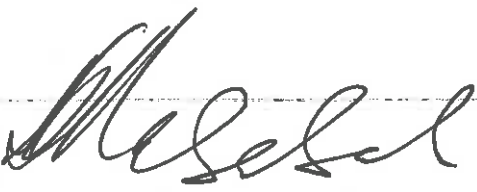




**KWAZULU NATAL  
PROVINCIAL TREASURY**

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

<b>Signed:</b>	 _____ <b>MR LS MAGAGULA</b>
<b>Designation:</b>	<b>HEAD OF DEPARTMENT</b>
<b>Date:</b>	<i>24/01/2017</i>

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## 1. INTRODUCTION

Safety, Health, Environment, Risk and Quality (SHERQ) is one of the four pillars of Employee Health and Wellness. The Occupational Health and Safety Act 85 of 1993, requires the employer to provide and maintain as far as reasonable and practical a work environment that is safe and without risk to the health of employees. This means that the employer must ensure that the workplace is free of hazardous conditions and substances which may cause injury or diseases. Where this is not possible the employer has to inform the employee of the risks and dangers, and how these may be prevented.

SHERQ seeks to contribute to decent work for employees. The quantity of employment cannot be divorced from its quality. Decent work sums up the aspirations of employees in their working life. It involves opportunities for work that is productive and delivers a fair income, security in the workplace and social protection for families, better prospects for personal development and social integration, freedom for people to express concerns, organize and participate in the decisions that affect their lives and equality of opportunity and treatment for all women and men.

Decent work calls for the integration of economic and social objectives and for a well-orchestrated combination of measures in the areas of employment promotion, rights at work, social protection and social dialogue.

## 2. PURPOSE

The purpose of this policy framework is to demonstrate the KZN Provincial Treasury's commitment to the provision of a healthy and safe work environment for employees and clients utilizing government infrastructure; and to assess and control risks through the enforcement of the Occupational Health and Safety Act, No. 85 of 1993.

## 3. OBJECTIVES

The policy provides the framework for:

- Identifying hazards and possible risks causing incidents and accidents;
- Setting standards of practice, procedures and accountability;
- Creating and maintaining a healthy and safe working environment;
- The promotion of good health in the workplace;
- Reducing the number and severity of injuries in the workplace.

## 4. LEGISLATIVE MANDATES

Constitution of the Republic of South Africa, Act 1996  
Occupational Health and Safety Act, No. 181 of 1993 as amended.  
**Public Service Regulations, 2016.**  
Basic Conditions of Employment Act 75 of 1997 as amended;

Employment Equity Act, 1998.  
Labour Relations Act 66 of 1995, as amended.  
Public Service Act 103 of 1994 as amended.  
Public Finance Management Act 1999  
Disaster Management Act 2002  
Compensation for Occupational Diseases and Injuries Act, 1993

## 5. DEFINITION OF TERMS

For the purpose of this policy framework, unless the context indicates otherwise, the following definitions are set out for the terms indicated:

**"Department"** means the KZN Provincial Treasury.

**"Designated Director"** means a member of the senior management service who is tasked with championing the SHERQ management programme.

**"Employee"** means an employee as defined in the Public Service Regulation, 2016.

**"Hazard"** means any source of or exposure to danger.

**"Health and Safety Representative"** means a representative of workers that each and every employer who has more than 20 employees in his employment at the workplace, shall, within four months after the commencement of the Occupational Health and Safety Act, 1993 (Section 17) or after commencing business, or from such time as the number of employees exceeds 20, as the case may be, designate in writing for a specific period health and safety representative for such workplace, or for different sections thereof.

**"Occupational Exposure"** means the exposure to blood and other body fluids.

**"Occupational Health"** includes occupational hygiene, occupational medicine and biological monitoring.

**"Occupational Hygiene"** means the discipline that anticipates, recognizes, evaluates and controls health hazards in the working environment with the objective of protecting worker health and well-being and safeguarding the community at large.

**"OHS"** means Occupational Health and Safety.

**"SABS"** means South African Bureau of Standards.

**"ISO"** means International Organisation for Standardisation.

**"DOL"** means Department of Labour.

**"Risk"** means the probability that injury or damage will occur.

**"SHERQ" Management** means Safety, Health, Environment, Risk and Quality Management.

**“SHERQ Management Committee”** means a committee that initiates, develops, promotes, maintains and reviews measures to ensure the health and safety of employees in the department. 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 committees and they must be established under section 19 of the Occupational Health and Safety Act 85 of 1993.

## **6. SCOPE OF APPLICABILITY**

This policy is applicable to all KZN Provincial Treasury workplaces as mandated by the Occupational Health and Safety Act 85 of 1993 as amended and all employees employed in terms of the Public Service Act 1994, as amended including visitors.

## **7. POLICY PRINCIPLES**

The SHERQ Management programme is underpinned by the following principles:

**7.1** Focus on all levels of employment.

**7.2** Responding to the needs of designated groups such as women, older persons, people with disabilities and people living with HIV and AIDS.

**7.3** Equality and non-discrimination upholding the value that discrimination on any ground should be eliminated.

**7.4** Healthy integration and embracing change.

**7.5** Human dignity, autonomy, development and empowerment.

**7.6** Barrier free department.

**7.7** Confidentiality and ethical behavior.

## **8. POLICY MEASURES**

This policy framework must be implemented in line with the three major objectives, namely Health and Safety, Environmental Management and Quality and Risk Management.

### **8.1 Health and Safety**

The significance of this objective is to ensure a healthy and safe work environment.

The following activities must be undertaken:

- a) Provide and manage adequate and clean facilities;
- b) Identify and manage hazardous risks related to health and safety;
- c) Ensure employee participation in and responsibility for the safety, health and environment systems; and
- d) Establish a participative forum to discuss and action health and safety matters.

## **8.2 Environmental Management**

This objective is required to monitor the effectiveness of risk control measures and trigger corrective actions when required.

The following activities must be undertaken:

- a) Align all designs and special facilities with the department's image and culture;
- b) Compile a maintenance schedule for buildings, floors and structures in terms of the Government Immovable Asset Management Act, 2007;
- c) Provide sufficient lighting levels and visibility under all operating circumstances; and
- d) Provide adequate ventilation systems as determined by risk assessments.

## **8.3 Quality and Risk Management**

This objective is required to identify and assess risks through a dynamic, formal, structured and holistic process to facilitate effective risk reduction plans and actions.

The following activities must be undertaken:

- a) Identify and assess effective risk reduction plans and actions;
- b) Establish workplace preparedness plans; and
- c) Develop an emergency/ evaluation plan for each office.

## **9. HEALTH AND SAFETY PROGRAMMES**

Health and Safety programmes are aimed at protecting employees against hazards which may affect their health and safety. Possible causes of accidents must be identified and communicated to employees as well as introducing methods with which such hazards can be controlled or eliminated. The following health and safety measures must be in place:

- 9.1.1 Safety devices, such as fire extinguishers be installed (where required), maintained and tested regularly and also be visible to all employees in case of emergencies.
- 9.1.2 Testing of electrical equipment for safety at regular intervals.
- 9.1.3 First aid boxes be provided and maintained for minor injuries/ sicknesses.
- 9.1.4 Training of employees on safe working methods and in health and safety matters.

## **10. ROLE PLAYERS AND RESPONSIBILITIES**

To be effective and functional, the implementation of this policy would require the involvement of the following role players and their responsibilities:

## **10.1 Head of Department**

- 10.1.1 Provide and maintain, as far as reasonably practical, a working environment that is safe and without risk to the health of employees.
- 10.1.2 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.
- 10.1.3 Appoint a designated member/ members of the Senior Management Service in writing to champion SHERQ programmes in the workplace.
- 10.1.4 Designate in writing for a specified period; health and safety representatives of the workplace or for different sections thereof.
- 10.1.5 Establish one or more health and safety committees and consult with the committee with a view to initiating, developing, promoting, maintaining and reviewing measures to ensure the health and safety of employees at work.
- 10.1.6 Ensure Total Quality Management Systems are in place.

## **10.2 Designated Member of the SMS**

- 10.2.1 Develop capacity building programmes.
- 10.2.2 Form organization support initiatives.
- 10.2.3 Develop Governance and Institutional Initiatives.
- 10.2.4 Identify measures appropriate to the nature and scale of the department's SHERQ risks and impacts.
- 10.2.5 Ensure SHERQ alignment with the SHERQ hazard identification and risk assessment outcomes.
- 10.2.6 Ensure commitment to continual improvement of the SHERQ system.
- 10.2.7 Ensure commitment to comply with current applicable legislation regulations and other requirements to which the department subscribes.
- 10.2.8 Ensure that financial and human resources are allocated for the implementation of the SHERQ policy and programmes.

## **10.3 Deputy Director: Employee Health and Wellness**

- 10.3.1 Coordinate the implementation of SHERQ, projects and intervention.
- 10.3.2 Plan, monitor and manage SHERQ according to strategies, policies and budgetary guidelines.
- 10.3.3 Identify personal development needs for individual employees.
- 10.3.4 Analyze and evaluate data and communicate information, statistics and results to various stakeholders and management.
- 10.3.5 Act as a focal point for the distribution of evidence-based and generic health and wellness promotional material at the workplace.
- 10.3.6 Take initiative to implement awareness activities, or to communicate health and wellness information at the workplace.
- 10.3.7 Act as a referral agent of employees to relevant internal or external health support programmes.

- 10.3.8 Be involved with the identifications of health risks at the workplace.
- 10.3.9 Obtain and make condoms and femidom available at the workplace and provide usage education thereof.
- 10.3.10 Initiate and arrange staff training with regard to employee health and wellness.
- 10.3.11 Develop procedures for reporting illness, health and safety hazards.
- 10.3.12 Submit monthly reports of activities to the designated **Director**.

#### **10.4 Health and Safety Representative**

- 10.4.1 Review the effectiveness of health and safety measures.
- 10.4.2 Identify potential hazards and potential major incidents at the workplace.
- 10.4.3 Examine the causes of incidents at the workplace; investigate complaints by any employee relating to employee's health or safety at the workplace.
- 10.4.4 Make representations to the employer on general matters affecting the health or safety of the employees at the workplace.
- 10.4.5 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 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.
- 10.4.6 Participate in consultations with inspectors at the workplace and accompany inspectors on inspections of the workplace.
- 10.4.7 In their capacity as health and safety representatives attend health and safety committee meetings of which they are members, in connection with any of the above function.

#### **10.5 Occupational Health and Safety Committee**

- 10.5.1 Make recommendations to the employer or, where the recommendations fail to resolve the matter, to an inspector regarding any matter affecting the health and safety of persons at the workplace or any section thereof for which such committee has been established.
- 10.5.2 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.
- 10.5.3 Keep record of each recommendation made to an employer and of any report made to an inspector.
- 10.5.4 Ensure adherence to standards as set by legislation, regulation, SABS, ISO and DOL.
- 10.5.5 Involve labour relations movements.



## **10.6 The Employee**

- 10.6.1 Take reasonable care for the health and safety of him/ herself and of other persons who may be affected by his/her acts or omissions.
- 10.6.2 Obey health and safety rules and procedures laid down by acts or omissions.
- 10.6.3 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.
- 10.6.4 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.
- 10.6.5 Comply with standards as set by legislation, regulations, SABS, ISO and DOL.

## **10.7 Labour Representatives**

- 10.7.1 Represent employees in the workplace,
- 10.7.2 Ensure that the employer fulfill mandates of OHS Act and Regulations in order to optimize Health and Safety in the workplace.
- 10.7.3 Sit in OHS Committee meetings and
- 10.7.4 Make presentation to the employer on agreed issues affecting the health and safety of employees at the workplace.

## **11. COMMUNICATION**

The Directorate: Human Resources is responsible for communicating this policy to all employees within the department.

## **12. MONITORING AND EVALUATION**

The **Directorate: Human Resources** is responsible for the development and ongoing monitoring thereof. Any inputs and amendments to this policy must be directed to the **Director: Human Resources**.

