



## **DEPARTMENT OF HEALTH. OCCUPATIONAL HEALTH AND SAFETY PROGRAMME.**

<b>GUIDELINE</b>	<b>SIGNATURE : S.G.</b>	<b>SIGNATURE: DDG</b>	<b>REVISION NUMBER</b>
<b>PROFILE OF OHS PROGRAMME.</b>	<b>DATE :</b>	<b>DATE :</b>	<b>OHS GUIDE 1/2003 This document consists of 6 pages</b>

### **ABBREVIATIONS:**

<b>S.G.</b>	<b>- SUPERINTENDANT GENERAL.</b>
<b>DDG</b>	<b>- DEPUTY DIRECTOR GENERAL.</b>
<b>DD</b>	<b>- DEPUTY DIRECTOR.</b>
<b>DOH</b>	<b>- DEPARTMENT OF HEALTH.</b>
<b>DOH-OHS</b>	<b>- DEPARTMENT OF HEALTH –OCCUPATIONAL HEALTH AND SAFETY.</b>

### **REFERENCES:**

**OCCUPATIONAL HEALTH AND SAFETY ACT, 1993.( ACT 85 OF 1993).**

**OCCUPATIONAL HEALTH AND SAFETY MISSION STATEMENT - 2003.**

## **PROFILE OF A DEPARTMENT OF HEALTH: OCCUPATIONAL HEALTH AND SAFETY PROGRAMME.**

### **1. DEPARTMENT OF HEALTH: OCCUPATIONAL HEALTH AND SAFETY MISSION STATEMENT- 2003.**

The cornerstone of an effective Occupational Health and Safety depends to a large extent on impartiality, personal authority, and independence from external influences and interdependence on stakeholders.

It is imperative for the Occupational Health and Safety office to align itself to the vision and mission of the Department of Health and to identify with the values of the Department.

The **Mission** of the Department of Health: Occupational Health and Safety Directorate includes:

Occupational health and safety programme will play a significant role in reducing work related injuries, diseases and fatalities through pro-active, preventative strategies and policies aimed at protecting and enhancing the rights of workers to a safe, healthy work environment.

The **Vision** of Occupational Health and Safety is:

An Occupational Health and Safety programme which is characterized by rising skills, diversity, equity and respect for all peoples who will strive to facilitate the protection and enhancement of worker/employee rights.

**Values** of Occupational Health and Safety include:

The Occupational Health and Safety programme act on the understanding that our clients are the sole reason for our existence and we will discharge our duties in such a way to show our respect for all peoples/ employees , efficient, effective services that are accountable to our clients at all times.

The Occupational Health and Safety programme has the following **Objectives** in its' business plan:-

- ❖ Self regulating policy in the public business .
- ❖ Raise Occupational Health and Safety awareness in the public sector.
- ❖ Gearing and optimising resources.

- ❖ Enhancing the capacity of Occupational Health and Safety Staff through Training
- ❖ Marketing; communications; systems; Information technology; statistics and research.

## **2. PROFILE OF OHS STAFF.**

In performing our duties, it is expected that our actions will govern ethical behaviour and standards of personal and professional behaviour in order to maintain and build public confidence in the integrity of the DOH-Occupational Health and Safety.

### **2.1 OHS VALUES**

A DOH-OCCUPATIONAL HEALTH AND SAFETY employee should:

- ☐ Be faithful to the Constitution and abide thereby in the execution of his or her duties;
- ☐ Place the interests of the public first in performing of his or her tasks;
- ☐ Loyal execute the policies of the government of the day in the completion of his or her official duties as contained in all statutory and any other prescripts;
- ☐ Strive to be familiar with and abide by all statutory and other instructions applicable to his or her conduct and duties :
- ☐ Serve the public in an objective and neutral fashion in order to maintain and develop confidence in the Department;
- ☐ Be courteous, helpful and reasonably accessible in his or her dealings with the public, at all occasions treating the public as valuable clients who are entitled to receive highest standards of service;
- ☐ Have regard for the circumstances and concerns of the public in performing his or her official duties and in making decisions affecting the public;
- ☐ Be committed to providing prompt and timeous service thus promoting the development and upliftment of all South Africans;

- ☐ Not unfairly discriminate against any member of the public on the basis of race, gender, ethnic or social origin, colour, culture, language, sexual orientation, age, disability, religion, conscience, belief or political persuasion;
- ☐ Not abuse his or her position in the Department
- ☐ Recognise the public's right of access to information excluding that information which is specifically protected by law.

## **2.2 PERFORMANCE OF DUTIES**

A DOH-OHS employee:

- ☐ Strives to achieve the objectives of the Department of Health - Occupational Health and Safety division effectively and in the public interest;
- ☐ Is creative in thought and in the execution of his or her duties, seeks innovative ways to solve problems and enhances effectiveness and efficacy within the context of the law;
- ☐ Is punctual in the execution of his duties;
- ☐ Executes his or her duties in a professional and competent manner;
- ☐ Does not engage in any action that is in conflict with or intrudes upon the execution of his or her official business;
- ☐ Will remove himself or herself from any official action or decision-making process which may result in improper personal gain, and this should be properly declared by the employee;
- ☐ Accepts the responsibility to avail himself or herself to ongoing training and self-development throughout his or her career;
- ☐ Is honest and accountable in dealing with funds of the DOH-OHS and uses property and other resources effectively, efficiently and only for authorised official purposes;
- ☐ Encourages solid, efficient, effective, transparent and accountable administration;
- ☐ In the course of his or her official duties, shall report to authorities:- fraud, corruption, nepotism, mal-administration and any other act which constitutes an offence or which is prejudicial to the DOH-OHS;

- ☐ Gives honest and impartial advice, based on all available relevant information, to higher authority when asked for assistance of this kind;
- ☐ Honours the confidentiality of matters, documents and discussions classified or implied as being confidential or secret and
- ☐ Contributes to maintaining a work place, which is both healthy and safe for himself or herself.
- ☐ During official duties, dresses and behaves in a manner that enhances the reputation of DOH-OHS;
- ☐ Does not use his or her official position to obtain private gifts or in kind for himself or herself during the performance of his or her duties nor does he or she accept gifts or benefits when offered as these may be construed as bribes;
- ☐ Does not disclose any official information for personal gain or the gain of others;
- ☐ Refrains from making in his or her private capacity comments which bring the DOH-OHS into disrepute
- ☐ Does not release and or discuss DOH-OHS material to any member unless specifically authorised.

### **3. POWERS OF THE EMPLOYEE – DOH-OHS.**

The essential powers of an employee are:-

- The power of access to work places for the purposes of official duties
- The power to take measures to protect workers against danger to their health and safety.

The employee should use positional power for effective administration of health and safety in the work environment.

### **4. METHODS OF OHS ACT ADMINISTRATION.**

In the performance of his/her main duty, that is administering the OHS Act, the employee can:-

- Carry out inspections
- Carry out audits

- Instill a culture of commitment; involvement and participation in occupational health and safety through education, training, marketing; promotion and awareness.

All the above approaches should be used to varying degrees and none should be relied upon to the exclusion of the others.

## **5. EFFECTIVENESS AND EFFICIENCY OF OHS ACT ADMINISTRATION**

**Effectiveness** refers to the ability to complete a task or reach your goal and measure the impact of the task performed. **Efficiency** refers to the ability to complete a task or reach a goal at the lowest possible cost and in the shortest time possible.

### **5.1 INSPECTIONS**

Inspections are one method of administering the OHS Act in order to afford protection to workers. It should be remembered that a number of factors influence the value of inspections.

### **5.2 PREVENTATIVE STRATEGIES**

The preventative approach is aimed at preventing accidents and non-compliance rather than dealing with their consequences.

A preventative approach would include building the capacity of trade unions; employees and health and safety representatives through education, training, awareness, marketing and communication campaigns.

Pro-active initiatives would place a greater emphasis on including all role-players – employee and employer organisations; health and safety representatives and union organisations.

An employee should have a number of enabling skills to promote a culture of health and safety in public sector.

## **6. CONCLUSION**

In order to improve health and safety performance in public sector and to reduce injury and disease – the DOH-OHS employee is required to utilise persuasive, negotiating, educational, investigative and technical skills. The DOH-OHS employee is required to apply his own judgement as to the action most likely to yield maximum impact. The DOH-OHS employee will be an effective, efficient productive unit – able to function on his/her own to achieve the ideals of the Department of Health.