



Office of the Premier

North West Provincial Government
REPUBLIC OF SOUTH AFRICA

OFFICE OF THE PREMIER

SAFETY HEALTH ENVIRONMENT RISK AND QUALITY MANAGEMENT (SHERQ) POLICY

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1. Introduction

The Occupational Health and Safety Act, No. 85 of 1993 requires every employer to provide and maintain, as far as is reasonably practicable, a working environment that is safe and without risk to the health of its employees. The Act further requires employers, to ensure, as far as is reasonably practicable, that all persons who may be directly affected by their activities (such as customers, clients or contractors and their workers who enter their workplace or come into contact with their employees) are not exposed to the health and safety hazards. In pursuing the interests of the Act, the Department of Public Service and Administration has developed the Employee Health and Wellness Strategic Framework for the public service in 2008. This framework provides for four pillars of which one is the Safety Health Environment Risk and Quality Management. This pillar deals with the intangible and tangible factors of safety, health, environment, risks and quality management for purposes of optimal occupational health and safety of employees, the safety of citizens and also the sustainability of the environment, the management of occupational and general risks and quality of government products and services. In its endeavours to comply with the Employee Health and Wellness Strategic Framework for the public service and the provisions of the Act, the Office of the Premier is committed towards the pursuit of creating a healthy and safe working environment for its employees. This policy therefore regulates the provision of health and safety measures for the protection of the employees in the workplace.

2. Purpose

- 2.1. The purpose of this policy is to regulate the health and safety of employees in the Office in compliance with the provisions of the Occupational Health and Safety Act, No. 85 of 1993.

3. Objective

- 3.1 The primary objective a SHERQ (Safety, Health, Environment, Risk, and Quality policy is to establish a safe, healthy, and sustainable working environment by managing risks, preventing injuries, and ensuring high quality, compliant operations. It aims to foster a proactive 'Zero Harm' culture and ensure legal compliance.

4. Regulatory framework

- 4.1. This policy is regulated by the following legislation:
- 4.2. Basic Conditions of Employment Act, No. 75 of 1997;
- 4.3. Compensation of Occupational Diseases Act, No 130 of 1993;
- 4.4. Disaster Management Act No. 57 of 2002;
- 4.5. Employment Equity Act, No. 55 of 1998;
- 4.6. Hazardous Substance Act No. 15 of 1973;
- 4.7. Occupational Health and Safety Act, No, 85 of 1993;
- 4.8. Medical Schemes Act, No. 131 of 1998;
- 4.9. Mental Health Care Act, No. 17 of 2002;
- 4.10. Promotion of Equality and Prevention of Unfair Discrimination, Act No. 4 of 2000;
- 4.11. Public Service Regulations, 2016;
- 4.12. National Building Regulations and Building Standards Act, No. 103 of 1977;
- 4.13. National Environment Management Act, No. 107 of 1998 as amended;
- 4.14. Skills Development Act, No. 97 of 1998;
- 4.15. Tobacco Products Control Amendment Act No. 12 of 1999.

5. Definitions

- 5.1 **Occupational health**, includes occupational hygiene, occupational medicine and biological monitoring;
- 5.2 **Occupational hygiene** is the discipline of anticipating, recognizing, evaluating and controlling health hazards in the working environment with the objective of protecting worker health and well-being and safeguarding the community at large;
- 5.3 **Hazards** means any source of or exposure to danger;
- 5.4 **Risk means** the probability that injury or damage will occur;
- 5.5 **Senior Manager** means a member of the Senior Management Service who is tasked with championing the health and safety management programmes in the workplace;

5.6 **Employee** means a person appointed in terms of the Public Service Act, No.103 of 1994 as amended by the Public Service but excludes a person appointed as a Special Adviser in terms of section 20(3);

5.7 **Health and Safety Representative** mean representative for workers that each employer who has more than 20 employees in his/her employment at the workplace shall designate.

5.8 **Health and Safety Committee** means a committee initiating, developing, promoting, maintaining and reviewing measures to ensure the health and safety of employees in work.

6. **Scope of applicability**

6.1. This policy is applicable to all the employees in the Office of the Premier including visitors to its premises.

7. **Policy principles**

7.1. The following are the principles underpinning this policy:

7.2. The Office prioritizes the health and safety of its employees;

7.3. Focus on all levels of employment;

7.4. Responding to the needs of designated groups such as women, older persons, people with disabilities and underlying health conditions;

7.5. Representation of targeted groups and creating a non-sexist, non-racist and fully inclusive Public Service;

7.6. Equality and non-discrimination upholding the value that discrimination on any grounds should be eliminated;

7.7. Healthy integration and embracing change;

7.8. Human dignity, autonomy, development and empowerment;

7.9. Barrier-free Public Service and collaborative partnerships;

7.10. Confidentiality and ethical behavior;

7.11. Formal reporting and investigation of workplace incidents.

8. Roles and Responsibilities

8.1. The Accounting Officer (16.1)

- 8.1.1. Shall provide and maintain, as far as reasonably practicable, a working environment that is safe and without risk to the health of employees;
- 8.1.2. Ensure that there is a written policy concerning the health and safety of employees in work, and the safety of the visitors in the Office;
- 8.1.3. Appoint a designated Senior Manager to champion safety and health programmes in the workplace;
- 8.1.4. Designate in writing for a five-year period the Health and Safety Representatives per each Directorate in the Office;
- 8.1.5. Establish Occupational Health and Safety Committee for a three-year period with a view to initiating, developing, promoting, maintaining and reviewing measures to ensure the health and safety of employees in work;
- 8.1.6. Ensure Total Quality Management Systems/ measures are in place for the safety of the employees.

8.2. The Designated Senior Manager (16.2)

- 8.2.1. Shall facilitate the appointment of Occupational Health and Safety Committees;
- 8.2.2. Facilitate the appointment of the Health and Safety Representatives, First Aiders and Fire Fighters per each Directorate in the Office;
- 8.2.3. Chair the Occupational Health and Safety Committee meetings;
- 8.2.4. Ensure that members of the Occupational Health and Safety Committee and Safety and Health Representatives, First Aiders and Fire Fighters/Marshals are capacitated to discharge their responsibilities;

- 8.2.5. Ensure compliance to the applicable prescripts and legislation governing the health and safety of employees in work;
- 8.2.6. Regularly report to the Accounting Officer/ the delegated Official on the activities of the Occupational Health and Safety Committee;
- 8.2.7. Provide resources to enable the creation of healthy and safe working environment;
- 8.2.8. Mobilize management support.

8.3. **Occupational Health and Safety Practitioner**

- 8.3.1. Advise the Office on the occupational health and safety of the employees in the workplace;
- 8.3.2. Administer and coordinate the health and safety measures in the workplace in compliance to the applicable prescripts and legislation;
- 8.3.3. Ensure that the premises occupied by the Office are compliant to the Occupational Health and Safety Act;
- 8.3.4. Coordinate the activities of the Occupational Health and Safety Committee and Safety and Health Representatives, First Aiders and Fire Fighters / Marshals;
- 8.3.5. Conduct regular occupational health inspections regarding the health and safety of employees in work;
- 8.3.6. Conduct workplace health and safety incidents investigations and register such in the incident register;
- 8.3.7. Develop Standard Operating Procedures for Safety, Health, Environment, Risk & Quality Management policy;
- 8.3.8. Participating in the Provincial Safety, Health, Environment, Risk & Quality Management and Health and Productivity Sub-Forum meetings;

8.3.9. Where required, accompany the Workplace Inspectors from the Department of Employment and Labour when inspecting premises occupied by the Office;

8.3.10. Table the quarterly occupational health inspection reports at the occupational Health and Safety Committee meetings inclusive of those reported by Health and Safety Representatives, First Aiders and Fire Fighters/Marshals;

8.3.11. Provide and ensure that the workplace is free from health hazards posing health and safety risks to the employees;

8.3.11.1. Procure and provide employees with personal protectives equipment/ clothing as determined by a risk assessment;

8.3.11.2. Provide information and training on the health and safety of the employees in the workplace;

8.3.11.3. Report to the Labour Inspector in terms of section 24 of Occupational Health and Safety Act, No 85 of 1993;

9. Report monthly and quarterly to the Accounting Officer on the health and Safety activities in the Office;

- 9.1. Arrange training (formal and informal) for Occupational Health and Safety Committee Members, First Aiders and Fire Fighters/Marshals;
- 9.2. Procure first aid boxes and equipment and place such at the appropriate location with clear signage within the premises;
- 9.3. Analyze and evaluate data and communicate information, statistics and results to various stakeholders and management;
- 9.4. Provide the secretariat and advisory services to the Occupational Health and Safety Committee.

10. Health and Safety Representatives

- 10.1. Shall in collaboration with his employer, examine the cause of incidents in the workplace;

- 10.2. Investigate complaints by any employee relating to that employee's health or safety in work;
- 10.3. Review the effectiveness of health and safety measures;
- 10.4. Identify potential hazards and report workplace incidents in the workplace to the Occupational Health and Safety Practitioner;
- 10.5. Make the representations to the employer or health and safety committee on matters arising from paragraphs (a), (b), (c), or (d), or where such representations are unsuccessful, to an inspector;
- 10.6. Make representations to the employer on general matters affecting health or safety of the employees in the workplace;
- 10.7. inspect the workplace, including any article, substance, plant, machinery or health and safety equipment in that workplace with a view to the health and safety of employees, at such intervals as may be agreed upon with the employer, provided that health and safety representatives shall give reasonable notice of his intention to carry out such an inspection to the employer, who may be present during the inspection.
- 10.8. Participation in consultations with inspectors in the workplace and accompany Inspectors on inspections of the workplace;
- 10.9. In his capacity as health and safety representative, attend meetings of the health and safety committee of which he/she is a member in connection with any of the above functions.

11. First Aiders and Fire Fighters/Marshals

- 11.1. Shall be appointed per Directorate and may simultaneously serve as Health and Safety Representative and Fire Fighter as far as practically possible;
- 11.2. Be trained and be in possession of a valid certification prior to discharging their responsibilities as First Aiders and Fire Fighters/Marshals in the Office;
- 11.3. Have their names and contact details displayed in the Directorates where they are responsible for accessibility by employees;
- 11.4. Monitor the contents of the First Aid boxes on a quarterly basis to ensure that they are still usable and provide a report to the Occupational Health and safety Practitioner.

- 11.5. Record all first aid and fire-fighting incidents in the incident register and normally report such to the Occupational Health and Safety Practitioner.

12. Health and Safety Committee

- 12.1. Shall be constituted by the Senior Manager designated as 16.2 appointee in terms of the Occupational Health and Safety Act, No: 85 of 1993 who shall serve as its Chairperson;
 - 12.1.1. The Senior Managers who shall serve as committee members;
 - 12.1.2. Assistant Director: Employee Health and Wellness who shall serve as its Secretariat;
 - 12.1.3. Occupational Health and Safety Practitioner;
 - 12.1.4. Deputy Director: Employee Wellness and Labour Relations;
 - 12.1.5. Health and Safety Representatives from each Directorate and District in the Office;
 - 12.1.6. Member of the Employment Equity Committee;
 - 12.1.7. First Aiders and Fire Fighters where such are not simultaneously serving as Health and Safety Representatives.
 - 12.1.8. Labour Representatives.

13. Functions of the Health and Safety Committee

- 13.1. Perform the functions as designated by section 19 and 20 of the Occupational Health and Safety Act, No 85 of 1993;
- 13.2. Meet once per quarter;
- 13.3. Have ad hoc meetings as required by the circumstances;
- 13.4. Committee Members shall serve for a five year period and their reappointment shall be subject to their availability to serve for another term;
- 13.5. Review and/or ratify the quarterly occupational health inspection reports received from the Occupational Health and Safety Practitioner and where applicable make recommendations;
- 13.6. Make inputs in the review of health and safety measures in the workplace including the Health and Safety policy.

14. The Employee

- 14.1. Shall adhere and comply with the provisions of section 14 of the Occupational Health and Safety Act, No 85 of 1993;
- 14.2. Take reasonable care for the health and safety of himself/herself and of other people at workplace;
- 14.3. Comply with the health and safety rules and procedures laid down by the Office;
- 14.4. Immediately report any unsafe or unhealthy situation which comes to his/her attention, to the Occupational Health and Safety Practitioner or to the Health and Safety Representative in his/her Directorate;
- 14.5. If involved in any incident which may affect his/her health or which has caused an injury to him/herself, immediately on the day of occurrence or within two working days report such incident to the Occupational Health and Safety Practitioner or to the Health and Safety Representative.

15. Reporting of Workplace Health and Safety incidents

- 15.1. Employees and/or Health and Safety Representative shall report any incident posing a health and security risk at the workplace to the Occupational Health and Safety Practitioner;
- 15.2. The Occupational Health and Safety Practitioner must upon receipt of the information about the incident, conduct a formal investigation and compile a report with the recommendations for approval by the Accounting Officer/ the delegated Official;
- 15.3. The Occupational Health and Safety Practitioner shall process the implementation of the recommendations following the approval by the Accounting Officer/ the delegated Official.

16. Financial Implications

- 16.1 The office must make adequate budget available in order to ensure the sustainability of the implementation of the policy and its related programmes.



17. Policy Monitoring

17.1. Monitoring a Safety, Health, Environment, Risk, and Quality (SHERQ) policy involves continuous, systematic tracking of workplace performance through regular audits, site inspections, employee health surveillance, and analyzing incidents reports.

18. Review

18.1. The Director: HRM shall monitor the implementation of this policy and review it as the need arises.

19. Compliance

19.1. The Auditor-General and Internal Audit shall determine through regular audits compliance with this policy.

19.2. Failure to comply with this policy will result in disciplinary actions.

Approval



The Accounting Officer

Date of approval: 01/06/2026