

Feedback: NDT Departmental Bargaining Chamber

OHS compliance and COVID-19 regulations

The employer reported that the Department has recorded a total of 37 reported COVID-19 cases with 36 recoveries and one active case. The Department has fortunately not experienced any fatalities. It was further reported that owing to the adjusted lockdown restrictions to level 3, employees have been permitted to work from home and members of the Senior Management Services are applying a “touch-base” principle where they report to the office for three hours every three days in a week.

The Department is further introducing a contact-less health screening system that will enable employees to download an app to be used for electronic health screening whenever employees report to the office. This system will assist in minimising the use of paper through manual screening at reception when employees enter the building. The PSA indicated that in as much as the initiative sounds good under the current pandemic circumstances, it is critical that the employer should properly consult labour on the system and for unions to solicit inputs from their members and ensure that issues such as whether the system will require employees to use smart phones or use their own data for accessing the system. It was agreed that parties will have a multilateral meeting for the employer to present its plans with the system to labour.

Implementation: GPSSBC Resolution 5/2014 – Agreement on Recognition of Improved Qualifications in the Public Service

Members are aware that approval was obtained for the implementation of GPSSBC Resolution 5/2014. The employer reported that applications were received from a number of employees wherein some applications were approved and others disapproved. The PSA proposed that the employer should develop a guiding document that will simplify the collective agreement for employees and direct them to the grievance procedure in an event that they do not agree with the employer’s decision to disapprove their applications. Members are urged to familiarise themselves with the agreement, which can be found on GPSSBC website or the DPSA website (GPSSBC Resolution 5/2014). The agreement provides the criteria for qualification of the benefit and guidelines on how it should be applied.

Mutual interest matters

Members are urged to raise all issues of concern that they would like the PSA to engage the employer on, as well as issues that relate to members’ interests in the workplace and their conditions of service. Such issues may be submitted to the PSA Branch Chairperson, Mr Sibusiso Mabele on smabele@tourism.gov.za. Members will be updated on developments.

GENERAL MANAGER



tourism

Department:
Tourism
REPUBLIC OF SOUTH AFRICA

OCCUPATIONAL HEALTH AND SAFETY POLICY

Occupational Health and Safety Policy

DG's Signature.....
Date:

A. POLICY HISTORY

Document title	Occupational Health and Safety Policy				
Document author	Facilities and Security Management				
Document owner	Facilities and Security Management				
Document description	Occupational Health and safety policy outlines the commitment and procedures followed by the Department in the implementation of the Occupational Health and Safety prescripts				
Final Version	V1				
Number of pages	14				
Acceptance status by the DDG	Full acceptance		Partial acceptance		Conditional acceptance
Signature Date					
Acceptance status by the Director General	Full approval		Partial approval		Conditional approval
Signature Date					

B. LOCATION OF THE MASTER FINAL VERSION OF THE POLICY

(AFTER SIGNATURE BY THE DIRECTOR - GENERAL)

To facilitate future access and use of the master final version of the Human Resource Policy, the original signed policy will be placed on file in registry; an Adobe Acrobat (.pdf) copy will be placed on the intranet and archived on the Electronic Document Management System (EDMS).

*Occupational Health and Safety Policy**DG's initials.....*

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1 INTRODUCTION

- 1.1 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 risks to the employees. The Department is therefore required to have a health and safety programme in the workplace. The policy will therefore promote an effective health and safety programme in the Department

2 SCOPE OF APPLICATION

- 2.1 The provisions of the policy are applicable to all employees and work facilities of the Department of Tourism, all persons visiting the premises of the Department, all contract workers and any person who access the premises occupied by the Department of Tourism.

3 PURPOSE

- 3.1 The purpose of the policy is to adopt the minimum standards and requirements of the Occupational Health and Safety Act, 85 of 1993 as well as relevant regulations.

4 LEGAL FRAMEWORK

- a) Constitution of the Republic of South Africa, 1996, Act 108 of 1996
- b) Occupational Health and Safety Act, 85 of 1993
- c) Compensation for Occupation Injuries and Diseases Act, 130 of 1993
- d) Basic Conditions of Employment Act, 75 of 1997
- e) National Building Regulations and Standards Act, 103 of 1977

- f) National Environmental Management: Waste Act, 59 of 2008
- g) Tobacco Control Act, 83 of 1993
- h) Disaster Management Act, 57 of 2000
- i) Fire Brigade Act, 99 of 1997
- j) Public Service Act, 103 of 1994

DEFINITIONS OF TERMS

b) Employee means a person appointed in terms of the Public Service Act, 1994 (Act no 103 of 1994) a person appointed on contract to provide a specific service to the Department; a person working for the NDT in terms of an agreement entered into by or on behalf of the Department; a person who is appointed as an intern by the Department and a person appointed by or on the recommendation of the Minister as a member of a committee, commission or an institution which is funded by the Department;

d) First-aider means a person who is trained and qualified in first aid;

e) Hazard means any source of/exposure to danger;

f) Health and safety Representative means a person designated by the employer in terms Section 17 of the Act;

g) Risk: means the probability that injury or damage will occur;

h) Safe: means free from any hazard; and

h) Workplace: any premises also a car or place where a person performs work in the course of his employment.

PRINCIPLES

The Department of Tourism will strive to continuously improve the occupational health and safety and environmental protection by adhering to the following principles:

- 6.1 Developing and improving programs and procedures to ensure compliance with applicable laws and regulations;
- 6.2 Ensuring that personnel are properly trained and provided with appropriate safety and emergency equipment, where applicable;
- 6.3 Encouraging personal accountability and emphasizing compliance with standards and conformance with Departmental policies and best practices during employee training and in performance reviews;
- 6.4 Taking appropriate action to correct hazards or conditions that endanger health, safety and the environment;
- 6.5 Considering safety and environmental factors in all operating decisions including planning and acquisition;
- 6.6 Using energy efficiently throughout all operations;

247 RESPONSIBILITIES AND OBLIGATIONS

It is the responsibility of both the employer and employees to ensure a safe and healthy working environment in the Department of Tourism.

7.1 RESPONSIBILITIES OF THE HEAD OF DEPARTMENT/DIRECTOR GENERAL

The Director-General as the Chief Executive Officer in terms of the Occupational Health and Safety Act, 85 of 1993, shall appoint a person in terms of Section 16(2) of the Act, without derogating from his responsibilities any person who shall:

- 7.1.1 Perform duties on behalf of and report to the Director General;
- 7.1.2 Bear the authority and powers on ensuring that all the necessary activities are executed in terms of the Act; and
- 7.1.3 Be appointed in terms of the Act to represent employees in all matters relating to health and safety in the provide and maintain as far as reasonable possible a working environment that is safe without risk to the health of employees.
- 7.1.4 Ensure that all employees comply with the requirements of this policy
- 7.1.5 Enforce the necessary control measures in the interest of health and safety
- 7.1.6 Ensure that Occupational Health and Safety precautionary measures are implemented and maintained
- 7.1.7 Ensure that means to implement the measures that are necessary to prevent and protect against hazards

7.2 RESPONSIBILITIES OF EMPLOYEES

It is the duty of every employee to:

- 7.2.1 Take reasonable care for their health and safety and of other persons who may be affected by his/her acts or omissions or negligence at work.
- 7.2.2 As regards any duty or requirement imposed on his/her employer or any other person, co-operate with such employer or person to enable that duty or requirement to be performed or complied with.
- 7.2.3 Carry out any lawful order given to him/her, and obey the health and safety rules and procedures laid down by his/her employer or by anyone authorized thereto by his/her employer, in the interest of health and safety.
- 7.2.4 Wear the prescribed safety clothing or use of safety equipment where necessary
- 7.2.5 Execute good housekeeping in the workplace and ensure that there is no health and safety hazard due to bad housekeeping.

- 7.2.6 Adhere to Housekeeping rules for the Department of Tourism
- 7.2.7 If any situation which is unsafe or unhealthy comes to his/her attention, as soon as practical report such situation in writing to the health and safety representative for his/her workplace or safety officer, who shall report it to the employer.
- 7.2.8 If he/she is 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 anyone authorized thereto by the employer, and to his/her health and safety representative, but not later than the end of the particular working day during which the incident occurred, unless the circumstances were such that the reporting of the incident was not possible, in which case he/she shall report the incident as soon as practicable thereafter.

258 DESIGNATION OF HEALTH AND SAFETY REPRESENTATIVES

- 8.1 Health and Safety representatives shall be appointed in terms of Section 17 of the OHS Act.
- 8.2 Only employees who are appointed in a full-time capacity will be eligible to be nominated and elected as health and safety representatives.
- 8.3 Health and safety representatives shall be designated if they have accepted the nominations and will be issued with appointment letters signed by the delegated authority.
- 8.4 At least one Health and Safety Representative shall be appointed by the Director-General for every 100 employees or part thereof. A replacement shall be appointed after written notice has been received that a Health and Safety representative will vacate the position.
- 8.5 Health and Safety representatives shall incorporate their duties in their performance agreements and shall not suffer any prejudice in their

employment as a consequence of carrying out their duties as representatives.

- 8.5 Health and safety representatives shall hold an office for a period of three years, where after, they will be reappointed in writing if they are still available to performs such tasks.
- 8.6 Health and safety representative may be removed from office for the following reasons:
 - i. For dereliction of duty.
 - ii. Repeated failure to carry out assigned duties or instructions.
 - iii. Not participating in health and safety related meetings and activities.
- 8.7 A health and safety representative shall not incur any civil liability by reason of the fact only that he failed to do anything which he/she may do or is required to do in terms of the Act.
- 8.9 When health and safety representative leaves or vacates his/her position, nominations will be conducted through call for nominations via the offices of the Deputy Directors General.
- 8.10 Health and safety representative shall be responsible and designated to perform his/her duties for a particular floor/floors as the employer may deem fit and shall not necessarily be where the employee is based for normal work purposes.

9. FUNCTIONS OF HEALTH AND SAFETY REPRESENTATIVES

Health and safety representatives shall:

- 9.1 conduct health and safety inspections to check effectiveness of health and safety measures and compliance by employees;
- 9.2 together with employer, investigate incidents, complaints/comments from employees with regards to health and safety matters and report in writing to the health and safety committee;
- 9.3 identify potential hazards in the building and report to the buildings and energy management team;
- 9.4 inspect the health and safety documents with the consent of the employer and be accompanied by the technical advisor/subject expert during such inspections;
- 9.5 participate in the health and safety committee meetings to present the work done on quarterly basis;
- 9.6 work with the employer in promoting a safe and healthy working environment.

10 HEALTH AND SAFETY COMMITTEE

Health and safety committee shall be appointed in terms of Section 19 of the Act.

- 10.1 Committee shall consist of one (1) representative from the Branch, one (1) representative from the Ministry, all health and safety representatives and the technical advisor from the implementing Unit;
- 10.2 Committee members shall not exceed the number of health and safety representatives on the health and safety committee;
- 10.3 Health and safety committee may co-opt one or more person(s) by reasons of his/her/their particular knowledge or expertise as the advisory member as and when required.

11 FUNCTIONS OF THE HEALTH AND SAFETY COMMITTEE

- 11.1 Health and safety committee shall at least four (4) times per calendar year at the venue to be made available by the employer;
- 11.2 Committee shall be chaired by Deputy Director General: Corporate Management;
- 11.3 The Sub-directorate: Buildings and Energy Management shall provide secretariat services;
- 11.4 Committee shall conduct its business in accordance with Section 19 and 20 of the Act;
- 11.5 Committee shall present its reports and recommendations to the Director General and Risk Management Committee for information and any other action that may be necessary;
- 11.6 Committee shall determine procedures for the meeting.

12. FIRST AID, EMERGENCY EQUIPMENT AND PROCEDURES

- 12.1 Employers shall provide first aid boxes which are accessible to ensure persons receive prompt first aid treatment in case of injury or emergency;
- 12.2 Employer shall ensure that first aid boxes contain suitable first aid equipment in line with Annexure (Regulation 3);
- 12.3 Employer shall ensure that for every 100 employees, at least one person is readily available during normal working hours, who is in possession of a valid certificate of competency in first aid, issued by: -
 - i. SA Red Cross Society;
 - ii. St John's Ambulance;
 - iii. SA First Aid League; or
 - iv. A person or organisation approved by the Chief Inspector for this purpose.

- 12.4 Employer shall affix notices or signs indicating where first aid boxes are kept as well as names of persons in charge of such first aid boxes.

13 TRAINING

- 13.1 Training shall be provided for all health and safety representatives as well and fire marshals to enable them to perform their duties in line with the Act;
- 13.2 All employees will be continuously educated and guided on eliminating health and safety hazards and on the prevention of incidents;
- 13.4 Health and safety representatives and Fire marshals shall be provided with any other facilities that they may require from time to time to perform health and safety related functions.

14. EMERGENCY/EVACUATION PLAN

- 14.1 The sub-directorate: Buildings and Energy Management shall develop a comprehensive emergency/evacuation plan to guide emergency/evacuation action to be taken in case of emergency.
- 14.2 Implementation drills shall be conducted at least once every 12 calendar months All employees are forced to exercise the evacuation drills as and when the Directorate: Facilities and Security Management deem necessary to do so.
- 14.3 All employees shall take orders/instructions from designated health and safety representatives and any person assigned by the employer, the duties to coordinate and direct evacuation instruction.

15. COOPERATION WITH INSPECTORS BY EMPLOYER AND EMPLOYEES

- 15.1 The employer and employees must comply with requests, orders, directions and subpoenas, from the inspectors and may not prevent any person from complying with the inspectors' requests, orders.
- 15.2 Inspectors shall be provided with necessary means and assistance to conduct investigations where necessary;
- 15.3 Inspectors may not be insulted or interrupted during investigation.

16. ACTS OR OMISSIONS BY EMPLOYEES

- 16.1 Where any employee's actions are deemed to be contradictory to the policy, he/she shall be charged with misconduct and disciplinary action initiated against him/her and carried in terms of Disciplinary Code, Resolution 2 of 1999 and amended.

17 CONTINGENCY PLAN

- 17.1 Sub-Directorate: Security Services shall develop and implement the contingency plan within the Department
- 17.2 Contingency plan shall be reviewed by the Health and Safety Committee every three years

18. COMPLIANCE

- 18.1 All employees shall comply with the Occupational Health and Safety policy as well as related procedure and operations manuals.

19 IMPLEMENTATION

- 19.1 Occupational Health and Safety Policy shall be implemented and effective on the date it is communicated to all employees after approval by the Director General.

20. POLICY REVIEW

- 20.1 The policy will be reviewed as and when the need arises.

PROCEDURE MANUAL FOR THE RECOGNITION OF SERVICE EXCELLENCE

1. PURPOSE

The purpose of the Recognition of Service Excellence Framework is to reposition the Department of Tourism as an employer of choice and to raise employee morale by recognising their exceptional contributions and high performance.

2. SCOPE

The Recognition of Service Excellence Framework (the “Framework”) applies to all employees in the Department of Tourism who have served in the department for at least 12 months, with the exception of senior managers of the department.

3. PREREQUISITES

Excess to the automated nomination form and criteria.

4. ROLES AND RESPONSIBILITIES

As indicated on paragraph 6 of the framework.

5. SELECTION CRITERIA (Parameters for reward programme)

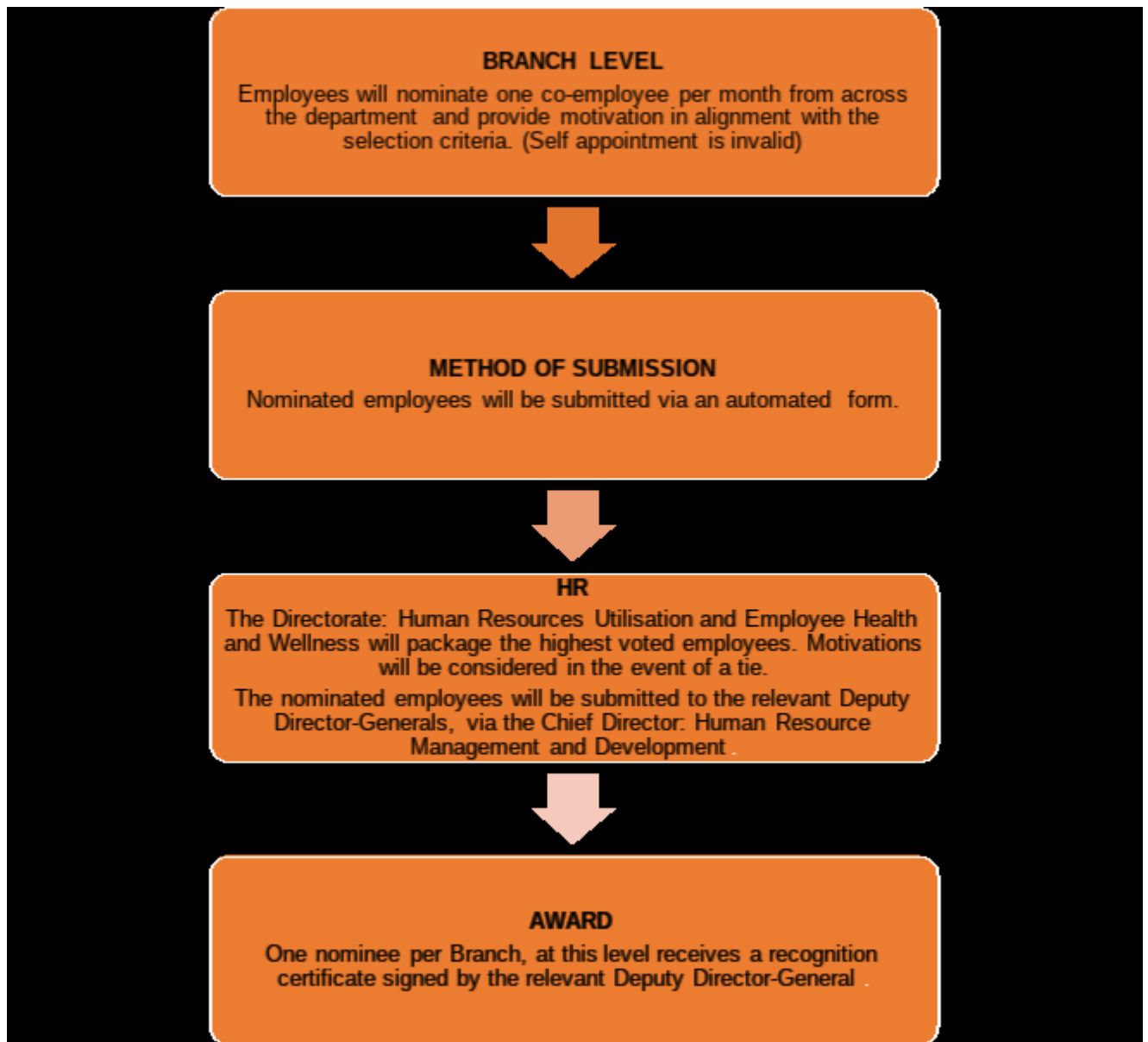
The Batho Pele principles will be the basis of the programme

Consultation	Clients should be consulted about the level and quality of the service they receive, and wherever possible, should be given the choice about services that are offered.
Service Standard	Clients should be informed what level and quality of service they will receive and should receive services in line with promised service standards.
Access	All clients should have equal access to the service to which they are entitled.
Courtesy	Clients and colleagues should be treated with courtesy and consideration.
Information	Clients should be given full, accurate information about the service they are entitled to receive.
Openness and Transparency	Clients and colleagues should be told how a division is run, relevant information needed by clients and colleagues should be shared and it should be clear what role an individual plays in the division.

Redress	If the promised standard of service is not delivered, an affected client or colleague should be offered an apology, a full explanation and a speedy and effective remedy, and when complains are made, clients and affected colleagues should receive a sympathetic, positive response.
Value for Money	Services should be provided economically and efficiently in order to ensure the best possible value for money.

6. PROCEDURE FOR SELECTION

PHASE ONE: EMPLOYEE-OF THE-MONTH

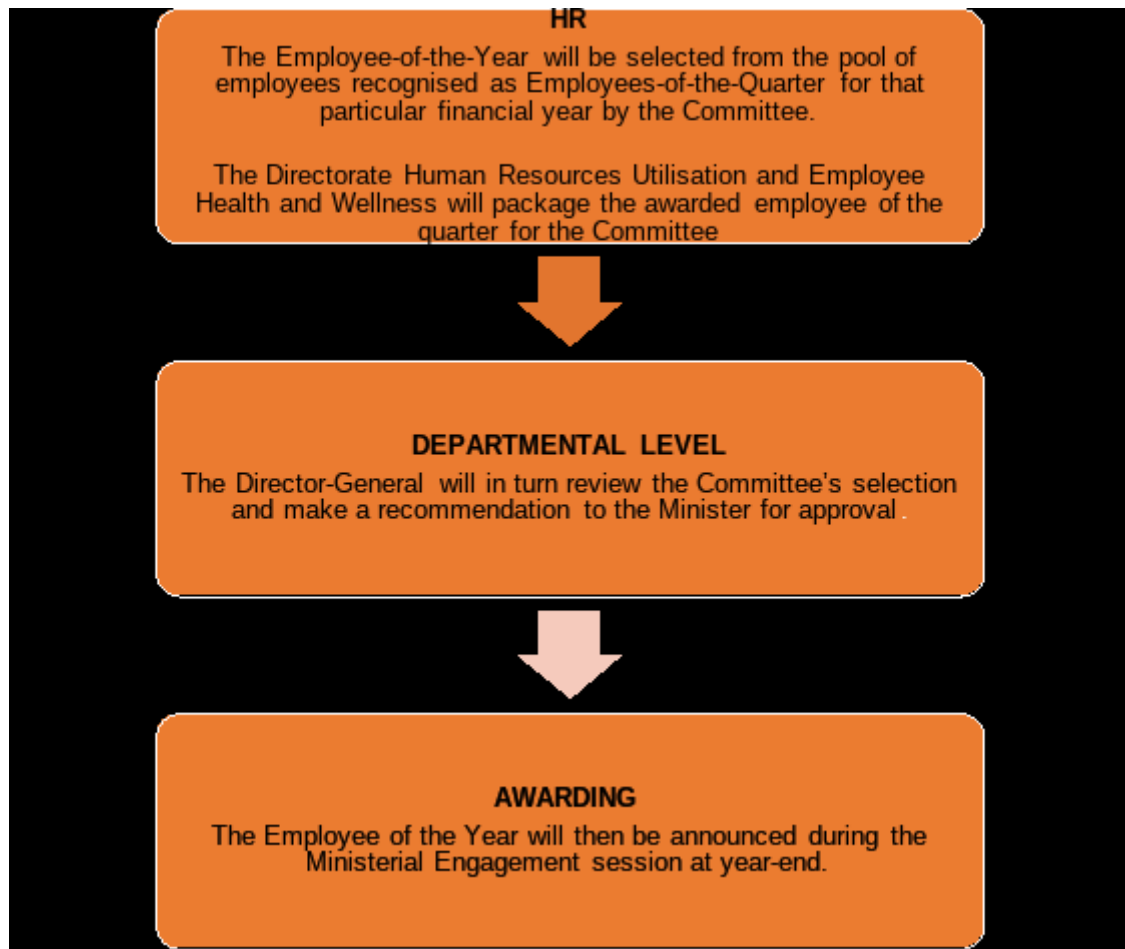


The nominees at this level receive a recognition certificate signed by the relevant Deputy Director-General and are profiled by Communications. Monthly awards will in turn feed into the "Employee-of-the-Quarter" and the "Employee-of-the Year"



The nominees at this level receive a recognition certificate signed by the Director-General and a corporate gift and are profiled by Communications. Quarterly awards will in turn feed into the "Employee-of-the Year"

PHASE THREE: EMPLOYEE-OF-THE-YEAR



Top Management, Communications and Ministry will identify an appropriate award and recognition mechanism for the Employee-of-the-Year.

The nominees at this level will furthermore receive a platinum recognition certificate signed by the Minister.

The three runner-up's will receive a bronzed, silver and golden certificate, respectively as well as a corporate gift.

The Employee-of-the-Year and runner-up's will all be profiled by Communications.

NOMINATION FORM FOR THE RECOGNITION OF EMPLOYEE PERFORMER OF THE MONTH

The purpose of the Rewards and Recognition Framework is to reposition the Department of Tourism as an employer of choice and to raise employee morale by recognising their exceptional contributions and high performance.

The Rewards and Recognition Framework (the "Framework") applies to all employees in the Department of Tourism who have served in the department for at least 12 months, with the exception of senior managers of the department.

NAME AND SURNAME NOMINEE			
SALARY LEVEL		POST/OCCUPATION	
BRANCH		DIRECTORATE	
CRITERIA OR ACHIEVEMENT/S WHICH MAKE THE EMPLOYEE ELIGIBLE FOR THE AWARD			
NOMINATOR SIGN OFF	SALARY LEVEL	OCCUPATION	BRANCH