



**agriculture &
rural development**

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North West Provincial Government
REPUBLIC OF SOUTH AFRICA



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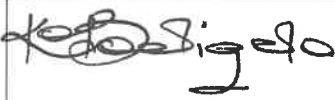
Organization	Department of Agriculture and Rural Development
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ABBREVIATIONS

DARD	Department of Agriculture and Rural Development
AIDS	Acquired Immune Deficiency Syndrome
COIDA	Compensation for Occupational Injuries and Diseases Act
EH&W	Employee Health and Wellness
EH&WSF	Employee Health & Wellness Strategic Framework
GEMS	Government Employee Medical Scheme
HIV	Human Immunodeficiency Virus.
HOD	Head of Department
HPM	Health and Productivity Management
HRD	Human Resource Development
NCD	Non-Communicable Diseases
PILIR	Policy on Incapacity Leave and Ill-Health Retirement



1. INTRODUCTION

The Department of Agriculture and Rural Development acknowledges the need to provide its employees with an integrated policy measure that manages health risks for chronic illness, occupational injuries and diseases, mental health diseases and disability. Health and Productivity Management policy aims to promote and maintain the general health of employees through prevention, intervention, awareness and support, by reducing employees' total health-related costs, including direct medical expenditures, unnecessary absence from work. The rationale behind this policy is to regulate the health and productivity management activities by providing a framework within which such activities shall take place in the department.

2. POLICY STATEMENT

Non-communicable diseases, which are chronic in nature, are increasing at an alarming rate and are responsible for the vast majority of deaths that occur worldwide. It is estimated that Non-Communicable Diseases (NCDs) kill 41 million people a year globally, which equates to 71% of all global deaths. The WHO estimates that deaths from NCDs are likely to increase globally by 17% over the next ten years. South Africa is one of the Country going through this epidemiological transition from communicable to non-communicable diseases, which has resulted in a two-fold burden of infectious and non-infectious diseases on nations. Additionally, NCDs and mental health disorders are leading causes of mortality, morbidity and disability in South Africa.

NCDs have emerged as major health concerns for public service employees and general population. It often limits the function, productivity, and quality of life of someone who lives with it. Employees of the Department of Agriculture and Rural development are not immune to acquiring such chronic disease as evident from GEMS and health risk assessment report. In addition, the DPSA Health Risk Manager's reports confirm that these are the top ten diseases/ailments that lead to incapacity in the public service:

Musculoskeletal Diseases, Mental Diseases, Respiratory Diseases, Cardiac Disease, Chronic Fatigue Syndrome, HIV, Diabetic Mellitus, Hyperlipidaemia, Neoplasm and Neurological Conditions.

In the light of personal and workplace problems that may have an influence on the overall well-being and performance of employees in the workplace, it is imperative for the Department of Agriculture and Rural Development (herein after referred to as the Department) to set out a health and productivity management policy and programme that seeks to mitigate the impact and effect of communicable and non-communicable diseases on the productivity and quality of life of individuals in the workplace.

3. SCOPE OF APPLICATION

This policy is applicable to all employees of the Department of Agriculture and Rural Development, North West.

4. POLICY OBJECTIVES

4.1. The objectives of this policy are to:

- 4.1.1 Management of Non-Communicable Diseases and Communicable Disease (excluding HIV/AIDS and TB (Focus on the areas of Disease Management).
- 4.1.2 Management of Mental Health in the work place.
- 4.1.3 Management of Incapacity due to ill Health and Retirement.
- 4.1.4 Enhance Work Place Health Education & Promotion and Productivity Management.

5. POLICY PRINCIPLES

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

- 5.1.1 Focus on all levels of employment.
- 5.1.2 Flexibility and adaptability.
- 5.1.3 Maintaining a performance focus.
- 5.1.4 Voluntary Participation
- 5.1.5 Responsive to the needs of designated groups (e.g. people with disabilities, women etc.)
- 5.1.6 Equality and non-discrimination upholding the value that discrimination on any unfair grounds should be eliminated.
- 5.1.7 Promote healthy integration and embracing change.
- 5.1.8 Human dignity, autonomy, development and empowerment.
- 5.1.9 Collaborative Partnerships.
- 5.1.10 Confidentiality and ethical behaviour.
- 5.1.11 Policy coherence

6. LEGAL FRAMEWORK

6.1. For the purpose of this policy the following legislative framework are prescribed:

- 6.1.1. Constitution of the Republic of South Africa Act, 1996
- 6.1.2. Public Service Regulations, 2001
- 6.1.3. Basic Conditions of Employment Act 75 of 1997
- 6.1.4. Public Service Act, 1994 (Proclamation No.103 of 1994)
- 6.1.5. Employment Equity Act 55 of 1998
- 6.1.6. Health Act, 1977 (Act No. 63 of 1977)
- 6.1.7. Labour Relations Act 66 of 1995
- 6.1.8. Mental Health Care Act, 2002 (Act No.17 of 2002)
- 6.1.9. National Sports and Recreation Act, 1998 (Act No. 110 of 1998)
- 6.1.10. Occupational Health and Safety Act, 85 of 1993
- 6.1.11. Compensation for Occupational Injuries and Diseases Act 130 of 1993



- 6.1.12. Promotions of Equality and Prevention of Unfair Discrimination Act, 4 of 2000
 - 6.1.13. Medical Schemes Act, 131 of 1998
 - 6.1.14. Code of Good Practice for dismissal (Schedule 8 of the LRA)
 - 6.1.15. Promotion of Access to Information Act 2 of 2000
 - 6.1.16. Protection of Information Act 4 of 2013
- 6.2. Strategic Frameworks applicable to Health and Productivity Management within the public service:
- 6.2.1 EHW Strategic Framework for Public Service 2022 as amended
 - 6.2.2 Public Service Regulations, 2001 as amended.
 - 6.2.3 National Strategic Plan for HIV, STI & TB 2023-2028
 - 6.2.4 Mental Health Care Regulations 14 February 2003
 - 6.2.5 National Strategic Framework on Stigma and Discrimination;
 - 6.2.6 National Occupational Health and Safety Policy of 2005.
 - 6.2.7 National TB Infection Control Guidelines, June 2007
 - 6.2.8 Strategic Plan for the Prevention and Control of Non-Communicable Diseases, 2012-2016

7. DEFINITIONS

7.1. In this policy any term to which a meaning has been assigned in the Public Service Act bears that meaning, unless the context otherwise indicates-

7.1.1 Health and Productivity Management

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.

7.1.2 **Disease Management**

Disease Management is concerned with common chronic illnesses and the reduction of future complications associated with those diseases. Disease management mitigate the impact of diseases by promoting the objectives of communicable and non-communicable diseases. The idea is to ease the disease path, rather than cure the disease.

Disease management increases knowledge of diseases and promotes essential attitude change. It creates a demand for information and services, reduces stigma and discrimination against certain illnesses and promotes care and support of vulnerable employees.

7.1.3 **Chronic Illness**

A chronic illness is a word used to describe a group of health conditions that lasts a long time.

7.1.4 **Mental Health**

Mental health is a basic component of positive health and well-being. 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.

7.1.5 Temporary Incapacity Leave

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

7.1.6 Ill-Health Retirement

When an employee becomes permanently unable to work due to medical reasons, he/she could be discharged / retired from the employment of the public service on medical grounds. Either the employee or the employer could initiate the ill-health retirement process should it be suspected that the employee has become permanently unable to work.

7.1.7 Injury on Duty and Occupational Diseases

An injury on duty is a personal injury sustained in an accident occurring during the performance of an employee's work. Whilst, an occupational disease refers in the same to a disease contracted during performance of an employee's work.

7.1.8 Health and Safety Committee.

It is a committee that initiates, develops, promotes, maintains and reviews measures to ensure the health and safety of employees at work.

7.1.9 Peer Educator

A peer educator is an employee who is trained in working with his/her peers, sharing information and guiding a discussion using his/her peer experience and knowledge.

7.1.10. Occupational Health Education and Promotion

Occupational Health Education and Promotion in the workplace is defined as a 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.

7.1.11 The Health and Wellness Coordinator

Is an employee tasked with the responsibility to coordinate the implementation of EH&W programmes, which include HPM programmes. The Health and Wellness Coordinator can be professionally trained to perform therapeutic interventions, if not trained, such cases should be referred.

8. ROLES AND RESPONSIBILITIES

8.1. The Head of Department shall ensure that:

8.1.1 HPM in the work place will encompass the prevention and management of chronic diseases, infectious diseases, occupational injuries, disability and occupational diseases so as to reduce the burden of disease by early entry into disease management programs in order to enhance productivity in the Public Service;

8.1.2 Mental health in the workplace is addressed by;

- i. Providing support options which are confidential and non-stigmatizing;
- ii. Reviewing employment practices to ensure that staff with a history of mental health problems is not excluded;
- iii. Injury on duty and incapacity due to ill health is managed in terms of the

- 8.1.3 Managers ensure that targeted employees attend training on Health and Productivity Management programmes;
- 8.1.4 Systems /procedures/ delegations are adapted to establish a fertile environment for implementation and the management of Health and Productivity Management programmes;
- 8.1.5 Support is provided to employees who truly need such support through Health and Wellness Programmes i.e. to take action where necessary e.g. to adapt an incapacitated employee's work environment when so advised
- 8.1.6 Appoint a designated senior manager to champion Health and Productivity Management Programmes in the workplace.

8.2. The Designated Senior Manager shall

- 8.2.1 Develop capacity building programmes for all practitioners involved in HPM policy implementation;
- 8.2.2 Assist with the promotion of HPM at an organizational level;
- 8.2.3 Form organizational support initiatives such as providing physical resources and facilities, financial planning, budgeting and mobilising for management support;
- 8.2.4 Development and implementation of a system for monitoring, evaluation and impact analysis.

8.3. Managers and Supervisors shall

- 8.3.1 Provide support for Employee Wellness Programme;
- 8.3.2 Implement the HPM policy;
- 8.3.3 Encourage employees to register early into disease management programme in order to manage the disease and enhance productivity in the Department.

- workplace and investigate complaints by any employee relating to employees' health and productivity at work;
- 8.6.4 Make representations to the employer on general matters affecting the health and productivity of the employees at the workplace;
 - 8.6.5 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.
 - 8.6.6 Attend meetings of the health and safety committee of which they are members, in connection with any of the above functions;
 - 8.6.7 Act as a focal point for the distribution of evidence-based and generic health and Productivity management promotional material at the workplace;
 - 8.6.8 Take initiative to implement awareness activities and to communicate health and Productivity information in the workplace;
 - 8.6.9 Act as a referral agent for employees to relevant internal or external health and Productivity support programs;
 - 8.6.10 Be involved with the identification of health risks in the workplace;
 - 8.6.11 Support the HIV, STI and TB Management programmes in distribution of condoms and femidoms in the workplace;
 - 8.6.12 Supporting staff training with regard to employee health, productivity and Wellness;
 - 8.6.13 Submit monthly reports of activities to the HPM coordinator.

9. FINANCIAL IMPLICATIONS

- 9.1. The cost associated with the implementation of this policy shall be borne by the department

10. IMPLEMENTATION

- 10.1. The implementation of this policy will follow programme and project management (inherent in the result-based model)
- 10.2. Employee Health and Wellness Management Sub Directorate will monitor the implementation of the policy in all instances;

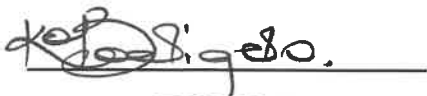
11. MONITORING AND REVIEW

- 11.1 The policy will be monitored by Employee Health and Wellness Sub Directorate;
- 11.2 This policy shall be reviewed as and when there are new developments or after every ~~five (5)~~ ^{three (3)} ~~years~~ ^{years}.

12. COMMENCEMENT OF THE POLICY

The policy will be implemented as soon as it is approved by the Acting Head of Department.

Approved



MS K.O. BODIGELO-NYEZI
ACTING HEAD OF DEPARTMENT


DATE