

HEALTH AND PRODUCTIVITY MANAGEMENT POLICY

2023/2024



public works & roads

Department:
Public Works and Roads
North West Provincial Government
REPUBLIC OF SOUTH AFRICA



POLICY TITLE : HEALTH AND PRODUCTIVITY
DEPARTMENT : PUBLIC WORKS AND ROADS



Contents

1. PREAMBLE	4
2. PURPOSE	4
3. LEGAL FRAMEWORK.....	5
4. SCOPE OF APPLICATION.....	5
5. POLICY PROVISIONS, ROLES AND RESPONSIBILITIES	5
6. MONITORING AND EVALUATION	10
7. POLICY REVIEW.....	10



1. PREAMBLE

The Department of Public Works and Roads ('Department') through its broader Employee Wellness Programme acknowledges the need to provide its employees with the integrated policy measures that manage health risks for chronic illness, occupational injuries and diseases, mental health diseases and disability to reduce employees' total health related costs including direct medical expenditure, unnecessary absence from work and lost production at work.

This policy seeks to operationalize the Employee Health and Wellness Strategic Framework (EH&WSF) for Public Service, promote the general health of employees through awareness, education, risk assessment and support. The policy also seeks to mitigate the impact and effect of communicable and non-communicable diseases on the productivity and quality of life of individuals.

2. PURPOSE

- 2.1. To promote and protect the health and wellness of all employees in the work place through effective primary intervention measures and access to health services;
- 2.2. To 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;
- 2.3. Reduce healthcare costs and/or improve quality of life for individuals with chronic conditions by preventing or minimising the effects of a disease or chronic condition;
- 2.4. Help employees manage their lives successfully and provide them with the emotional and spiritual resilience to allow them to enjoy life and minimise distress and disappointment;
- 2.5. Reduce absenteeism from work, abuse of sick leave, injuries on duty, ill-health retirements, incapacity leave, occupational diseases and health risks; and
- 2.6. Enhance the knowledge levels of individuals, help catalyse and reinforce behaviour change while intentionally leading to improve health and productivity.



3. LEGAL FRAMEWORK

- a) Constitution of Republic of South Africa, 1996;
- b) Disaster Management Act, 2002 (Act No. 57 of 2002);
- c) Basic Conditions of Employment Act, 1997 (Act No. 75 of 1997);
- d) Occupational Health and Safety Act, 1993 (Act No. 85 of 1993);
- e) Employment Equity Act, 1998 (Acts No. 55 of 1998: Act No 97 of 1998; Act No. 9 of 1999);
- f) Labour Relations Act, 1995 (Act No. 66 of 1995);
- g) Promotion of Equality and Prevention of Unfair Discrimination Act, 2000 (Act No. 4 of 2000);
- h) Public Service Act of 1994 as Amended & Regulations;
- i) Compensation for Occupational Diseases and Injuries Act, 1993 (Act No. 130 of 1993); and
- j) Mental Health Care Act, 2002 (Act No. 17 of 2002).

4. SCOPE OF APPLICATION

This policy will apply to all employees appointed in the Department in terms of the Public Service Act, 1994 as Amended.

5. POLICY PROVISIONS, ROLES AND RESPONSIBILITIES

5.1. POLICY PROVISIONS

5.1.1. Health and Productivity Management

The Department commits itself to provide an integration of services related to all aspects of employee health that affect work performance. The Department will endeavour to measure the impact of targeted interventions on both the employee health and productivity.

The Department will enhance employee productivity and functionality through programmes that provide incentives, change behaviour, reduce risks and improve health which impact medical costs and disabilities.

5.1.2. Disease Management

Disease Management is concerned with:-



- a) Common chronic illnesses and the reduction of future complications associated with those diseases;
- b) The increase of the knowledge of diseases and promotes essential attitude change; and
- c) The demand for information and services.

5.1.3. The reduction of stigma and discrimination against certain illnesses and promotes care and support for vulnerable employees.

5.1.4. Chronic illness

These are health conditions that last a long time and affect the health and productivity of employees at work.

5.1.5. Mental Health

- a) Is a basic component of positive health and well-being;
- b) Is necessary to help management of life successfully;
- c) Provides emotional and spiritual resilience to allow enjoyment of life; and
- d) Helps in dealing with distress and disappointment.

5.1.6. Temporary Incapacity Leave

Incapacity leave is a leave benefit that can be applied for in the event where normal sick leave has been exhausted in the three-year sick leave cycle.

- a) Short incapacity is applicable when the period of incapacity leave that is requested is 29 days or less.
- b) Long incapacity is applicable when one applies for 30 days or more of incapacity leave.

5.1.7. Ill-health Retirement

- a) When an employee becomes permanently unable to work due to medical reasons, they could be discharged/retired from the employment of the public service on medical grounds;
- b) The employer/employee can initiate an ill-health retirement should it be proven that the employee has become permanently unable to work.

The Employer should:-



- i. Where proven request the employee to complete ill-health retirement specific application forms;
- ii. Manage and investigate the employee's application with the assistance of a Health Risk Manager, in terms of the Policy and Procedure on Incapacity Leave and Ill-health Retirement (PILIR); and
- iii. The employer will notify the employee of its findings and take appropriate action according to its findings.

5.1.8. Injury on Duty and Occupational Diseases

- a) An injury on duty is a personal injury sustained accidentally during the performance of an employee's work.
- b) 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 Diseases Act, 1993 (Act 130 of 1993).

5.2. ROLES AND RESPONSIBILITIES

Responsibilities	Duties
Accounting Officer	To ensure that a designated senior manager is appointed to champion Employee Health and Wellness Programmes in the workplace. To ensure and support a work environment that encourages for the implementation and the management of Health and Productivity Management programmes in the Department. To ensure that management of health programmes promotes both



	employees' health and enhance performance.
Designated Senior Manager	Develop Capacity building programmes of practitioners and auxiliary functions such as Organisation Development, HR, LR and Change Management. Assist with the promotion of HPM at an organisational level. Form organisational support initiatives such as providing physical resource and facilities, financial planning and budgeting, and mobilising for management support. Development and implementation of a system for monitoring, evaluation and impact analysis.
Employee Wellness Programme Staff	Develop the HPM Policy. Coordinate the implementation of HPM, projects and interventions. Form partnerships with other departments, organisations and individuals who are able to assist Health and Productivity management and awareness programmes. Promote work-life balance of employees.
EWP/OHS Committee	Make recommendations to the employer regarding policy matters and implementation procedures, including any matter affecting the



	<p>wellness of employees. Discuss any incident in 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 a Labour inspector. Keep record of each recommendation made to an employer and of any report made to a Labour inspector. Serve as a vehicle of communication to promote wellness initiatives within the workplace. To assist with the HPM Policy implementation, monitoring and evaluation. Serve as a vehicle of coordination, communication, collaboration and consultation of issue pertaining employee health and productivity with other stakeholders within the Department.</p>
<p>Employee</p>	<p>To familiarise themselves with the contents of the HPM Policy. Ensure that they register early into disease management programme in order to manage the disease and enhance productivity in the Public Service. Participate in care and prevention programmes to minimise the effects of a disease, or chronic condition through integrative care and preventative</p>



	<p>care. Take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions. If involved in any incident which may have affected their health or which has caused an injury to themselves, report such incident to their employer or to their health and safety representative, as soon as practicable.</p>
--	---

6. MONITORING AND EVALUATION

The IEHW unit will monitor and evaluate the policy implementation to assess whether the policy is appropriate, cost effective and meeting the set objective.

7. POLICY REVIEW

This Policy shall be reviewed every two years where and/or when a need arises.

Approved



MR M. I. KGANTSI

HEAD OF DEPARTMENT

16/10/2023
DATE:

