



SHERQ OPERATIONAL PLAN FOR THE PERIOD 1st APRIL 2013 -30 MARCH 2014:

THE OPERATIONAL PLAN FOR FINANCIAL YEAR:

2013-2014

MARCH 2013

PURPOSE OF THE DOCUMENT

Title of the Document:

SHERQ Operational Plan for the period 1 April 2013 -30 March 2014

Goal of this document:

To consult departments on the development and implementation of the SHERQ Operational Plan

The objective of the document is communicate the SHERQ Operational Plan to departments for the implementation of the SHERQ Policy for 2013/14 as well as providing standard planning tools and templates for use.

Overview

The Occupational Health and Safety Act, 1993, is the guiding document for SHERQ. It requires the employer to bring about and maintain, as far as reasonably practicable, a work environment that is safe and without risk to the health of the workers. This means that the employer must ensure that the workplace is free of hazardous substances that may cause injury, damage or disease. Where this is not possible, the employer must inform workers of these dangers, how they may be prevented, and how to work safely, and provide other protective measures for a safe workplace.

The Act is based on the principle that dangers in the workplace must be addressed by communication and cooperation between the workers and the employer. The workers and the employer must share the responsibility for health and safety in the workplace. Both parties must pro-actively identify dangers and develop control measures to make the workplace safe. In this way, the employer and the workers are involved in a system where health and safety representatives may inspect the workplace regularly and then report to a health and safety committee, who in turn may submit recommendations to the employer.

To ensure that this system works, every worker must know his or her rights and duties as contained in the Act.

Inspections are usually planned on the basis of accident statistics, the presence of hazardous substances, such as the use of benzene in laundries, or the use of dangerous machinery in the workplace. Unplanned inspections, on the other hand, usually arise from requests or complaints by workers, employers, or members of the public. These complaints or requests are treated confidentially.

Structure of this document:

This document comprises various distinct sections. Each section illuminates a key element of the SHERQ Operational Plan

- Introduction,
- Overview of Priority areas of the SHERQ policy.
- Detailed work Plan,
- Costing
- Funding Requirement and Sources of Funding
- Performance monitoring
- Implementation and Coordination arrangements (**Governance**)
- **Research** Monitoring and Evaluation

SECTION 1

1.1. INTRODUCTION

Safety, Health, environment, Risk and Quality (SHERQ) management as described in the EH&W Strategic Framework (2008) deals with the intangible and tangible factors of safety, health environment, risk and quality management for purposes of optimal occupational health and safety of employees; the safety of citizens; the sustainability of the environment; and the management of occupational and general risks and quality of government products and services. The pillar is developed in response to National legislation that includes the Occupational Health and Safety Act No 85 of 1993, Basic Conditions of Employment Act [No. 75 of 1997] and Employment Equity Act , Environmental Management Act 1998, SHERQ also takes into consideration international Organisation for Standardization (ISO) instruments used to promote health and Safety this includes OHSAS 18001 which is an Occupational Health and Safety Management System Standard, ISO 9001 for Quality Management and ISO 14001 for Environmental Management.

The report on the survey conducted following the public sector strike of 2007, the January 2008 Cabinet Lekgotla decision to improve the working environment in

government front and back office environment, and the Parliaments' noting of the ILO Convention 187 Promotional Framework for Occupational Safety and Health, 2006 are all events and documentation that adds to the rationale for this pillar.

- (a) The development of **national policy on occupational safety and health** and the working environment developed in accordance with the principles of Article 4 of the Occupational Safety and Health Convention, 1981 (No. 155);
- (b) The development of **national system for occupational safety and health or national system** i.e. infrastructure which provides the main framework for implementing the national policy and national programmes on occupational safety and health;
- (c) **National programme on occupational safety and health or national programme** which is a national programme that includes objectives to be achieved in a predetermined time frame, priorities and means of action formulated to improve occupational safety and health, and means to assess progress;
- (d) A **national preventative safety and health culture** which is a culture in which the right to a safe and healthy working environment is respected at all levels, where government, employers and workers actively participate in securing a safe and healthy working environment through a system of defined rights, responsibilities and duties, and where the principle of prevention is accorded the highest priority

2. OBJECTIVES of the SHERQ Policy

- To improve occupational Health and Safety by controlling health hazards in the workplace;
- To have a health and safe public service environment that is safe for both public Servants and the community at large;

- To have a public service that can identify and manage risks and improve quality of services;
- To guide the public service on how manage risks, eliminate illness, diseases and accidents.

3. PURPOSE OF THE OPERATIONAL PLAN

This OP is based on the SHERQ policy. The means to achieve these results (what, when, where, by whom, and how much), at national, provincial and district levels, is at the heart of the OP. The OP summarizes the objectives of the SHERQ policy.

3.1. TIME FRAME

Given Treasury's annual budget system and existing frameworks to align donor funding with existing national priorities funding, and the need for implementing agencies to know what resources they will have, on year OP will be developed with estimated national expenditure (ENE) plans for the next 3 years done annually as good OP timeframes.

4. METHODOLOGY OF PREPARATION

Departments to develop operational plans based on the SHERQ implementation guideline. World bank format of a detailed work plan, costing tools and operational planning assessment tools will be used to prepare this operational plan. National and Provincial departments were trained on this tools during policy implementation workshops.

5. Assessing the Operational Plan

An assessment tool (Operational Planning Self-Assessment Tool) (OPSAT) is designed to be used as a guide for the assessment of the operational plans. Guidelines for use of Operational Planning Self-Assessment Tool are attached in Annexure 1.

6. DETAILED WORK PLAN

As this is an operational plan, it must indicate the results to be achieved within the time frame for implementation which should be limited to one year.

A brief background and justification for each strategic objective is described and inserted in the applicable Column. Each objective has the corresponding activities indicating which activities will be conducted sequenced per quarter using the SA government financial year 1 April -30 March. The activity has the responsible focal person to report against the processes indicators set for each objective.

The detailed Work plan should have a cost attached and calculated using a Treasury approved costing tool. The detailed Work plan is tabled below. This detailed work plan should be signed off by the DG's or HOD's as accounting officers. The DG's that are members of FOSAD should regularly report on progress of implementation of this operational plan at that level.

ANNEXURE 1

DETAILED SHERQ WORKPLAN BASED

1. Occupational Health and safety

- Identified and managed occupational health related risks.
- Identified and managed occupational and safety related risks.
- Hazard Identification Risk Assessment (HIRA)
- Ergonomics
- Medical Surveillance
- Occupational hygiene
- All OHS ACT statutory appointments made

○ **Sub-Objective 1.1: Identified and managed occupational health and safety related risks**

Activities	Time Frame				Responsibility	Indicator	Baseline Data	Targets for 2012-2013	ENE 2012-2016 Target for 2016	Cost	Budget	
	2012-2013										Voted Funds	Other Sources
	Q1	Q2	Q3	Q4								
Address Safety and occupational Health Hazards in the Workplace	Project Plans developed and approved	identifying hazards and assessing risks Create awareness	Introduce and evaluate curriculum	Classification of risk and identification	Jonny Madising	Approved and Implemented Ops	Ops plans 2012-2013	Approved and Implemented Plans		R10 000.00	Voted Funds	N/A

		among employees on risk identification and assessment	a and interventions for employees on identification of hazards and risk assessments	cation of appropriate controls.		Plans						
Develop Workplace Safety Program												
Develop Workplace Injury and Illness Prevention programme												
Reduce exposure to or contact with harmful substances or radiation												
Identify factors that may cause accidents												
<ul style="list-style-type: none"> • Sub-Objective: 1.2. Hazard Identification Risk Assessment (HIRA) 												

Activities	Time Frame				Responsibility	Indicator	Baseline Data	Targets for 2013-2014	ENE 2013-2016 Target for 2016	Cost	Budget	
	2013-2014										Vote d Funds	Other Sources
	Q1	Q2	Q3	Q4								
Conduct risk assessment												
Communicate all activities, products and services that may be hazardous in a workplace												
<ul style="list-style-type: none"> • Sub-Objective: 1.3. Occupational hygiene • 												
Activities	Time Frame				Responsibility	Indicator	Baseline Data	Targets for 2013-2014	ENE 2013-2016 Target for 2016	Cost	Budget	
	2013-2014										Vote d Funds	Other Sources
	Q1	Q2	Q3	Q4								

To Identify and manage personal hygiene risks												
To have regular inspections of facilities and their usage												
Ensure a workplace that is safe for the worker												
Continuous data collection for identifying and assessing the level of all hazards at the workplace.												
Periodic review of worker exposure and health reports to detect new hazards' and reassess old ones												
Integration with health risks management programmes to evaluate current control measures,												

instituting new ones when necessary												
A data retrieval system that will permit the retrieval of information to assess the long-term effect of exposure and to assure the relevancy of the data being collected.												
<ul style="list-style-type: none"> Sub-Objective: 1.4 Medical Surveillance 												
Activities	Time Frame				Responsibility	Indicator	Baseline Data	Targets for 2013-2014	ENE 2013-2016 Target for 2016	Cost	Budget	
	2013-2014										Vote d Funds	Other Sources
	Q1	Q2	Q3	Q4								
Assessments of employees' health												

Biological tests and other investigations												
Sickness monitoring												
Recording and notification systems												
Surveys, voluntary programmes and inspections												
<ul style="list-style-type: none"> • Sub-Objective: 1.5. All OHS ACT statutory appointments made 												
Activities	Time Frame				Responsibility	Indicator	Baseline Data	Targets for 2013-2014	ENE 2013-2016 Target for 2016	Cost	Budget	
	2013-2014										Vote d Funds	Other Sources
	Q1	Q2	Q3	Q4								
All OHS ACT statutory appointments made												

2. ENVIRONMENTAL MANAGEMENT

- Well maintained buildings and offices
- Waste safely disposed
- Good housekeeping maintained and practiced
- Well maintained machinery and electrical equipment

Sub-Objective 2.1: 2.1. Maintained buildings and offices

Activities	Time Frame				Responsibility	Indicator	Baseline Data	Targets for 2012-2013	ENE 2012-2016 Target for 2016	Cost	Budget	
	2012-2013										Voted Funds	Other Sources
	Q1	Q2	Q3	Q4								
Compile a maintenance schedule for												

buildings, floors and structures.												
<ul style="list-style-type: none"> Sub-Objective 2.2. Waste Safely disposed 												
Activities	Time Frame				Responsibility	Indicator	Baseline Data	Targets for 2012-2013	NSP 2012-2016 Target for 2016	Cost	Budget	
	2012-2013										Voted Funds	Other Sources
	Q1	Q2	Q3	Q4								
Set objectives and targets to promote waste Management												
Ensure onsite waste facilities are managed according to set standards.												
Ensure that hazardous containers are labelled according to contents and hazard rating												

Ensure dedicated hazardous waste storage areas are demarcated and access controlled												
Ensure that a waste removal company is contracted in writing with duties specified.												
<ul style="list-style-type: none"> Sub objective. 2.3 Well maintained machinery and electrical equipment 												
Activities	Time Frame				Responsibility	Indicator	Baseline Data	Targets for 2012-2013	ENE 2012-2016 Target for 2016	Cost	Budget	
	2012-2013										Voted Funds	Other Sources
	Q1	Q2	Q3	Q4								
Adequate maintenance system to ensure effective operation of plant and equipment												

Identify risks associated with hazardous moving machine parts.													
Correct identification and functional effectiveness of switches and valves ensured													
Operation of lifting machine and tackle is safe and done by suitably competent operators													
Identify, assess and manage risks associated with motorise equipment													
• Sub-Objective: 2.4 Good housekeeping maintained and practiced													
Activities	Time Frame				Respon sibi lity	Indicato r	Baseline Data	Targets for 2013-2014	ENE 2013- 2016 Target for 2016	Cost	Budget		
	2013-2014										Vote d	Other Sources	

											Funds	
	Q1	Q2	Q3	Q4								
Identify opportunities for prevention or reduction of pollution taking into consideration interested and affected parties.												
Ensure that competent, experienced persons are assigned for safe staking												
To ensure internal air quality in the workplace meets accepted standards												
Ensure sufficient light is provided as per survey requirements												

3. RISK MANAGEMENT

- Identify and assess effective risk reduction plans and actions
- Establish workplace preparedness plans
- Develop an emergency/evacuation plan for each office.

- Sub-Objective 3.1 Identify and assess effective risk reduction plans and actions

Activities	Time Frame				Responsibility	Indicator	Baseline Data	Targets for 2012-2013	ENE 2012-2016 Target for 2016	Cost	Budget	
	2012-2013										Vote d Funds	Other Sources
	Q1	Q2	Q3	Q4								
Identify and assess occupational hazards and risks in the workplace												

Establish controls to monitor and evaluate risk assessments												
Sub-Objective 3.2 Establish workplace preparedness plans												
Activities	Time Frame				Responsibility	Indicator	Baseline Data	Targets for 2012-2013	ENE 2012-2016 Target for 2016	Cost	Budget	
	2012-2013										Vote d Funds	Other Sources
	Q1	Q2	Q3	Q4								
Ensure a written emergency plan is available												
Ensure emergency response teams that are suitable for the type of												

operations available and trained in their duties for emergency												
Ensure a dedicated control centre is available and an alternative in the event of the main centre being rendered inoperative												
Develop a disaster management monitoring and evaluation plan												
Sub-Objective 3.3 Develop an emergency/evacuation plan for each office.												
Activities	Time Frame				Responsib	Indicator	Baselin	Targets for 2012-	ENE 2012-2016	Cost	Budget	

					ility		e Data	2013	Target for 2016			
	2012-2013										Vote d Fund s	Other Sources
	Q1	Q2	Q3	Q4								
The Emergency team												
Duties of emergency team members												
Action plans and emergency procedures												
Building plans and maps												
Emergency plan register												
Emergency evacuation drills												

4. QUALITY MANAGEMENT

- **Conducting Audits**
- **Cover all the elements of the SHERQ system**
- **Asses each element of the SHERQ system and determine the level of compliance**
- **Risk Assessment reports verified by approved IAA's**

• **Sub-Objective 4.1: Conducting Audits**

Activities	Time Frame				Responsibility	Indicator	Baseline Data	Targets for 2012-2013	NSP 2012-2016 Target for 2016	Cost	Budget	
	2012-2013										Vote d Funds	Other Sources
	Q1	Q2	Q3	Q4								
Selecting a group of individuals to perform an internal audit												
Conduct audits												

twice a year or yearly												
Sub-Objective 4.2: Cover all the elements of the SHERQ system												
Activities	Time Frame				Responsibility	Indicator	Baseline Data	Targets for 2012-2013	NSP 2012-2016 Target for 2016	Cost	Budget	
	2012-2013										Vote d Funds	Other Sources
	Q1	Q2	Q3	Q4								
<i>Developing organizational health risk profile</i>												
<ul style="list-style-type: none"> • Sub-Objective 4.3: Asses each element of the SHERQ system and determine the level of compliance 												
Activities	Time Frame				Responsibility	Indicator	Baseline Data	Targets for 2012-2013	NSP 2012-2016 Target for 2016	Cost	Budget	
	2012-2013										Vote d Funds	Other Sources
	Q1	Q2	Q3	Q4								
Asses each element of												

the SHERQ system												
Sub-Objective 4.4: Risk Assessment reports verified by approved IAA's												
Activities	Time Frame				Responsibility	Indicator	Baseline Data	Targets for 2012-2013	NSP 2012-2016 Target for 2016	Cost	Budget	
	2012-2013										Vote d Funds	Other Sources
	Q1	Q2	Q3	Q4								
Ensure that all risk assessment reports are verified and safely maintained												