



**PROJECT NO: JSM/MEDPRACT- 01/24-25**

**REQUEST FOR A PANEL OF MEDICAL PRACTITIONERS TO PROVIDE MEDICAL SURVEILLANCE SERVICES TO THE EMPLOYEES OF DR JS MOROKA LOCAL MUNICIPALITY (DrJSMLM) FOR THE DURATION OF 36 MONTHS.**

SCOPE OF WORK

**1. PURPOSE**

To appoint a service provider for to provide medical surveillance services for Dr JS Moroka Local Municipality as and when required.

**2. BACKGROUND**

The objective of appointing a service provider to provide medical surveillance services to officials and other staff members from time to time. The service provider will be appointed for a period of 36 months and their service will be sourced on as-and -when required basis.

**3. SCOPE OF SERVICES**

**3.1 The scope entails medical surveillance services at designated municipal offices. The service provider is expected to use his or her own transport and labour when rendering the requested services. The contract is as and when required thus the service provider will deliver services per the request and approval of the quote issued by the relevant Department and Division of the municipality.**

Tenderer

Witness 1

Witness 2

Employer

Witness 1

Witness 2



## PROJECT SPECIFICATION

### MEDICAL PRACTITIONERS TO PROVIDE MEDICAL SURVEILLANCE SERVICES

These products will be delivered to all municipal offices as directed and instructed by the project manager.

#### 1. PROJECT SCOPE

The tasks that will be required from the successful bidder/s for this project will consist of the following:

- 1.1 The competent service provider who will be required to develop a Health Surveillance Program that will be reviewed or modified annually, as appropriate depending on work conditions and exposures concerned, which is inclusive of:-
  - (a) Establishing the designed employee's state of health before starting employment (**pre-employment**) to collect baseline data for future reference, to ensure correct placement of personnel and to determine suitability for the job for which they applied;
  - (b) Establishing and maintaining employees' state of health through periodic employment health examinations in line with established processes, procedures and practices;
  - (c) Establishing the employees' state of health when leaving employment (exit), thereby ensuring all work-related health issues are documented fully, and the employer's obligations are understood.
  - (d) Promote optimal health status of employees through identifying:
    - (i) Treatable medical conditions that may render them temporarily unable to work
    - (ii) Chronic illnesses that may have no bearing on their fitness to work, but which threaten their personal long-term health, by referring them for remediation.
  - (e) Develop a monthly progress report as prescribed by DRJSMLM;
  - (f) Issuing of medical certificates of fitness by the Occupational Medical Practitioner(s) / Occupational Health Nurse Practitioners;
  - (g) The existing surveillance program must be reviewed for implementation and updated as and when the legislation changes.
- 1.2 To conduct health risk assessments, document findings, preventative and/or corrective action plans for implementation within the DRJSMLM. The DRJSMLM has an existing health risk assessment which the successful service provider will review.
- 1.3 Determine what categories of exposures are present at the workplace, with the potential to cause illness. (i.e. biological, chemical, ergonomic, physical, psychosocial).
- 1.4 Review the health risk assessments annually and when legislative and/or DRJSMLM operational changes occur.

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- 1.5 Propose and manage record keeping programme for all health surveillances, comply with applicable legislative requirements, implement DRJSMLM procedures for record keeping and ensure that all files are safe, accessible, and available at all times to relevant personnel. Monthly reports of record-keeping programme to be submitted to the DRJSMLM.
- 1.6 Develop and implement an annual awareness programme for all DRJSMLM employees. This programme contains an awareness topic for each quarter of the year. Posters, topics, and presenters are identified and secured by the successful service provider.
- 1.7 Provide assistance on treatment of all injury on duty (IOD), referral of all the cases that need further management, partake in Occupational Diseases or IOD investigations, and maintain monthly reporting of all confirmed cases for submission to the DRJSMLM.
- 1.8 Report and manage all IODs and cases of occupational diseases to the Department: Employment & Labour: Compensation Fund as legislated.
- 1.9 Provide Primary Health Care considering the identified health trends obtained from the current and previous health statistical data, and submit a report of all Primary Health Care cases to the DRJSMLM on a monthly basis.
- 1.10 Provide a programme for monitoring and management of the chronic diseases, as per approved protocols, SANS 16001 and best practices: Hypertension; Diabetes Mellitus; Asthma; Epilepsy; HIV/AIDS and TB. Develop and submit a monthly progress report of the programme to the DRJSMLM. To conduct presentations on the roll out of the program for Management of Dr JS Moroka Municipality, Occupational Health & Safety Committee, Unions and other stakeholders.
- 1.11 Provide assistance in ensuring that SANS 16001: 2013 is implemented and maintained accordingly, as and when required.
- 1.12 Conduct counselling and appropriate referral system to ensure adequate management of employees. Furthermore, educate affected employees on the benefits of disclosing their health conditions/status to their employer for proper support and assistance. Develop and submit a consolidated report of all referrals to the Municipality on a quarterly basis.
- 1.13 Assist the DRJSMLM in the management of communicable disease outbreaks as per legislative requirements, when necessary, for example COVID-19, Malaria, etc.
- 1.14 Liaise with contractors working in the DRJSMLM to ensure promotion of the physical, social and mental well-being of employees in the contractual programme. Submit a progress report of the programme to the DRJSMLM on a quarterly basis.
- 1.15 The operating days and hours of the DRJSMLM shall be weekly from Monday – Friday, 07:45 – 16:15, and the shift workers work for three shifts which is 24 hours operation.

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For any medical emergencies, the Lead Doctor/Medical Practitioner will be expected to be available at any given and reasonable time at the DRJSMLM premises/offices for the day/s and/or hours required.

- 1.16 The Service Provider must ensure availability of Ambulance Services for all municipal events on request. These events include but not limited to emergency drills, high delegation visits, Wellness Days etc.
- 1.17 Serve as an outbreak advisor, such as COVID-19, Mpox, Malaria, Cholera, etc, as per the Disaster Management Act (DMA), (Act No. 57 of 2002),
- 1.18 Conduct health related training, workshop, awareness and etc, as and when required.
- 1.19 The Occupational Health Services shall be carried out in line with but not be limited to the following requirements:
  - a) Compensation of Occupational Injuries and Disease Act No. 130 of 1993,
  - b) Occupational Health and Safety Act No. 85 of 1993 and all the Related Regulations,
  - c) National Health Act No. 56 of 1974 as Amended,
  - d) Nursing Act No. 33 of 2005 as Amended,
  - e) Employment Equity Act (Act 55 of 1998),
  - f) The National Road Traffic Act (Act 93 of 1996) and Regulations,
  - g) Labour Relations Act No. 66 of 1995,
  - h) Basic Conditions of Employment Act No. 75 of 1995,
  - i) Medicines and Related Substances Act No. 101 of 1965 as Amended,
  - j) National Environmental Waste Management Act No. 59 of 2008,
  - k) National Archives Act No. 43 of 1996,
  - l) Health Professions Act No. 56 of 1974 as amended,
  - m) Promotion of Access to Information Act No. 2 of 2000,
  - n) Local by-laws where applicable and
  - o) Relevant SANS on sterilization of medical equipment.
- 1.20 Conditions/Requirements to comply with once service provider is operational:
  - (a) SANS 16001:2013 Wellness and Disease Management System
  - (b) International Standards (ILO) and best practices
  - (c) Environmental Authorization for DRJSMLM
  - (d) DRJSMLM HIV/AIDS policy
  - (e) DRJSMLM Occupational Health & Safety (OHS) Policy
  - (f) DRJSMLM Local Labour Forum Agreements and South African Local Government Bargaining Council (SALGBC) agreement
  - (g) DRJSMLM Rules
  - (h) ISO 14001 & ISO 45001
  - (i) SANS 10248-1:2008 Management of Healthcare Risk Waste from a Healthcare Facility
  - (j) SANS 10083:2013 Measurement and Assessment of Occupational Noise for Hearing Conservation Purposes.

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Witness 1

Witness 2

Employer

Witness 1

Witness 2



## **SPECIFICATIONS**

The Service Provider must comply with the following specifications:

### **Equipment and Instruction**

- The service provider must provide his/her own labor, tools and equipment.
- The service provider must provide his/her own transport /LDV.

All work must be coordinated and scheduled through Project manager/ responsible official from the municipality.

*Tenderer*

*Witness 1*

*Witness 2*

*Employer*

*Witness 1*

*Witness 2*