

APPOINTMENT OF A SERVICE PROVIDER FOR THE PROVISION OF OCCUPATIONAL HEALTH SUPPORT SERVICES

1. INTRODUCTION AND BACKGROUND

- 1.1 In keeping with one of its strategic objectives of “Winning through our people” City power views its employees as the most valuable assets. We pride ourselves as an organisation in offering a high quality health and wellness service to our employees. One of our human capital strategic priorities is to enable continuity with the focus on enabling employee wellbeing and therefore business continuity by building organisational capability to navigate disruptions happening in the workforce, the society and the business i.e. Covid 19 pandemic and other related disruptions.
- 1.2 Legislation governing Occupational Health Service and its related support services prescribes health areas which shall be overseen by the Occupational Medicine Practitioner (medical adjudication) as well as areas which may be overseen by other Health Practitioners. The Occupational Medical Practitioner (OMP- Doctor) will thus perform a support service to existing team of Health Practitioners who are the lead team in provision of Health services within the organization. As we navigate the new World of Work in a hybrid era, we remain committed to the health and safety of employees.

2. ABBREVIATIONS

HPCSA	Health Professions Council of South Africa
OMP	Occupational Medicine Practitioner
SANC	South African Nursing Council
COIDA	Compensation for Occupational Injuries and Diseases Act 130 of 1993
ISO	International Organization of Standardization
SANS	South African National Standard
OHSA	Occupational Health and Safety Act 85 of 1993
GIT	Graduate-in-training
GP	General Practitioner
SAMA	South African Medical Association
STI	Sexually Transmitted Infection
CoJ	City of Johannesburg
OHS	Occupational Health Services
PHC	Primary Health Care
HIV & AIDS	Human Immunodeficiency Virus, AIDS- Acquired Immunodeficiency Disease Syndrome

3. SCOPE OF WORK

This standard covers the requirements for occupational health support services and ambulance services.

The appointed service provider shall provide medical support services and related issues reporting to the Health Services Management

This standard outlines the general requirements in terms of service offering to City Power. The service will be available to all City Power employees, hosted learners, interns, GIT's and relevant stakeholders (i.e. CoJ employees working at City Power premises/network).

3.1. SERVICES RENDERED BY THE OCCUPATIONAL MEDICINE PRACTITIONER (OMP)

- Participate in the implementation, monitoring, review and update of policies, Standard Operating Procedures (SOP), protocols and other guidelines in accordance with the relevant health/medical legislation/regulations and other standards (i.e., National Health Protocols, Emergency Protocols, OHS Act and its Regulations, COIDA, Disaster Management Act etc.) and any other matter connected therewith.
- Support Incapacity/ Disability Management Programmes (i.e., Advisory role in the Disability Management Committee) and relevant management committees; participate in Health Promotional and Preventative Strategy, support the Executive Lifestyle Programme, Travel Medicine, Employee Rehabilitation Programmes etc.
- Provide medical advice in view of the design and/or review of the shift work plan (as and when required) i.e., fatigue management plan and recommend health measures for Night Workers
- Participate in the process of conducting a Health Risk Assessment and provide relevant feedback i.e., Presentation and reports.
- Plan/ Design, Implement and Review/ Ratification of Medical Surveillance Programmes and other relevant programmes for City Power i.e., Minimum Standards of Fitness, Executive Medical Plan.
- Develop a customized Chronic Disease Management Plan) i.e. HIV Clinical Management Plan/SOP Diabetes Mellitus etc. for City Power in line with all relevant national health protocols/City Power policies.
- On a monthly basis or as per need arises in consultation with the OHNP, safety and EAP Practitioners shall discuss the identified occupational health/safety issues, health data and trend analysis, emerging organizational health risks and report to Management.
- Input on monthly Wellness Health Articles (e.g., health promotional articles) and support the in-service training for Wellness staff.
- Conduct Occupational Health Risk Assessments, a systematic assessment of City Power's activities and processes to determine the probability of harmful events and the extent of potential harm to the health and safety of employees. Compile a report and present to the relevant departmental management.
- Conduct work process reviews and provide written feedback/advice (i.e., e -mail/report) to the relevant line manager.
- Develop a Workplace Risk Exposure Profile – documented profile of risks for a targeted work area (i.e., Laboratory) or process (i.e. production flow) including degree of interaction with other employees, contractors and customers.
- Advice on requirements on emerging pandemic and endemic conditions in a workplace, as per the relevant legislation, policy, directives and guidelines.
- Formulation and periodic review of the Minimum Standards of Fitness – these are Occupation specific inherent requirements.
- Participate in Occupational Hygiene Surveys and other relevant audits (inspections/walkabouts)

- Advise on requirements on Ergonomics and Office hygiene as per legislation & policy.

3.1. Clinical Occupational Health

Conduct mandatory health assessment as per OHSA 85 of 1993 and relevant regulations)

- Pre-placement/Entry Medicals.
- Exit Medicals.
- Periodic Medicals.
- Driver Medicals.
- Transfer Medicals and other (as per need identified).

3.1.1. Advice on fitness to work.

The process shall include the following:

- Facilitate process of employee rehabilitation and work-reintegration i.e. return-to-work assessments with the view to decide on employee fitness status after long sick absence/s in collaboration with the treating medical specialist/s
- Conduct assessments and advise on medical incapacity process i.e. temporary total/partial disability/ ill- health retirements, in collaboration with the treating medical specialist and written feedback to relevant stakeholders
- Advisory role (medical) in the disability committee H&S forums and other relevant committees/forums
- Advice to management on Occupational Health related matters and intervention mechanisms i.e. work process reviews/walkabouts. Provide the necessary feedback reports, email correspondence etc.

3.1.2. Support the Provision of High-Quality Primary Health Care (PHC) Service

- Primary Health Services – i.e., treatment of chronic and acute (diseases by the Occupational Medicine Practitioner (referrals).
- Support an in-house emergency treatment plan in case of an injury or disease.

3.1.3. Service Reporting

- Generate, consolidate and submit monthly, quarterly and year-end service reports.
- The service provider shall have the necessary resources required to execute this project.

3.2. OCCUPATIONAL THERAPIST

In House OT will focus mainly on the provision of a high-quality Rehabilitation (physical and mental) service on a need basis in collaboration with the treating specialists. Service offering will cover amongst other the following areas:

- Conduct comprehensive functional capacity evaluation, report writing and recommendations (including conducting/forming part of a multidisciplinary team work process reviews /walkabouts/worksites visits)
- Assist employees with various disabilities to be able to function optimally in a workplace.
- Determine if employee is suited and ready for return to work.
- Assist in giving inputs regarding ergonomic adaptations in a workplace and reasonable accommodation.
- Perform on-job evaluation: Work visits, work capacity evaluations and job analysis, to identify barriers for the employee in functioning and performing optimally.

- Educate employer, employees and employees' family about how to accommodate the employee.
- Generate, consolidate and submit monthly, quarterly and year-end service reports.

3.3. AUDIOLOGIST SERVICES

- Diagnostic hearing test services.
- Conduct diagnostic audiogram [as per SABS 1003] of employees referred by OMP.
- Provide timeous diagnostic report (as per COID Act and relevant SABS).
- To advice the health team on changes in the Audiology field.
- To have consultation rooms around Johannesburg.
- Generate, consolidate and submit monthly, quarterly and year-end service reports.

3.4. NURSING SERVICES

3.4.1. Primary Health Care Practitioner (minimum of 3yrs experience in relevant field)

- Management & consultation of Acute Conditions.
- Referrals to identified Specialists.
- Dispensing of medication.
- Attending to and support medical emergencies as and when required.
- Support City Power HIV/AIDS management program
- Participate in the implementation of the chronic disease management program.
- Participate in the dissemination of HIV information to the employees and management.

3.4.2. Occupational Health Nursing Practitioner

- Conducting pre-placement, periodic, driver (includes renewal of PDPs), transfer and exit medical assessments and advise line management/relevant committees as per relevant legislation (in prescribed cases/within scope of work).
- Conduct return-to-work assessments in collaboration with external health specialist to determine medical fitness for duty and refer according to the standard guidelines (in prescribed cases/within scope of work).
- Support implementation of a Risk Based Medical Surveillance Program.
- Support Occupational Hygiene Processes I.e., Conducting relevant hygiene and other audits (monitoring and evaluation).
- Support the PHC program as and when required.
- Attending to all medical emergencies as and when required.
- Support the OMP and GP clinic and collaboration with other team members.
- Prevention, treatment, rehabilitation and re-integration back to work of COID and long sick leave cases.
- Liaise with external/internal service providers.
- Initiation of COID insurance claims in relation to work related diseases and injuries, ensure regular follow up on submitted claims i.e., with other members of the multidisciplinary team.
- Advise employees at large about any epidemic and pandemic that has erupted at a particular season, and necessary steps to follow when affected or infected.

- Ensure that first aid boxes are in place, FA contents are replenished according to General Safety Regulations of the OHSA.
- Support the Disaster Management Plan (As first line responders in case of medical emergencies), effective management of injuries/medical condition and refer relevantly for further management. Present feedback to management.

3.4.3. Enrolled Nurse x2

- To perform Primary Health Care and Occupational Health Care Duties under direct supervision of the OHP's (Professional Nurse and/or Medical Practitioner).

3.5. EMERGENCY MANAGEMENT SUPPORT SERVICES

- Strictly in case of CP related events, EMS service will form part of available medical team for the event as per legal and other requirements (i.e., JOG requirements).
- Generate and submit a medical emergency plan/file per event.
- An ambulance must be readily available at event venue and shall be fully equipped to respond to any medical emergency within legal framework.
- Collaboration with other emergency services in case of severe injuries or disasters
- Submit a post event report.

3.6. EXECUTIVE AND WELLNESS TEAM MEDICALS

- Conduct a Comprehensive Executive Medical Program at an external facility (CP approved) within CoJ.
- The medical assessment to include but not limited to the following: Clinical assessment (history & examination), relevant lab investigations (including screening for diabetes mellitus and cholesterol) and other i.e. Stress ECG etc. and provide individual reports.
- The approved facility to provide a healthy snack and beverages for executives
- Provide detailed report and statistics indicating, Trends & Patterns, Risks & Treatment Plan – Quarterly & Annually Reports.(including monthly stats reporting)

3.7. GENERAL PRACTITIONER (GP)

In House General Practitioner will focus mainly on the provision of a high-quality Primary Health Care (PHC) service on a need basis, service offering will cover amongst other, the following areas:

- Management & consultations of Acute Conditions.
- Management & consultations of Chronic Conditions (HIV/AIDS care and support in the main)
- Referrals to Relevant Health Specialists.
- Dispensing of medication.
- Support in case of medical emergencies.
- Participate in the implementation of the disease management program.
- Review the City Power HIV strategic management plan, policy and PHC Protocols9
- Participate in the dissemination of HIV information to the employees and management.
- Provide, analyse and report the impact of HIV in City Power on a monthly, quarterly and annual basis

4. SERVICE SCHEDULE

Days	Reuven	Randburg	Roodepoort
1.	Occupational Medicine Practitioner (OMP) = 18 hours/week		
Monday		08h30-13h30	
Tuesday	08h30-13h30		
Wednesday			08h30-13h30
Thursday	08h30-12h30		
Friday	No OMP		
2.	General Practitioner (GP) = 2 hours/week; Wednesday from 09h00-11h00		
3.	Occupational Health Nurse Practitioner as and when required		
4.	Primary Health Care Nurse Practitioner as and when required		
5.	Enrolled Nurses X2; 40 hours/week@ Randburg and Roodepoort depots respectively		
6.	Occupational Therapist as and when required (to agree on services schedule)		
7.	Audiologist as and when required (to agree on services schedule)		
8.	Executive Medical Assessments and Wellness Medical Assessment (to agree on service schedule)		
9.	Ambulance Services for events only (EMS)		

Note: Ensure the provision of locum services (OHNP, PHCP, EN, GP and OMP) as and when required

5. DURATION OF CONTRACT

The contract shall be for a period of three years (3), reviewable annually based on performance.

6. LEGAL AND PROFESSIONAL REQUIREMENTS

Occupational Medicine Practitioner (OMP)	Audiologist	Occupational Therapist	Primary Health Care Nurse Practitioner	General Practitioner (GP)	Occupational Health Nurse (OHNP) Practitioner and Enrolled Nurse (EN)
Qualifications	Qualifications	Qualifications	Qualifications	Qualifications	Qualifications

**APPOINTMENT OF A SERVICE PROVIDER FOR
THE PROVISION OF OCCUPATIONAL HEALTH
SUPPORT SERVICE**

REFERENCE

CP_OCC.HEALTHSPEC

VERS

02

REV

00

PAGE

7 OF 10

Bachelor Degree in Medicine and Surgery (MBChB)	Honours degree in Speech Pathology & Audiology Degree	Master's Degree in Occupational Therapy	B-cur in Nursing Science or equivalent	Bachelor Degree in Medicine and Surgery (MBChB)	(OHNP) B-cur in Nursing Science or equivalent (EN) National Diploma in Nursing NQF level 6
Diploma in Occupational Health Medicine and > 3 years' experience in medium risk industries Emergency Skills Update – Basic/Intermediate / Advanced	3 years' experience in industrial Audiology with excellent knowledge of Instruction 171	Post graduate course in functional capacity evaluation. 3 years' experience in OT in the workplace	Diploma in Primary Health Care Nursing or equivalent Minimum of 3 years' experience at PHC clinic	Dispensing License as per Medicines and Related Substances Act 101 of 1965 (as amended)	(OHNP) - Advanced Diploma in occupational health equivalent (EN) Certificate in audiometry
Dispensing License as per Medicines and Related Substances Act 101 of 1965 (as amended)			Dispensing License as per Medicines and Related Substances Act 101 of 1965 (as amended)Dispensing License	HIV and Aids Management Course / qualification for Medical Practitioners Dispensing License as per Medicines and Related Substances Act 101 of 1965 (as amended)Dispensing License	Dispensing License as per Medicines and Related Substances Act 101 of 1965 (as amended) Not applicable to EN

**APPOINTMENT OF A SERVICE PROVIDER FOR
THE PROVISION OF OCCUPATIONAL HEALTH
SUPPORT SERVICE**

REFERENCE

CP_OCC.HEALTHSPEC

VERS

02

REV

00

PAGE

8 OF 10

Occupational Medicine Practitioner (OMP)	Audiologist	Occupational Therapist	Primary Health Care Nurse Practitioner	General Practitioner (GP)	Occupational Health Nurse (OHNP) Practitioner and Enrolled Nurse (EN)
Travel Medicine Qualification i.e. Diploma in Travel medicine or equivalent (Optional)					
Affiliations / Professional Licenses / membership	Affiliations / Professional Licenses / membership	Affiliations / Professional Licenses / membership	Affiliations / Professional Licenses / membership	Affiliations / Professional Licenses / membership	Affiliations / Professional Licenses / membership
Health Professions Council of South Africa (HPCSA)	Health Professions Council South Africa (HPCSA)	Health Professions Council South Africa (HPCSA)	South African Nursing Council	Health Professions Council of South Africa (HPCSA)	(EN) – South African Nursing Council (SANC)
Professional Indemnity Insurance	Professional Indemnity Insurance	Professional Indemnity Insurance	DENOSA membership	Professional Indemnity Insurance	SASOHN membership and Professional Indemnity Insurance
SASOM membership				South African Medical Association (SAMA)	
Member of South African Travel Medicine Society (optional)				Member of the HIV / Aids Clinicians Society	