



Province of the
EASTERN CAPE
EDUCATION

OFFICE OF THE SUPERINTENDENT- GENERAL

Steve Vukile Tshwete Complex, Zone 6, Zwelitsha, 5608, Private Bag X0032, Bhisho, 5605

Enquiries: Mr S Mnguni

Tel: 040-608 4210

Email: sihle.mnguni@ecdoe.gov.za

Fax: 040-608 4564

INTERNAL MEMORANDUM

TO: All DDGs
All Chief Directors
All Directors
All Labour Unions

FROM: SUPERINTENDENT-GENERAL

DATE: 04 MAY 2020

SUBJECT: Establishment of Health and Safety Structures in the Eastern Cape Department of Education in terms of the Occupational Health and Safety Act No 85 of 1993 as amended.

1. Introduction

The Occupational Health and Safety Act puts an obligation on the employer to put in place measures that ensure for the occupational health and safety of employees in the workplace. This responsibility also includes the promotion of a healthy and safe work environment for employees and clients utilizing services at public service delivery points.

2. Purpose

The purpose of this document is to appoint relevant personnel with specific responsibilities to perform in ensuring compliance with the Occupational Health and safety Acts (No 85 of 1993 as amended), and Regulations thereof. The document also seeks to ensure for the establishment and confirmation of health and safety committees throughout the scope of the department. The document also seeks to adapt the Act's provision to the unique nature of the departmental structure and operations.

3. Principles

- Focus on all levels of employment
- Provision occupational hygiene, health and safety to all employees and clients of the department of education
- Integration
- Transparency
- Inclusivity
- Coherence
- Accountability

4. Role of the Head of Department

- 4.1. Provide and maintain, as far as reasonably practicable, a working environment that is safe and without risk to the health of employees.
- 4.2. 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.
- 4.3. Appoint a designated senior manager to champion SHERQ programmes in the workplace.
- 4.4. Designate in writing for a specified period health and safety representatives for the workplace, or for different sections thereof.
- 4.5. Establish one or more employee health and wellness /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.
- 4.6. Ensure Total Quality Management Systems are in place.

4.7 Appoint a senior manager to:

- 4.7.1 Develop capacity building programmes i.e.
 - a) Promote competence development of practitioners.
 - b) Improve capacity development of auxiliary functions (OD, HR, IR, Skills Development, Change Management etc.) to assist with SHERQ promotion at an organizational level.
 - c) Establish e-Health and Wellness information systems.
- 4.7.2 Form organizational support initiatives i.e.
 - a) Establish an appropriate organizational structure for SHERQ.
 - b) Ensure Human Resource planning and management.
 - c) Develop integrated SHERQ information management system.
 - d) Provide physical resources and facilities.
 - e) Ensure financial planning and budgeting.
 - f) Mobilize management support.

g) Ensure the Systematic Review Process for Operational Planning.

4.7.3 Develop Governance and Institutional Initiatives i.e.

- a) Establish an SHERQ Steering Committee.
- b) Obtain Stakeholder commitment and development.
- c) Develop and implement an ethical framework for SHERQ.
- d) Develop and implement management standards for SHERQ.
- e) Develop and maintain an effective communication system.
- f) Develop and implement a system for monitoring, evaluation, and impact analysis.

4.7.4 Develop Economic Growth and Development Initiatives i.e.

- a) Mitigate the impact of Diseases on the economy.
- b) Ensure responsiveness to the Government's Programme of Action.
- c) Ensure Responsiveness to Millennium Development Goals.
- d) Integrating NEPAD, AU and Global programmes for the economic sector.

4.7.5 Identify appropriately the nature and scale of the departments SHERQ risks and impacts.

7.7.6 Ensure alignment with the SHERQ hazard identification and risk assessment outcomes.

4.7.7 Ensure commitment to continual improvement of the SHERQ system.

4.7.8 Ensure commitment to comply a minimum with current applicable legislation regulations and other requirements to which the department subscribes.

4.8 Appoint SHERQ Coordinator to:

4.8.1 Coordinate the implementation of SHERQ, projects and interventions.

4.8.2 Plan, monitor and manage SHERQ according to strategies, policies and budgetary guidelines.

4.8.3 Make provision for counseling to individual employees and to their immediate family members.

4.8.4 Identify personal development needs for individual employees.

4.8.5 Analyze and evaluate data and communicate information, statistics and results to various stakeholders and management.

4.8.6 Coordinate activities of Safety and Health Coordinators in Districts.

4.8.7 Promote work-life balance for every employee.

4.9 Appoint Health and Safety Representatives as suggested below.

- Head office = 2
- Per district = 2
- Per CMC = 1
- Per school = 1

4.10 Establish Health and Safety committees as follows:

(i) Head Office

- Designated Senior Manager (Chairperson)
- SHERQ Coordinator
- All Health and Safety Representatives
- One representative per Chief Directorate
- One representative per recognized union

(ii) Districts

- SHERQ Facilitator (who must be a Middle Manager and Chairperson)
- 2 Health & Safety representatives
- One representative per section
- One representative per recognized union

(iii) Circuits

- Circuit Manager (Chairperson)
- Health & Safety representatives from schools (one per school)
- One representative per recognized union

5. Delegations to Chief Director: Employee Relations and Wellness Services, District Directors and School Principals

- The Chief Director: Employee Relations and Wellness Services is delegated to appoint all Health and Safety representatives at head office.
- The District Director is delegated to appoint all Health and Safety representatives at the district and CMCs.
- The School Principals are delegated to appoint Health and Safety representatives in own schools.

Regards


TS KOJANA
SUPERINTENDENT-GENERAL

06/05/2020
DATE