








Transnet SOC Ltd

Occupational Health and Wellness Policy



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Policy Owner	General Manager: Safety, Occupational Health and Wellness
Signature	<i>[Handwritten Signature]</i>
Policy Sponsor	Chief of People Management and Learning
Signature	<i>[Handwritten Signature]</i>
Date Approved	<i>04 August 2022</i>

Stakeholders

	Name	Designation	Approval Signature	Date	E-Mail	Contact Number
Compulsory Stakeholder Involvement						
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Recommended by Policy Owner and Policy Sponsor:

I hereby acknowledge that a search has been conducted and that the Policy is not duplicated or in conflict with any other Transnet Policies.

	Name	Designation	Approval Signature	Date	E-Mail	Contact Number
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Final Approval

Name of Committee

Date Approved

Summary of Version Control

Version Number	Effective Date	Summary of Changes
2.0	01 October 2015	<ul style="list-style-type: none"> • Change Policy template format into a new Transnet template • Aligned Policy to Transnet Policy framework • Amendment to the Policy to align with the Transnet Integrated Occupational Health Strategy
3.0	Effective date 23 January 2020 Policy approved on 23 April 2021	<ul style="list-style-type: none"> • Occupational Health replaced with Occupational Health and Wellness throughout the Policy document • Amended: Purpose, Background, Definitions, Objectives • Amended Policy Statements • Added: Roles and Responsibilities
4.0	Approved on 23 June 2022	<ul style="list-style-type: none"> • Clauses 1.3 to 1.4 -Background: Amended • Amended Purpose statement: Deleted clause 2.2 • Clauses 2.1 and 2.3: Amended • Deleted definitions not referenced in the policy document • Amended Objectives section and Consolidate into Policy Statement • Amended Policy Statement • Removed 'Interface with Other Transnet Departments' clause 11 and included in the SOP • Deleted 'Management of Health Information and Health Data' clause 12 and included in the SOP • Clause 17.11- 'Clinic case managers'- Deleted • Clause 17.12 'Paramedics/Emergency Care Technicians': Deleted and included in the SOP • Updated Roles and Responsibilities • Added Financial Implications clause • Added clause under Responsibility: ODs will develop SOP and guideline documents • Human Resources replaced with People Management wording

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1. BACKGROUND

- 1.1 Transnet values employees in the conduct of its business.
- 1.2 The provision of Occupational Health and Wellness services is an integral part of the organisational strategy for risk management and business sustainability.
- 1.3 Transnet will take reasonable and practicable measures to provide protection against potential health risks that may arise in the course and scope of the conduct of its business.

2. PURPOSE

The purpose of this policy is to:

- 2.1 Ensure that Transnet employees are cared for and supported with professional health and wellness services that promote good quality health and wellbeing.
- 2.2 Ensure that Transnet complies with the relevant national and local occupational health and wellness legislation, standards, declarations, and statutes across all business operations.
- 2.3 Promote and maintain the highest level of physical, mental, and social well-being of Transnet employees and contractors.

3. DEFINITIONS

- 3.1 “**Employee**” means all Transnet employees on an indefinite contract of employment or on a fixed-term contract of employment excluding independent contractors.
- 3.2 “**Employee Assistance Programme**” (EAP) means a workplace-based employer sponsored program designed to assist employees in resolving personal or work-related problems that may be threatening or adversely affecting the health and/ or work performance of the employee.
- 3.3 “**Occupational Health**” means Occupational Medicine and Occupational Hygiene.
- 3.4 “**Ill-Health**” means the inability of an employee to function or perform duties in the workplace as a result of some disease or health impairment.
- 3.5 “**Risk**” means the probability that harm from a particular source may occur and have a positive or negative impact.
- 3.6 “**Standard Operating Procedure/s**” means an approved document that defines the requirements, specifications and rules of a specific aspect, level of quality that is acceptable to Transnet.
- 3.7 “**Transnet**” means Transnet SoC Ltd, its Operating Divisions, Corporate Office and Specialist Units.
- 3.8 “**Visitor**” means a person/s who comes on to Transnet premises for trade, social or business purpose.

4. SCOPE

- 4.1 This policy applies to all Transnet employees, contractors, visitors and includes job candidates at a particular stage of the Transnet recruitment process.

5. POLICY STATEMENT

Transnet is committed to:

- 5.1 Compliance with all legislative and regulatory requirements that seek to protect the health and wellbeing of employees, contractors and visitors in the workplace.
- 5.2 Ensure that hazards and risks to employee health and wellness are identified, investigated, mitigated, reasonably controlled, and monitored.
- 5.3 Ensure early identification, treatment, referral and care of employees with incapacity¹.
- 5.4 Empower and provide employees with education and training to take care of their own health.

6. OCCUPATIONAL HYGIENE

- 6.1 The Occupational Hygiene program shall appraise and quantify occupational health hazards and ensure that the work environment is under continuous surveillance so that hazardous agents and factors can be detected and removed or controlled before they cause ill effects on employees and other workplace visitors or users.
- 6.2 All Transnet occupational health surveys must be conducted in accordance with applicable regulatory framework and related policies and procedures.

7. MEDICAL SURVEILLANCE

- 7.1 All Transnet employees, job candidates at a particular stage of the Transnet recruitment process, contractors working at Transnet premises or workplaces shall be subjected to medical surveillance in line with the applicable legislative requirements, Transnet processes, procedures and standards.
- 7.2 All external contractors and their employees working at Transnet premises or workplaces are required to comply with the medical surveillance requirements (at own cost) based on the occupational risk exposure profile of the work conducted.

¹ Ill health, absenteeism and other applicable

8. OCCUPATIONAL HEALTH AND WELLNESS SERVICE

- 8.1 Transnet Occupational Health and Wellness service offering shall comprise the following minimum package wherever the infrastructure can support and still comply with the applicable legislation:
- 8.1.1 Occupational Medicine
 - 8.1.2 Selective Primary Health Care (Preventive and Promotive Health Services)
 - 8.1.3 Travel Medicine
 - 8.1.4 Emergency Care (management of minor injuries and stabilization of emergencies)
 - 8.1.5 Occupational Diseases Management
 - 8.1.6 Incapacity Management
 - 8.1.7 Employee Assistance Programme
 - 8.1.8 Occupational Hygiene, including ergonomics.

9. OCCUPATIONAL HEALTH AND WELLNESS INCIDENT MANAGEMENT

- 9.1 All Occupational Health and Wellness incidents shall be managed in line with the Transnet Integrated Management System.

10. PROTECTION OF PERSONAL INFORMATION

- 10.1 Transnet will manage information about the health status of an employee in compliance with the requirements of the Protection of Personal Information Act.

11. ROLES AND RESPONSIBILITIES

- | | | |
|------|-------------------------|---|
| 11.1 | Accountable | : Group Chief Executive, OD Chief Executives |
| 11.2 | Responsible
Wellness | : People Management, OD Occupational Health and
Line Managers, All employees |
| 11.3 | Consultation | : Group Employee Relations, Labour representatives |
| 11.4 | Supports | : People Management, OD Safety |
| 11.5 | Monitors and Maintains | : Group Safety, Occupational Health and Wellness
Group Risk and Compliance |

12. RELATED INFORMATION AND REFERENCE

This policy should be read in conjunction with the following supporting guidelines:

12.1 Internal Documents

12.1.1 Risk Pool and Ill-Health Retirement Policy

12.1.2 Integrated Risk Management Policy and Standards

12.1.3 Absenteeism & Incapacity Management Standard Operating Procedure and Guidelines

12.1.4 Disability and Reasonable Accommodation Standard Operating Procedure and Guidelines

12.1.5 Equity, Diversity, Inclusion and Transformation Policy

12.1.6 Substance Abuse Policy

12.1.7 Human Factor Management Procedure-TRN-IMS-GRO-PROC-017

12.1.8 OD Specific Codes of Practice and Guidelines

12.2 External Documents

12.2.1 Occupational Health and Safety Act 85, 1993

12.2.2 Protection of Personal Information Act 4, 2013

12.2.3 The Labour Relations Act 65, 1995 as amended

12.2.4 Basic Conditions of Employment Act 60, 2002

12.2.5 Compensation for Occupational Injury and Diseases Act (COIDA) 130, 1993

12.2.6 National Health Act 61, 2003

12.2.7 National Railway Safety Regulator Act 16, 2002

12.2.8 Mine Health and Safety Act 29, 1970

12.2.9 Employment Equity Act 55, 1998

12.2.10 Nursing Act 33, 2005

12.2.11 Health Professions Act 56, 1974

13. FINANCIAL IMPLICATIONS

13.1 Transnet will provide the resources to support the implementation and maintenance of this policy.

14. EXCLUSIONS

There are no exclusions to this Policy.

15. REQUEST TO DEVIATE FROM POLICY

15.1 In cases where material and compelling circumstances merit deviation(s) from particular provision(s) of this policy, written submissions shall be sent to Group Chief Executive who shall have full authority to grant such request, in whole or in part, or to refuse same.

16. COMPLIANCE MONITORING

16.1 Regular audits will be undertaken to monitor compliance to this policy.

17. NON-COMPLIANCE

17.1 Breaches of this policy will be seen in a very serious light. Employees who do not conform to the Policy or Principles & Standards may be subject to disciplinary action in terms of the applicable Transnet disciplinary processes and procedures.