to the working environment. It is also described as a disease arising out of and contracted in the course of an employee's employment as listed in Schedule 3 of the Compensation for Occupational Injuries and Disease Act, 1993 (Act No 130 of 1993).

Roles and Responsibilities

- 5. This policy involves the following role players:

- 5.1. The **Head of Department** shall ensure that:

- 5.1.1. Health and Productivity Management in the workplace will encompass the prevention and management of chronic diseases, infectious diseases,

occupational injuries, disability and occupational diseases so as to reduce the burden of disease by early entry into disease management programs in order to enhance productivity in the Department;

5.1.2. Provide resources and facilities

5.1.3. Mental health in the workplace is addressed by providing support options which are confidential and non-stigmatised.

5.1.4. Systems /procedures/ delegations are adapted to establish a fertile environment for implementation and the management of Health and Productivity Management programmes.

5.1.5. The management of health programmes is changed to promote both employees' health and enhance service delivery.

5.1.6. Any discrimination against employees is addressed and managed.

5.1.7. Employees (at all levels of employment) are not hindered from accessing Health and Wellness Programmes.

5.1.8. Injury on duty (including occupational diseases) and incapacity due to ill health is managed in terms of the Policy and Procedure on Incapacity Leave and Ill-Health Retirement (PILIR).

5.2. The **Senior Manager for Human Resource Management** shall:

5.2.1. Establish an appropriate organisational structure for Health and Productivity Management.

5.2.2. Ensure financial planning and budgeting.

5.2.3. Establish a Health and Productivity Management Steering Committee.

5.3. The **Health and Productivity Management Coordinator** shall:

5.3.1. Coordinate the implementation of Health and Productivity Management, projects and interventions.

5.3.2. Plan, monitor and manage Health Productivity Management according to strategies, policies and budgetary guidelines.

5.3.3. Make provision for counselling to individual employees and to their immediate family members.

5.3.4. Identify personal development needs for individual employees.

5.3.5. Analyse and evaluate Health and Productivity data and communicate information, statistics and results to various stakeholders and management.

5.3.6. Coordinate activities of Peer Educators.

5.3.7. Promote work-life balance for all employees' health and safety.

5.4. The **Employee** shall:

5.4.1. Ensure that he/she registers timeously into disease management programme when/if necessary in order to manage his/ her health and enhance productivity in the Department.

5.4.2. Participate in Care and Preventive programmes to minimise the effects of a disease and/or chronic conditions.

5.4.3. Take reasonable care for the health and safety of him/herself and of other persons who may be affected by his/her acts or omissions;

5.4.4. Report any incident which may affect his/her health or which has caused an injury to him/herself to his/her Employer or the Health and Safety Representative, as soon as practicable.

5.4.5. Comply with standards as set by legislation, regulations, SABS¹, ISO² and DOL³

³ "SABS" South African Bureau of Standards,

⁴ "ISO" International Standardisation Organisation

⁵ , DOL" Department of Labour

5.5. Health and Safety Representative shall:

- 5.5.1. Conduct duties of the Health and Safety Representatives as outline in Section 17 of the Occupational Health and Safety Act, 85 of 1993;
- 5.5.2. Make representations to the employer on general matters affecting the health and productivity of all employees in the workplace.
- 5.5.3. Take initiative to implement awareness activities, or to communicate health and wellness information in the workplace.
- 5.5.4. Act as a referral agent of employees (including the vulnerable) to relevant internal or external health support programmes.
- 5.5.5. Ensure adherence to standards as set by legislation, regulations, SABS, ISO and DOL.
- 5.5.6. Be involved with the identification of health risks in the workplace.
- 5.5.7. Support the HIV and AIDS and TB Management programmes in distribution of condoms in the workplace.

5.6. Health and Safety Committee shall:

- 5.6.1. Make recommendations to the employer or, where the recommendations fail to resolve the matter, to an inspector regarding any matter affecting the health or safety of persons at the workplace or any section thereof for which such committee has been established, and discuss any incident at the workplace.
- 5.6.2. Ensure adherence to standards as set by legislation, regulations, SABS, ISO and DOL.

5.7. The Health and Productivity Management Steering Committee shall:

- 5.7.1. Establish harmonized communication of the Health and Productivity Management Policy within the Department.

5.7.2. Serve as a vehicle of coordination, communication, collaboration and consultation of issues pertaining to employee health and productivity with other stakeholders.

5.7.3. Create avenues through which collaborative initiatives can be forged.

5.7.4. Meet quarterly to discuss Health and Productivity Management Policy matters.

5.8. Labour Representatives shall:

5.8.1. Ensure that the employer fulfils mandates of health and productivity legislation in order to optimize health and productivity in the workplace.

5.8.2. Sit on in the health and productivity committee meetings

5.8.3. Make representation to the employer on agreed issues affecting the health and productivity of all employees (including the vulnerable) at the work place.

Review and Distribution

6. The Director for Human Resource Management is the responsible manager for this Policy and to ensure it is reviewed and updated.

7. This Policy and accompanying procedure will be reviewed after 3 years but not later than five years from the publishing 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)

8. The Director for Policy & Planning will distribute updated versions to:

- Member of the Executive Council for Health
- Head of Department of Health
- All Chief Directors, Directors and Deputy Directors

Acknowledgements & Sources

9. This Policy is based on the requirements of the following legislation:

9.1. Occupational Health and Safety Act, Act 85 of 1993

9.2. Employee Health and Wellness Strategic Framework for the Public Service

9.3. Health and Productivity Management Policy for the Public Service