



the dpsa

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TO ALL HEADS OF NATIONAL / PROVINCIAL DEPARTMENTS AND PROVINCIAL ADMINISTRATION

**CONDUCTING OF READINESS ASSESSMENTS IN DEPARTMENTS BY USING THE EHW
MANAGEMENT SYSTEMS MONITORING / READINESS ASSESSMENT TOOL**

1. During the EHW Policy Communication and Advocacy Workshops conducted in all provinces during the second quarter of 2010, the draft EHW Monitoring Readiness Assessment Tool was field tested and the inputs from provinces were incorporated into the final document.
2. The purpose for departments to conduct an organizational readiness assessment is to enable departmental officials in EHW to conduct a self-assessment of their readiness to implement the EHW policies for the Public Service. The tool will further establish the basic commitment of every department to document and sustain an EHW Management system. The system must include a clearly mapped out departmental structure and documentation covering planning activities, responsibilities, practices, procedures and processes for achieving the requirements of the EHW Management system. Resources must also be provided for developing, implementing, achieving, reviewing and maintaining the EHW Management policies.
3. Objectives of the Readiness Assessment Tool is for:
 - Assessment of organizational readiness and implementation proficiency.
 - Identification of gaps in capacity to implement EHW initiatives.
 - Promotion of discussion on many aspects of organizational readiness for implementation as a means of fostering shared understanding.

- Helping to nurture commitment among stakeholders regarding the implementation of EHW Policies.
4. Expected Outcomes from the Readiness Assessment are:
- Assessment scores on 5 aspects of organizational readiness.
 - More in-depth understanding about the basic requirements for a successful system for the implementation of EHW initiatives.
 - Readiness Action Plan
5. You are therefore requested to forward the attached EHW Monitoring/ Readiness Assessment Tool to the Employee Health and Wellness Managers in your respective Departments to conduct the readiness assessment according to the instructions as set out in the tool. The completed tool should be sent back to DPSA by end of February 2011.
6. Should you require any clarification with regard to the above, kindly contact Dr Siphon Senabe at (012) 36 1048 or at ehw@dpsa.gov.za

Kind Regards



MR KENNY GOVENDER
ACTING DIRECTOR GENERAL: DPSA
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