



the dpsa

Department:
Public Service and Administration
REPUBLIC OF SOUTH AFRICA

Private Bag X916, PRETORIA, 0001. Tel: (012) 336 1000, Fax: (012) 326 7802
Private Bag X9148, CAPE TOWN, 8000. Tel: (021) 467 5120, Fax: (021) 467 5484

Enquiries: Mr Robert Foromo
Tel: 012 336 1579
Email: ehw@dpsa.gov.za
cc. Robert.foromo@dpsa.gov.za

Circular No: Employee Health and Wellness No 1 of 2017

TO ALL HEADS OF NATIONAL/PROVINCIAL DEPARTMENTS, GOVERNMENT COMPONENTS AND PROVINCIAL ADMINISTRATIONS

REPLACEMENT OF THE MINISTERIAL DIRECTIVE ON IMPLEMENTATION OF EMPLOYEE HEALTH AND WELLNESS (EH&W) STRATEGIC FRAMEWORK, 2008.

1. PURPOSE

- 1.1. The Circular is meant to communicate the replacement of Ministerial Directive and determinations of 18 May 2009 on the Implementation of the Employee Health and Wellness (EH&W) Strategic framework, 2008.
- 1.2. The new EH&W determination and directive seeks to deal with the following:
 - a. The implementation of the EH&W Strategic Framework launched by the Minister for the Public Service and Administration (MPSA) in November 2008, and effected from 1 April 2009;
 - b. Development of four EH&W policies customized to specific departmental context, in accordance with Regulation 54 of the Public Service Regulations 2016,(the Regulations);
 - c. Reporting, monitoring, evaluation and compliance to the EH&W standards and criteria for the implementation of the EH&W Strategic Framework;
 - d. The effective date of the revised EH&W directive, being 1 April 2017.

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2. BACKGROUND

- 2.1. The DPSA developed and launched the Employee Health and Wellness Strategic Framework in 2008.
- 2.2. Four EHW policies were developed and approved in 2009, to operationalise the four EHW pillars of the Strategic Framework, effective as from 1 April 2010.
- 2.3. A phased approach was used to develop EHW implementation guides, EHW system monitoring tools (SMT), planning and reporting templates between the years 2010 and 2013, and capacity developed for departments to use the tools with support from the DPSA.
- 2.4. The late development of the tools and templates meant that they were not included as prescripts in the Ministerial Directive on the implementation of the EHW Strategic Framework. The omission resulted in gaps in the EHW directive of 18 May 2009 with respect to development of contextualized departmental EHW policies, submission of annual EH&W operational plans and annual EHW templates and specified deadlines for the documents submission.
- 2.5. In 2013, the EHW Strategic Plan was included as a standard in the Management Performance Assessment Tool (MPAT) of the Department of Planning, Monitoring and Evaluation (DPME), to monitor departmental compliance to the implementation of the EHW standard.
- 2.6. The DPME requires that all standards moderated at level 3 in MPAT, should be based on the DPSA EHW directive, therefore the use of implementation plans, SMT and EHW annual reports as standards for level 3 MPAT moderation does not match the MPAT standard requirements due to their omission in the current EHW directive.
- 2.7. To align the aforementioned, the DPSA undertook to revise the existing EHW directive.

3. MINISTERIAL DIRECTIVE

The MPSA has determined the following in terms of legislation:

- 3.1. Section 24(a) in the Bill of Rights, state, among others, that everyone has the right to an environment that is not harmful to their health or well-being. Section 27(l) further states that everyone has the right to health care services. The Employee Health and Wellness Strategic Framework (2008) is one such measure, developed to promote these rights.
- 3.2. Regulation 53 of indicates that a Head of Department shall establish and maintain a safe and healthy work environment for employees of the department and a safe and healthy service delivery environment for members of the public. The EH&W Strategic Framework is aimed to ensure that a uniform framework is developed and implemented in line with the regulations.
- 3.3. Based on the Occupational Health and Safety Act, 1993 the following objectives should be realized:
 - i. To improve occupational health and safety by controlling health hazards in the workplace;
 - ii. To have a Public Service environment that is safe for both public servants and the community at large;
 - iii. To have a Public Service that can manage risks and improve quality of services.
- 3.4. Regulation 54 of the Regulations indicates that every department shall have a policy that promotes the health and well-being of employees. EH&W four policies were developed by the DPSA in 2009, effective from 1 April 2010, to operationalize the four pillars of the EH&W Strategic Framework. The four policies are:
 - i. HIV&AIDS,STI and TB Management
 - ii. Safety, Health, Environment, Risk and Quality (SHERQ) Management
 - iii. Health and Productivity Management
 - iv. Wellness Management

- 3.5. All national and provincial departments and government components should customise the four policies to their own local context, while ensuring that the policy measures in each policy remain aligned to the DPSA policy objectives and goals.
- 3.6. Based on Regulation 9(1) of the Regulations, for reporting on and assessing compliance with the Act or reviewing the appropriateness and effectiveness of any regulations, determination or directive under the Act, the executive authority will submit to the Minister for the Public Service and Administration, information and data on such matters with respect to the Act, in such format and on such date as directed by the Minister.
- 3.7. The Minister hereby directs that the **DPSA** should provide ongoing monitoring and evaluation on the implementation of the EH&W policies by means of the following standards, which are effective from 1 April 2017:
- i. Annual EH&W Operational Plans are to be submitted by all departments to the DPSA on or before 31 March every financial year.
 - ii. Annual EH&W implementation review reports at the end of every financial year, are to be submitted by all departments to the DPSA on or before 31 May.
 - iii. Annual Reports on departmental EH&W Systems monitoring and review (SMT) at the end of every financial year, are to be submitted to the DPSA by all departments on or before 30 June.
 - iv. The DPSA standard reporting tools, formats and templates shall be used by departments to submit plans and reports attached as annexures to the directive.
- 3.8. All National and Provincial departments and government components are required to comply with the prescribed submission dates and the use of standard reporting tools, formats and templates when they submit their EH&W plans and reports.
4. The expenditure emanating from the MPSA determination has to be defrayed from the funds included in departmental annual budget for the health and wellness of employees and improvement of the working environment. The financial

implications will differ from department to the department, in relation to the size and partnerships formed by the department.


5. Departments are requested to ensure that the MPSA's determinations and measures contained in this Directive are implemented correctly. Departments are welcome to approach **the DPSA** for assistance.

Annexures

- a) Annexure A – EH&W Annual Operational Plan Template
 - b) Annexure B- System Monitoring Tool (SMT) Reporting Format
 - c) Annexure C- Integrated Employee Health and Wellness Reporting Tool
6. The Minister's determination and directive becomes effective from **1 April 2017**. The DPSA will provide support where required.
 7. The EH&W directive will be available on the DPSA website: www.dpsa.gov.za

Your cooperation will be highly appreciated.

Kind regards,



Mr Mashwahle Diphofa
Director General: DPSA
Date: 28/03/2017