

FOR PSA MEMBERS: **DEPARTMENT OF TRANSPORT (DOT)**

27-06-2023

Feedback: Departmental Bargaining Chamber (DBC)

Recognition of improved qualifications

The employer reported that the list of improved qualifications, which has been concluded at the DBC and signed by all parties was approved by the Director-General and submitted to the Department of Public Service and Administration (DPSA) for concurrence. The PSA noted the report and indicated that it is critical that the Human Resource Development Unit should align with the Organisational Design Unit on the requirement for minimum qualifications during recruitment processes to avoid a situation where required positions may be changed randomly whenever posts are advertised. It was further agreed that once the DPSA responds to the employer's submission, workshops will be held jointly by the employer and labour with employees to ensure that the policy is understood, and all employees are able to benefit from it.

Occupational health and safety (OHS)

The employer gave a status report on OHS in the workplace. It was reported that an OHS meeting was held in the first quarter of the year and 28 OHS reps have been appointed and trained, of which 14 reps were trained on firefighting, whilst the other 14 have been trained on first aid. It was further reported that an OHS Awareness Day was held wherein 98 employees were in attendance. A gym risk assessment was conducted on 6 June 2023 and the following findings were made:

- Cracked mirror, which can be a hazard and will be removed;
- Need for a shower chair to cater for people with disabilities and will be installed;
- Hot water tap challenge in the female changing rooms, which has been reported to facilities for replacement; and
- Public announcement system is not working at the gym area and a tender will be advertised for a service provider to install a new system.

The employer further gave an update on areas of infringement that were highlighted by the Department of Employment and Labour (DEL) of which some have been addressed and others are in the process of being addressed. The PSA submitted that an inspection *in loco* with the employer and labour should be conducted quarterly to evaluate all areas of concern that were raised by DEL Inspector.

Quality of water in Department

The PSA raised concern regarding the quality of water from taps in the building. The water was previously tested and reported that it could be used for drinking. However, noting that there is a challenge with cleaning drinking water in Tshwane and reports of a cholera outbreak in the country, members are advised to not drink water from the taps. Through the PSA's request, the employer is providing purified water through dispensers. The PSA indicated that water from the dispensers finished quickly as the service provider refills the dispensers only once a week. The employer has been requested to increase the quantity of water by having the service provider refill at least twice a week. However, the employer raised a concern regarding employees who fill five- or ten-liter bottles with water take these home. Members are requested to not involve themselves in such a practice as the water provided is only meant for consumption whilst at work and not to be taken home. The employer further reported that the landlord has been engaged and requested to consider installing water filters in all taps to ensure the safety of water for consumption. Engagements have not been concluded.

Adoption of policies

Members have been consulted through the *Informus* and internal PSA emails to give inputs on various policies. Some of the policies are new and others are being revised. Members are now requested to grant the PSA a mandate to adopt all the following policies at the next DBC meeting scheduled for 3 August 2023:

- **Operations Design Policy** – this policy comprises of the Business Process Management Policy, Organisational Development Policy, Standard Operating Procedures Policy, Service Standards Policy, Job Evaluation Policy and the Job Description Policy. Members were sent these policies for inputs and the consolidated inputs were sent to the employer which were accepted and incorporated into the policies.
- **Anti-fraud and Corruption Policy** – the policy was presented and shared with members for comments. The inputs submitted to the employer were accepted and incorporated into the policy.
- **Wellness Management Policy** – the policy has been consulted and is due for adoption.
- **HIV, TB & STI's Management Policy** – the policy has been consulted and due for adoption.
- **Health and Productivity Management Policy** – the policy has been consulted and is due for adoption.
- **Employee Sports and Recreation Policy** – the policy has been consulted and is due for adoption.
- **Debt Management Policy** – the policy has been consulted and is due for adoption.
- **Expenditure Management Policy** – the policy has been consulted and is due for adoption.
- **Revenue Management Policy** – the policy has been consulted and is due for adoption.
- **Petty Cash Policy** – the policy has been consulted and is due for adoption.
- **Departmental Entertainment Policy** – the policy has been consulted and is due for adoption.
- **Banking and Cash Management Policy** – the policy has been consulted and is due for adoption.

Members are requested to complete the *attached* form and send it to joseph.mashigo@psa.co.za on or before **10 July 2023**.

GENERAL MANAGER