



Department of Public Works, Roads and Transport
Mpumalanga Provincial Government

HEALTH AND PRODUCTIVITY POLICY

Issue: 2.0
Responsible Section: Employee Health and Wellness
Date of Approval: 06/09/2023....

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ABREVIATIONS

AIDS	Acquired Immune Deficiency Syndrome
COIDA	Compensation for Occupational Injuries and Diseases Act, 1993 (Act No.130 of 1993)
COVID-19	Coronavirus Disease of 2019
DPSA	Department of Public Service and Administration
EH&W	Employee Health and Wellness
EH&WSF	Employee Health & Wellness Strategic Framework
HIV	Human Immunodeficiency Virus
HPM	Health and Productivity Management
PILIR	Policy and Procedure on Incapacity Leave& Ill-Health Retirement
PWR&T	Department Public Works Roads and Transport
SMS	Senior Management Services
ROI	Return on Investment

DEFINITIONS

Accounting Officer	means	a person mentioned in Section 36 of the Public Finance Management Act, 1999 (Act No.1 of 1999) and includes any person acting as the Accounting Officer;
Health and Productivity Management	means	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 behavior, reduce risks, improve health, which impact medical costs and disabilities, improve functionality, which translates into enhanced worker productivity;
Disease Management	means	the process concern with common chronic illnesses and the reduction of future complications associated with those diseases. The idea is to ease the disease path, rather than cure the disease by improving quality and activities for daily living are first and foremost;
Chronic Illness	means	a health conditions that lasts a long time and can be genetic, meaning parents can pass the tendency through genes to their children before they are born;
Mental Health	means	a basic component of positive health and well-being that covers a range of symptoms and experiences. It is necessary to help management of life successfully, and provide emotional and spiritual resilience to allow enjoyment of life and dealing with distress and disappointment;

Temporary Incapacity Leave	means	<p>is a leave benefit that can be applied in the event where normal sick leave has been exhausted in the three-year sick leave cycle Incapacity Leave is for management purposes categorized into two types:</p> <p>Short incapacity – this is when the period of incapacity leave that is requested is 29 days or less; and</p> <p>Long Incapacity – this is when one applies for 30 or more days of incapacity leave.</p>
Ill-Health Retirement	means	<p>when an employee becomes permanently unable to work due to medical reasons and is discharged/retires from the employment of the public service on medical grounds. Either the employee or the employer could initiate an ill-health retirement should it be suspected that the employee has become permanently unable to work;</p>
Senior Manager	means	<p>a member of the Senior Management Services (SMS) tasked with championing the Health and productivity management programme within the Public Service workplace;</p>
Employee	means	<p>A person appointed in terms of the Public Service Act (Act No. 103 of 1994) and the Employment of Educators Act, 1998 (Act No 76 of 1998);</p>
Health and Safety Committee	means	<p>a committee that initiates, develops, promotes, maintains and reviews measures to ensure the health and safety of employees at work. The employer shall in respect of each workplace where two or more health and safety representatives have been designated, establish one or more health and safety committee(s);</p>

Compliance officer	means	An employee who is delegated to ensure that the Department do not contravene any statutes or regulation which apply to departmental duties;
Peer Educator	means	an employee who is trained in working with peers, sharing information and guiding a discussion using peer experience and knowledge;
The Health and Wellness Coordinator	means	an employee tasked with the responsibility to coordinate the implementation of EH&W Programmes, which include HPM The Health and Wellness Coordinator can be professionally trained to perform therapeutic interventions, if not trained, such cases must be referred;
Injury on Duty and Occupational Diseases	means	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); and
Occupational Health Education and Promotion	means	variety of communication dissemination and information transfer activities that are intended to enhance the knowledge levels of individuals help catalyze and reinforce behavior change while intentionally leading to improved individual health and productivity.

1. INTRODUCTION

The policy seeks to strengthen and improve the efficiency of existing services and infrastructure, e.g. Occupational Health Services and Occupational Health Education and Promotion.

The Department of Public Works, Roads and Transport therefore advocate for the principles of workers right to enjoy highest attainable standards of physical and mental health and favourable working conditions.

2. OBJECTIVES

The objectives are to:

- 2.1. Focus on the areas of Disease Management, Mental Health Management, injury on duty & Incapacity due to ill-health and Occupational Health Education and Promotion;
- 2.2. Reduces healthcare costs and/or improving quality of life for employees with chronic conditions by prevention or minimising the effects of a disease, or chronic condition and medial surveillance;
- 2.3. Help employees 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;
- 2.4. Reduce absenteeism form work, abuse of sick leave, injuries on duty, ill health retirements, incapacity leave, occupational diseases and Health risks. Enhance the knowledge levels of employees, help catalyse and reinforce behaviour change while intentionally leading to improve health and productivity;
- 2.5. Promote the general health of employees through awareness, education, risk assessment, and support; and
- 2.6. Mitigate the impact and effect of communicable and non-communicable diseases such as Coronavirus Disease of 2019 (COVID-19) on the productivity and quality of life regarding employees.

3. REGULATORY FRAMEWORK

- 3.1 Basic Conditions of Employment Act, 1997 (Act No. 75 of 1997);
- 3.2 Compensation for Occupational Diseases and Injuries Act, 1993 (Act No.130 of 1993);
- 3.3 Constitution of the Republic of South Africa of 1996.
- 3.4 Employment Equity Act, 1998 (Act No. 55 of 1998);
- 3.5 Labour Relations Act, 1995 (Act No. 66 of 1995);
- 3.6 Mental Health Care Act, 2002 (Act No. 17, 2002);
- 3.7 National Framework and Criteria for Management on COVID-19, 2022;
- 3.8 National Occupational Health and Safety Policy of 2005;
- 3.9 National Strategic Framework on Stigma and Discrimination;
- 3.10 National Strategic Plan on HIV&AIDS, STI and TB 2012-2016;
- 3.11 Occupational Health and Safety Act, 1993 (Act No. 85 of 1993); and
- 3.12 Public Service Act, 1994 (Act No. 103 of 1994) and Regulation, 2016.

4. SCOPE OF APPLICATION

This policy is applicable to all employees of the Department and their immediate families.

5. POLICY STATEMENT

The department of Public works, Roads and transport is committed in ensuring that its employees are healthy and productive. These therefore is achieved through the effective and efficient administering and implementation of Health and Productivity management programme in the workplace.

5.1 PRINCIPLES

The Health and Productivity Management programme is underpinned by the following principles:



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- 5.1.1 Promote healthy integration and embracing change;
- 5.1.2 Responding to the needs of vulnerable groups i.e. People living with Human Immunodeficiency Virus and Acquired Immune Deficiency Syndrome (HIV and AIDS) as well as employees infected with COVID-19; and
- 5.1.3 Confidentiality and ethical behaviour.

5.2 DISEASE AND CHRONIC ILLNESS MANAGEMENT

- 5.2.1 Disease and Chronic Illness Management must mitigate the impact of disease management to ensure that the reduction of barriers to disease management remains a strategic priority to the Departments;
- 5.2.2 Employees must be actively involved in self-care as it is critical to classify occupational diseases in the work place and reduce the risk of employees acquiring an infectious disease through their work;
- 5.2.3 Integrated Health Risk assessment must be conducted to improve Chronic Disease Management and measuring the impact on employee health and productivity;
- 5.2.4 Disease management programmes through co-operation between Medical practitioners and patients must be utilize to reduce barriers at the workplace;
- 5.2.5 The Department must conduct awareness programmes to improve health and productivity management; and
- 5.2.6 Strategies to reduce the risk of employees contracting communicable and non-communicable diseases and need for medical interventions must be implemented.

5.3 MENTAL HEALTH AND PSYCHOSOMATIC ILLNESS MANAGEMENT

The Department must:

- 5.3.1 Focus on the following to reduce stress inducing risk factors at workplace:
 - 5.3.1.1. follow a balanced approach to understand work stress;

- 5.3.1.2. recognize that employment provides rewards that are both internal and external; and
- 5.3.1.3. reduce stigma and discrimination against mental diseases.
- 5.3.2 Develop and implement a Toolkit for Mental Health Promotion in the workplace which looks at practical steps for addressing mental health;
- 5.3.3 Measure the impact of programmes that reduce the psychosocial and physical demands of the work place that trigger stress;
- 5.3.4 Ensure the reduction of stigma and discrimination against people living with mental diseases as well as the promotion of human rights and wellness;
- 5.3.5 Intervene to involve groups of employees that are formed based on person-environment relationships which contribute to the generation or reduction of psychosomatic disorders.

5.4 INJURY ON DUTY & INCAPACITY DUE TO ILL-HEALTH

The Department must:

- 5.4.1 Investigate accidents and/or exposures; institute remedial measures to prevent similar incidents; grant injury on duty leave according to COIDA; grant and manage the employee conditional leave pending the outcome of its investigation into the nature and extend of the employee's incapacity leave in terms of (Policy and Procedure on Incapacity Leave& Ill-Health Retirement) PILIR;
- 5.4.2 Further manage and investigate the employee's application on ill-health retirement with the assistance of a Health Risk manager in terms of PILIR. This create a supportive environment for Health and Productivity Management and Department of Public Service and Administration (DPSA) to champion and assist the Department to improve productivity and increase morale to curb abuse and improve service delivery and protect employees as well as compliance to the law;

- 5.4.3 Help focus on the risk that really matter in the work environment – the ones with the potential to cause real harm;
- 5.4.4 Integrate of Health Risk Assessment and Management and Productivity Management;
- 5.4.5 Establish a process to report any injuries sustained by workers in the workplace;
- 5.4.6 Establish Procedures for protecting employees, as well as complying with the law;
- 5.4.7 Establish and utilize counseling and support services; and
- 5.4.8 Quantify Return on investment (ROI) to develop cost effective health care programmes.

5.5 OCCUPATIONAL HEALTH EDUCATION AND PROMOTION

- 5.5.1 Healthy behavior using educational processes to affect change and reinforce health practices of employee must be promoted;
- 5.5.2 Health Promotion focus on increasing the options available to people to exercise more control over their own health and over their environments;
- 5.5.3 Health services must be shared among officials in the Department to further strengthens systems for workplace learning in Health and Productivity Management to develop effective behavior change communication programmes;
- 5.5.4 Specific training for Departmental employees on Health and Productivity Management programmes must ensure achievement and sustainable environment that acknowledges and respond effectively to diversity;
- 5.5.5 Health standards must be met and processes put in place to ensure continuous improvement;

5.5.6 Options must be made available for employees to exercise more control over their own health; and

5.5.7 The impact of occupational health systems on public health practice must ensure evaluated against broader population-based health outcomes within a historical, political and economic framework.

5.6 THE HEALTH AND SAFETY COMMITTEE

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

5.6.2 Discuss any incident at the workplace or section thereof in which or in consequence of which any person was injured, became ill or died, and may in writing report on the incident to an inspector.

5.6.3 Keep record of each recommendation made to an employer and of any report made to an inspector.

5.6.4 Involve Organized Labour.

5.6.5 Serve as a vehicle of communication to promote wellness initiatives within the Department.

6 ROLES AND RESPONSIBILITIES

6.3 The Designated Senior Manager:

6.3.1 Develop capacity building programmes i.e.

6.3.2 Promote competence development of practitioners

6.3.3 Assist with HPM promotion at an organisational level

6.3.4 Form organizational support initiatives i.e.

6.3.4.1 Establish an appropriate organisation structure for HPM

6.3.4.2 Ensure Human Resource planning and management

6.3.4.3 Develop integrated HPM information management system

- 6.3.4.4 Provide physical resources and facilities.
- 6.3.4.5 Ensure financial planning and budgeting.
- 6.3.4.6 Mobilise Management support.

6.4 The Employee should:

- 6.4.1 Ensure that he/she registers early into disease management programs in order to manage the disease and enhance productivity in the Public Service.
- 6.4.2 Participate in care and preventive programmes to minimize the effects of a disease, or chronic condition through integrative care and preventive care.
- 6.4.3 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
- 6.4.4 If involved in any incident which may affect his/her health or which has caused an injury to him/herself, report such incident to his/her employer or to his/her health and safety representative, as soon as practicable
- 6.4.5 Comply with standards as set by legislation, regulations, SABS, ISO and DOL.

6.5 Health and Safety Representatives:

- 6.5.1 Review the effectiveness of health and safety measures
- 6.5.2 Identify potential causes that influence productivity in the workplace
- 6.5.3 In collaboration with the employer, examine the causes of incidents at the workplace and investigate complaints by any employee relating to employees' health and productivity at work
- 6.5.4 Make representations to the employer on general matters affecting the health and productivity of the employees at the workplace
- 6.5.5 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 productivity of employees, at such intervals as may be agreed upon with the employer, provided that the employer is notified in advance and may be present during the inspection

- 6.5.6 Attend meetings of the health and safety committee of which they are members, in connection with any of the above functions
- 6.5.7 Act as a focal point for the distribution of evidence-based and generic health and productivity management promotional material at the workplace
- 6.5.8 Take initiative to implement awareness activities and to communicate health and productivity information in the workplace
- 6.5.9 Act as a referral agent for employees to relevant internal or external health and productivity support programmes.
- 6.5.10 Be involved with the identification of health risks in the workplace.
- 6.5.11 Supporting staff training with regard to employee health, productivity and wellness
Submit monthly reports of activities to the HPM coordinator.

6.6 The HPM Coordinator:

- 6.6.1 Coordinate the implementation of HPM, projects and interventions
- 6.6.2 Plan, monitor and manage HPM according to strategies, policies and budgetary guidelines
- 6.6.3 Make provision for counseling to individual employees and to their immediate family members
- 6.6.4 Identify personal development needs for individual employees
- 6.6.5 Analyse and evaluate data and communicate information, statistics and results to various stakeholders and management
- 6.6.6 Coordinate activities of Peer Educators
- 6.6.7 Promote work-life balance for employee.
- 6.6.8 Make provision for counselling to individual employees and to their immediate family members

6.7 Compliance Officer

6.7.1 To serve in the OHS committee and;

6.7.2 To perform any other relevant functions for OHS representatives in the workplace

6.7.3 To identify risks and danger, investigate incidents, visits incidents sites and attend inspections

6.7.4 Conduct health and safety audits and inspections and attend safety committee meetings.

6.8 Accounting Officer

The Accounting Officer shall be responsible for the effective and efficient implementation of this policy as part of internal controls within the department.

7 MONITORING AND EVALUATION

The Employee Health and Wellness Section must monitor and evaluate the implementation of this policy.

8 POLICY REVIEW

8.1 The policy must be reviewed every three years or as and when there are changes in the legal frameworks, organizational developments, political and economic trends.

8.2 When there are changes on the envisaged outputs of the Medium Term Expenditure Framework as well as outcomes of monitoring and evaluation.

9 DEVIATIONS

Any deviation from this policy must be subject to the approval of the Accounting Officer.

10 IMPLEMENTATION DATE

This policy must come into effect from the date of approval of the Accounting Officer.

11 APPROVED



MC MOROLO
HEAD: PUBLIC WORKS, ROADS AND TRANSPORT
DATE 06 | 09 | 2023.