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Department:
Rural Development & Agrarian Reform
PROVINCE OF THE EASTERN CAPE

SAFETY, HEALTH, ENVIRONMENT, RISK AND QUALITY (SHERQ) MANAGEMENT POLICY

2024

The purpose of the Safety, Health, Environment, Risk, Quality (SHERQ) Management Policy is to establish a safe and healthy work environment of employees and external stakeholders of the department in line with standards set in the OHS Act, 85 of 1993.

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LIST OF ACRONYMS

DPSA	Department of Public Service and Administration
EHWP	Employee Health and Wellness Program
SHE REP	Safety and Health Representative
SHERQ	Safety, Health, Environment, Risk and Quality
OHSA	Occupational Health and Safety Act
IOD	Injury on Duty
OHS	Occupational Health and Safety
OHSAS	Occupational Health Standards and Systems
COIDA	Compensation for Occupational Injuries and Diseases Act
ISO	International Standards Organization
AIA	Approved Inspection Authority
EH&WSF	Employee Health and Wellness Strategic Framework
M&E	Monitoring and Evaluation
SABS	South African Bureau of Standards
SANS	South African National Standards
WHO	World Health Organization



TERMS AND DEFINITION

WORD/TERM	DEFINITIONS
Employee Health and Wellness Practitioner	An employee tasked with the responsibility of coordinating the implementation of SHERQ management programs.
Occupational Health and Safety Committee	A committee that is established by the HOD to initiate, develop, promote, maintain, and review measures to ensure the health and safety of employees at the workplace. Such committee shall be constituted by the employer, Health and Safety Representatives, and Labor unions. This Committee serves as a vehicle for coordination, communication, collaboration, and consultation of the EH&W programs at the Head Office and district level.
Accident	An undesired event giving rise to death, ill health, injury, damage, or other loss.
Audit	A systematic examination to determine whether activities and related results conform to planned arrangements and whether these arrangements are implemented effectively and are suitable for achieving the organisation's policy
Hazard	A source or situation with a potential for harm in terms of human injury or ill health.
Hazard Identification	process of recognizing that a hazard exists and defining its characteristics
Risk	The probability that the injury or damage will occur.
Head of Department	A head of a provincial department and includes any employee acting in such post.
Designated Senior Manager	A member of the Senior Management Service in line with the provisions of the Public Service Act of 1994, who is tasked with championing the Wellness Management program within the workplace.
Employee	A person appointed in terms of the Public Service Act



1. INTRODUCTION

The Department of Rural Development and Agrarian Reform considers its employees to be its most valuable assets and undertakes to safeguard them through providing and maintaining, as far as reasonably practical, a safe working environment without risk to the health of employees. In ensuring a safe and healthy working environment, all employees of the Department must work closely together with the employer in minimizing any risk that might jeopardise the health and safety of employees.

The department also recognises that the effective management of health and safety is an integral part of its service delivery and should form part of employees' daily activities. All employees and visitors in the Department's premises should share the same commitment by exercising personal responsibility in complying with this policy as they have a legal and moral obligation to themselves and one another.

2. OBJECTIVES

The objective of this policy is to:

- 2.1 To provide a framework for compliance with the Occupational Health & Safety Act 85, 1993.
- 2.2 To take reasonable steps in creating a safe, healthy working environment for employees, visitors, and stakeholders of the department.
- 2.3 To take reasonable steps in creating a reasonable accommodation for people living with disabilities
- 2.4 To outline the health and safety responsibilities of the employer and the employees.
- 2.5 To minimize accidents, injuries, or ill health that may be caused by the manner of work at the workplace.

3. LEGISLATIVE FRAMEWORK

- 3.1. Occupational Health and Safety Act, No. 85 of 1993
- 3.2. Labour Relations Act, No. 66 of 1995
- 3.3. Basic Conditions of Employment Act, No. 75 of 1997
- 3.4. Compensation for Occupational Diseases and Injuries Act, No.130 of 1993
- 3.5. Public Service Amendment Regulations 2023
- 3.6. OHSAS 18001
- 3.7. ISO 9001
- 3.8. ISO 14001
- 3.9. Strategic Framework on Employee Health and Wellness in the Public Service
- 3.10. National Occupational Health and Safety Policy of 2005, as amended
- 3.11. COVID-19 OHS Directives – April 2020



4. PRINCIPLES

4.1. Duty to inform

The Employer shall as far as is reasonably practicable, cause every employee to be made conversant with the hazards to his health and safety attached to any work which S/he must perform.

4.2. General duties of employees at work

Every employee shall at work take reasonable care for the health and safety of himself and of other persons who may be affected by his acts or omissions.

4.3. General duties of employers to their employees

Every employer shall provide and maintain as far as is reasonably practicable, a safe working environment and without risk to the health of his employees.

4.4. Healthy and Safe working environment

The Employer shall provide and maintain, as far as is reasonably practicable a safe working environment and without risk to the health of his employees.

5. APPLICATION AND SCOPE

The policy will apply to all the employees of the Department of Rural Development and Agrarian Reform.

6. IMPLEMENTATION GUIDELINES

6.1. HEALTH AND SAFETY

To ensure a healthy and safe environment

Policy Measure:

- a) Identify and manage occupational health and safety-related risks.
- b) Environmental hazards identified, assessed, and controlled.
- c) Monitor accessibility of the workplace for people living with disabilities
- d) All OHS ACT statutory appointments made.

6.2. ENVIRONMENTAL MANAGEMENT

Policy Measure:

- a) Well-maintained buildings, offices, Veterinary Clinics, and Laboratories
- b) Safe Disposal of Waste
- c) Good housekeeping practiced and maintained.
- d) Well-maintained machinery and electrical equipment

6.3. RISK AND QUALITY MANAGEMENT

Policy Measure:

- a) Hazard identification and risk assessment conducted.
- b) Occupational Health and Safety audits conduct.
- c) Risk assessment reports verified by approved AIA's.



- d) Risk assessment controls monitored.

7. ROLES AND RESPONSIBILITIES

This policy involves the following role players and functions:

7.1. The Head of Department shall:

- 7.1.1. Ensure the development of a written policy on managing the safety and health of both the employees and the public.
- 7.1.2. Appoint a designated senior manager to champion the Health and Safety Management programmes in the workplace.
- 7.1.3. Allocate resources for the implementation of the Health and Safety Program.
- 7.1.4. Compliance with the provisions of the OHS Act when dealing with SHERQ Management aspects in the department.
- 7.1.5. Establish a Health and Safety Committee that will oversee the implementation of the SHERQ Management program in the workplace and consult with the committee to initiate, develop, promote, maintain, and review measures to ensure the well-being of employees at work.
- 7.1.6. Provide appropriate resources that will contribute to reasonable accommodation for people living with different disabilities.

7.2. The Designated Senior Manager shall:

- 7.2.1. Structure, strategize, plan, and develop holistic SHERQ Management Programs.
- 7.2.2. Manage the implementation of the SHERQ Management program and policies.
- 7.2.3. Manage and monitor the implementation of reasonable accommodation for people living with different disabilities.
- 7.2.4. Align and interface organizational SHERQ management policy with other relevant policies and procedures.
- 7.2.5. Liaise with, manage, and monitor external SHERQ Management service providers.
- 7.2.6. Plan interventions based on risk and needs analysis.
- 7.2.7. Monitor and evaluate the implementation of SHERQ Management interventions.
- 7.2.8. Promote capacity development Initiatives to:
 - a) promote competence development of practitioners/coordinators, management, labour unions, and supervisors
 - b) assist with SHERQ management at an organizational level
- 7.2.9. Establish organizational support initiatives:
 - a) establish an appropriate organization structure for Wellness Management
 - b) ensure Human Resource planning and management
 - c) develop integrated health and safety information management system
 - d) provide physical resources and facilities
 - e) ensure financial planning and budgeting
 - f) mobilise management support
- 7.2.10. Establish governance and institutional development initiatives by:
 - a) establishing a Health and Safety Committee at the Head Office and in the districts
 - b) obtaining Stakeholder commitment and development
 - c) developing and implementing an ethical framework for SHERQ Management



- d) developing and implementing management health and safety standards.
- e) developing and maintaining an effective communication system
- f) developing and implementing a system for monitoring, evaluation, and impact analysis.

7.3. The EHW Practitioner shall:

- 7.3.1. Coordinate the implementation of SHERQ management programmes, projects, and interventions
- 7.3.2. Plan, and monitor SHERQ Management according to strategies, policies, and budgetary guidelines.
- 7.3.3. Conduct health and safety audits in buildings, laboratories, clinics, and other sites in which departmental activities are implemented.
- 7.3.4. Monitor the compliance of the department on provisions for reasonable accommodation for people living with different disabilities.
- 7.3.5. Investigate IOD and occupational diseases in the workplace.
- 7.3.6. Analyze and evaluate health and safety data and communicate information, statistics, and results to various stakeholders and management.

7.4. Health and Safety Representatives (SHE REPS)

- 7.4.1. Review the effectiveness of health and safety in the workplace.
- 7.4.2. Identify potential hazards and potential major incidents at the workplace.
- 7.4.3. In collaboration with the employer, examine the cause of incidents in the workplace.
- 7.4.4. Make representation to the employer on general matters affecting the health and safety of the employees at the workplace.
- 7.4.5. Inspect the workplace with the view of improving the health and safety of the employees.
- 7.4.6. Accompany inspectors on inspections of the workplace.
- 7.4.7. In their capacity the health and safety representatives attend meetings of the health and safety committee of which they are members.
- 7.4.8. Take initiatives to implement awareness activities.
- 7.4.9. Be involved with the identification of health risks at the workplace.

7.5. Health and Safety Committee

- 7.5.1. Discuss any incident at the workplace in which any person was injured, became ill, or died, and may in writing report on the incident to an inspector.
- 7.5.2. Make recommendations to the employer on work environment areas to be improved for compliance with the OHS Act.
- 7.5.3. Keep records of recommendations made to the employer.

7.6. The Employee

- 7.6.1. Take reasonable care for the health and safety of him/herself and of other persons who may be affected by his/her acts.
- 7.6.2. Obeys the health and safety rules and procedures laid down by his/her employer.

- 7.6.3. Report as soon as practicable any unsafe or unhealthy situation which comes to his/her attention.
- 7.6.4. If involved in any incident that may affect his/her health or which has caused an injury to him/herself, report such incident to his/her employer or his/her health and safety representative.

7.7. Labor Representatives

- 7.7.1. Represent employees in the workplace.
- 7.7.2. Ensure that the employer fulfills the mandate of the OHS ACT and Regulations to optimize Health and Safety in the workplace.
- 7.7.3. Sit in Health and Safety Committee meetings.
- 7.7.4. Make representation to the employer on agreed issues affecting the health and safety of employees at the workplace.

8. MONITORING & EVALUATION

- 8.1. The monitoring and evaluation have a significant role to play in assessing whether the programme is appropriate, cost-effective, and meets the set objectives.
- 8.2. The monitoring and evaluation will be ongoing and through quarter reporting.

9. COMMENCEMENT

This policy takes effect from the date of approval.

10. POLICY REVIEW

This policy shall be assessed in 5 years from its effective date to determine its effectiveness and appropriateness. It can be assessed before that time as necessary to reflect substantial organizational changes in the department or any change required by law.

11. RECOMMENDATIONS AND APPROVAL

The policy on Safety, Health, Environment, Risk, and Quality (SHERQ) Management is recommended and approved by the management of the department.

Approved / ~~Not Approved~~
Comments:

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MR. B. DAYIMANI

ACTING HEAD OF THE DEPARTMENT: DRDAR

Date: 15/04/2024

