



Policy on Wellness Management

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Responsible Manager : Director Human Resources Management

Approved by the Head of

Department

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Policy Aim

1. This Policy aims to ensure that the Department of Health is committed to the promotion of health and wellbeing of all its employees, male and females, and their families through comprehensive wellness. This policy must be read in conjunction with all Wellness¹ policies.

Policy Scope

2. This policy applies to:
 - 2.1. Every Department of Health workplace²;
 - 2.2. All employees and prospective employees of the Northern Cape Department of Health.

Policy Statement

3. It is the policy of the Northern Cape Department of Health that it shall:
 - 3.1. Establish Health and Wellness unit to meet wellness needs of all its employees including all vulnerable employees such as disabled employees, through preventative and curative measures.
 - 3.2. Promote the physical, social, mental, occupational, spiritual, financial, and intellectual wellness of employees.
 - 3.3. Create an organizational climate and culture that is conducive to wellness and comprehensive identification of psycho-social health risks.
 - 3.4. Promote Work-Life Balance through flexible policies in the workplace to accommodate work, personal and family needs.

¹ Wellness Policies means:- Safety, Health, Environment, Risk and Quality Policy, Policy on Occupational Injuries and Diseases in the Workplace and Policy on HIV & AIDS, STI and TB

² "Workplace" means any premises or place where a person performs work in the course of his/her employment (source: Occupational Health & Safety Act 1993)

Roles and Responsibilities

4. This policy involves the following role players:

4.1. The Head of Department shall;

- 4.1.1. Ensure the development and implementation of a written policy on managing the wellbeing of both the employees and the organization.
- 4.1.2. Appoint a designated Senior Manager to champion the Wellness Management programmes including programmes such as Harassment and Discrimination in the workplace.
- 4.1.3. Ensure the provision of resources for the implementation of Wellness programmes in the Department.
- 4.1.4. Establish a Wellness Management committee that will oversee the implementation of Wellness programmes in the workplace and consult with the committee with a view of initiating, developing, promoting, maintaining and reviewing measures to ensure the wellbeing of employees including the disabled, and the HIV infected and affected employees at work.

4.2. The Designated Senior Manager shall;

- 4.2.1. Structure, strategize, plan and develop holistic employee wellness programmes such as Trauma Debriefing, Conflict Management, Bereavement Counselling, Financial and Retirement Planning.
- 4.2.2. Manage employee wellness strategies and policies, e.g. wellness promotion and wellness facilities within budgetary guidelines.
- 4.2.3. Align and interface the organizational wellness policy with other relevant policies and procedures such as HIV/AIDS.
- 4.2.4. Liaise with, manage and monitor external employee wellness service providers and ensure that the necessary standards are upheld with regard to issues such as Gender Based Rights, Harassment and HIV/AIDS.
- 4.2.5. Plan interventions based on risk and needs analysis.
- 4.2.6. Monitor and evaluate the implementation of wellness interventions.
- 4.2.7. Establish a Peer Education programme.

4.3. Employee shall;

- 4.3.1. Apply his/her knowledge, motivation, commitment, behavior, self-management, attitude and skills toward achieving personal fitness, health and organizational goals.
- 4.3.2. Look after his/her body by following a nutritionally balanced diet and maintaining his/her body mass within a healthy range.
- 4.3.3. Take an active part in improving the world of work by encouraging a healthy living environment and initiating better communication with those around him/her.
- 4.3.4. Make use of wellness facilities and services provided at the workplace.

4.4. Peer Educator shall:

- 4.4.1. Act as a focal point for the distribution of evidence-based and generic health and wellness promotional material at the workplace.
- 4.4.2. Take initiative to implement awareness activities, or to communicate health and wellness information at the workplace.
- 4.4.3. Act as a referral agent of employees to relevant internal or external health support programmes.
- 4.4.4. Be involved with the identification of employees' needs and health risks at the workplace.
- 4.4.5. Initiate and arrange staff training with regard to employee health and wellness.
- 4.4.6. Submit monthly reports of activities to the Wellness Manager.

4.5. Health and Wellness Committee shall:

- 4.5.1. Oversee the implementation of the wellness policy and programmes in the workplace.
- 4.5.2. Make recommendations to the employer regarding any policy matter and implementation procedures including any matters affecting the wellness of all employees.
- 4.5.3. Keep record of each recommendation made to an employer.

4.5.4. Discusses any incident or condition at the workplace which might have a negative impact on the wellbeing of employees.

4.5.5. Serves as a vehicle of communication to promote wellness initiatives within the workplace.

4.6. The Wellness Manager shall:

4.6.1. Oversee the implementation of the wellness policy and programmes in the workplace.

4.6.2. Make recommendations to the employer regarding any policy matter and implementation procedures including any matters affecting the wellness of employees.

4.6.3. Keep record of each recommendation made to an employer.

4.6.4. Discuss any incident or condition at the workplace which might have a negative impact on the wellbeing of all employees.

4.6.5. Serve as a vehicle of communication to promote wellness initiatives within the workplace.

Review and Distribution

5. The Director for Human Resource Management is the responsible manager for this Policy and ensuring it is reviewed and updates.
6. This policy will be reviewed after 3 year but no later than 5 years after the last 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).
7. The Director for Policy & Planning will distribute updated versions to:
 - 7.1. Member of the Executive Council for Health
 - 7.2. Head of Department of Health
 - 7.3. All Chief Directors, Directors and Deputy Directors

Acknowledgements & Sources

8. This Policy is based on the requirements of the following;
 - 8.1. Employee Health and Wellness Strategic Framework for the Public Service
 - 8.2. AMS 16001: 2003 Standard for HIV&AIDS Management system Specific Document
 - 8.3. SANS 16001: South African National Standard: HIV& AIDS management system- General Requirements