



health

Department of Health
NORTHERN CAPE

This is to confirm that this policy was reviewed according
to the agreed time-frame

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

Policy

Version control

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Abbreviations and Definitions

“DOL” Department of Labour

“DPSA” Department of Public Service and Administration

“EH&W” Employee Health and Wellness

“EH&WMSF” Employee Health & Wellness Management Strategic Framework

“HRMD” Human Resource Management Development

“HRM” Human Resource

“ISO” International Standard Organization

“OHS “Occupational Hygiene and Safety/Occupational Health and Safety

“OHSAS” Occupational Health Standards and Systems

“PDP” Personal Development Plan

“PSR “Public Service Regulations

“SHERQ “Safety, Health. Environment, Risk and Quality

“SOP” Standard Operating Procedures

“WHO” World Health Organization

“COID” Compensation for Occupational Injuries and Diseases Act

“STAKEHOLDER “refers to any person, organization, social group, or society at large that has interest in the department.

“ORGANISED LABOUR” An association of workers united as single, representative entity the purpose of improving the workers economic status and working condition through collective bargaining with employers (also known as unions)

1. Policy Aim

- 1.1. To promote a healthy and safe public service environment for all employees and the community of the Northern Cape.
- 1.2. To assess and control risks through the enforcement of the Occupational Health and Safety Act 85 of 1993 and safety regulations.
- 1.3. To improve occupational health and safety by controlling health hazards in the workplace,
- 1.4. This policy should be read in conjunction with the Health Care Waste Management policy.

2. Policy Scope

- 2.1. This policy is applicable to all employees of the Northern Cape Department of Health.
- 2.2. Persons other than the employees working with or within the premises, buildings, plant, machinery or equipment owned by or used by the Northern Cape Department of Health.

3. Policy Statement

- 3.1. Responding to the need of designated groups such as women, children, older persons, people with disabilities and persons living with HIV and Aids. It is the policy of the Northern Cape Department of Health that:
 - 3.1.1. It will ensure the appointment of Health and Safety representatives in all health facilities.
 - 3.1.2. All employees should be safe and healthy in their place of work.
 - 3.1.3. It will identify and assess hazards and risks to which all employees are exposed to pertaining to **Occupational Disease and Injuries** and put programs in place to mitigate and control these hazards.

- 3.1.4. It will ensure that waste is managed and properly disposed in order to prevent ground and underwater pollution as outlined in the National Environmental Management Act 107 of 1998.
- 3.1.5. It will adequately maintain machinery and electrical equipment to ensure effective operation and prevention of accidents that might occur.
- 3.1.6. It will ensure effective housekeeping to reduce infection and to promote a healthy working environment.
- 3.1.7. It shall ensure that Occupational Health and Safety Audits are conducted on an annual basis in all facilities to monitor compliance with the relevant legislation.
- 3.1.8. It will ensure that an Emergency Management Plan is developed for the Department which also caters to the need of people with disabilities.
- 3.1.9. It will ensure that adequate resources are allocated to execute SHERQ duties effectively.
- 3.1.10. To emphasize both the quality and quantity of employment by taking care of the wellbeing of employees.

4. Roles and Responsibilities

4.1. The Head of Department shall:

- 4.1.1. Provide and maintain, as far as reasonably practicable, a working environment that is safe and without risk to the health of employees.
- 4.1.2. Ensure that there is a written policy concerning the protection of the health and safety of employees at work, and the safety of the general public.
- 4.1.3. Ensure that COID processes are implemented as outlined in the COID Act.

4.2. The Human Resource Manager shall:

- 4.2.1. Ensure commitment to continual improvement of the SHERQ system, legislation and compliance to applicable legislation requirements.
- 4.2.2. Ensure full adherence to the policy implementation by employees.

4.3. The facility/Unit/Directorate Manager shall:

- 4.3.1. Ensure compliance and implementation to the principles laid out in this Policy.

4.4. The Designated SHERQ Manager shall:

- 4.4.1. Form organizational support initiatives, such as, adherence to policy requirements, planning and management thereof
- 4.4.2. Establish Governance and Institutional Initiatives, such as Steering committee, Terms of Reference, monitoring and evaluation of policy implementation
- 4.4.3. Identify, assesses risks and ensure alignment to the nature and scale of the departments SHERQ risks and impacts.
- 4.4.4. Ensure compliance and adherence to COID processes and that investigations are done according to the OHSA and submit quarterly reports.

4.5. The SHERQ Coordinator shall:

- 4.5.1. Coordinate and monitor the implementation of SHERQ, projects and interventions;
- 4.5.2. Analyse, evaluate data, communicate information, statistics, results and report to management.

4.6. The Health and Safety Representatives shall:

- 4.6.1. Review the effectiveness of health and safety measures in the facilities.
- 4.6.2. Identify potential hazards and potential major incidents at the workplace in collaboration with the employer, examine the causes of incidents at the workplace, and investigate complaints by any employee relating to employee's health or safety at work and report to the employer.
- 4.6.3. Inspect the workplace, including any article, substance, plant, machinery or health and safety equipment at the workplace with a view to improve the health and safety of employees, at such intervals as may be agreed upon with the employer: Provided that the health and safety representative shall give reasonable notice of his intention to carry out such an inspection to the employer, who may be present during the inspection.
- 4.6.4. Participate in consultations with inspectors at the workplace and accompany inspectors on inspections of the workplace in their capacity as health and safety representatives.
- 4.6.5. Ensure adherence to standards as set by legislation, regulations, SABS, ISO and DOL and submit reports.

4.7. The Health and Safety Committee shall:

- 4.7.1. 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.
- 4.7.2. Ensure adherence to standards as set by legislation, regulations, SABS, ISO and DOL.
- 4.7.5. Ensure participation of Organised Labour.

4.8. The Steering Committee shall:

- 4.8.1. Oversee policy implementation and facilitate the monitoring and evaluation.
- 4.8.2. Assess the transformation impact of SHERQ and measure productivity in the Public Service.
- 4.8.3. Monitor the efforts of Departments to address strategic and SHERQ related issues.

4.9. The Labour Representatives shall:

- 4.9.1. Represent employees in the workplace.
- 4.9.2. Ensure that the employer fulfils mandates of OHS ACT and Regulations in order to optimize Health and Safety in the workplace.
- 4.9.3. Serve as the member of the OHS Committee
- 4.9.4. Make representation to the employer on agreed issues affecting the health and safety of employees at the work place.

4.10. The Employee shall:

- 4.10.1. Take reasonable care for the health and safety of him/her and of other persons who may be affected by his/her acts or omissions.
- 4.10.2. Obey the health and safety rules and procedures laid down by his/her employer or any authorized person in the interest of health and safety.
- 4.10.3. Report as soon as practicable any unsafe or unhealthy situation which comes to his/her attention, to the employer or to the health and safety representative for his/her workplace or section thereof

4.10.5. Comply with standards as set by legislation, regulations, SABS, ISO and DOL.

5. Review and Distribution

- 5.1. The **Director for Human Resource Management** is the responsible manager for this policy and ensuring that review/updates are commenced.
- 5.2. The Policy and accompanying Standard Operating Procedure will be reviewed after 3 years but not later than 5 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).
- 5.3. The Director for Policy and Planning will distribute updated versions to:
 - 5.3.1. Member of the Executive Council of Health
 - 5.3.2. Head of Department of Health
 - 5.3.3. All Chief Directors, Directors and Deputy Director (who will in turn distribute to their staff as appropriate)

6. Acknowledgements and Sources

- 6.1. Occupational Health and Safety Act 85 of 1993.
- 6.2. Employee Health and Wellness Strategic Framework for the Public Service.
- 6.3. SHERQ Management Policy for the Public Service.
- 6.4. Wellness Management for the Public Service.
- 6.5. Public Service Act 1994 as amended.
- 6.6. National Norms And Standards Relating To Environmental Health In Terms Of National Health Act, 2003 (Act No 61 Of 2003).
- 6.7. National Environmental Management Act 107 of 1998

Approved by Head of

Department

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Ms GE Matlopane

Date

25/05/2016