



# St Joseph's Theological Institute NPC

(Company number 2003/009125/08. PBO number 930007111)

Registered with the Department of Higher Education and Training as a Private Higher Education Institution under the Higher Education Act, 1997 (Registration Certificate number 2003/HE08/003).

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<b>Title</b>	Health and Wellness Policy
<b>Compiled by</b>	Health and Safety Officer
<b>Effective date</b>	30 October 2017
<b>Approved by</b>	Board of Directors
<b>Date of Approval</b>	11 December 2017
<b>Next review date</b>	11 December 2020

## 1. Policy Statement

The purpose of this policy is to provide comprehensive guidelines for effective implementation of health and wellness management programmes within the Institute as part of the overall employee and student (stakeholder) health and wellness initiative.

Providing constructive assistance in the form of confidential counselling and referral to every employee forms part of the Institute's structure of a health and wellness management programme.

## 2. Legal Framework

The Occupational Health & Safety Administration OSHA was established in 1970 with an emphasis on avoiding workplace accidents and work-related illnesses. St. Joseph's Theological Institute NPC is guided by several pieces of legislation which include:

1. Basic conditions of Employment Act 1997,
2. Employment Equity Act 1998,
3. Labour Relations Act 1995,
4. Occupational Health and Safety Act 1993,
5. Compensation for Occupational Injuries and Diseases Act 1993,
6. Tobacco Products Control Act 1993,
7. National Credit Act 34 of 2005 – Debt counselling Regulations 2012
8. The National Health Act 61 of 2003 and the Regulations pertaining to communicable diseases.

## 3. Stakeholder involvement in policy development and implementation

The Institute recognises that stakeholder involvement forms part of the basis of the development and implementation process of the Health and Wellness policy. This stakeholder involvement can be achieved through effective communication amongst those involved.

Stakeholder involvement in the planning process will enhance the possibility of greater positive healthy behaviour change and wellness assurance.

Members of the Institute will be expected to take reasonable care for their own health and wellness and that of others affected by their acts or omissions. They will also be expected to co-ordinate / operate fully within the law with the management and wellness coordinator in the implementation of health and wellness measures.

Programme objectives are to be set by all stakeholders.

#### **4. Objectives**

The Institute's objectives specifically aim to:

- i. Improve the individual integral wellness of students and employees in the teaching and learning environment which includes the promotion of physical, social, emotional, occupational, spiritual, financial and intellectual wellness of the individuals in the Institute.
- ii. Create an organisational culture conducive to wellness and comprehensive identification of psycho-social health risk.
- iii. Support work-life balance through flexible policies in the Institute.
- iv. Provide Health and wellness education.
- v. Address the health and wellness needs of stakeholders through preventative and curative measures particularly in the following:
  - a. Dealing with disease.
  - b. Conflict in the workplace or teaching and learning environment.
  - c. Stress.
  - d. Financial difficulties
  - e. Grief and loss
  - f. Anxiety and depression
- vi. Provide monitoring and evaluation.

#### **5. Consultation**

The Institute recognizes the importance of consultation with all stakeholders and abides by the following values:

- Confidentiality
- Professionalism
- Accessibility
- Voluntary participation
- Compassionate guidance

#### **6. Strategic Planning**

In order for St. Joseph's Theological Institute NPC to meet its objectives, it will develop and maintain implementation plans which will contain the following aspects:

- An ongoing attention to and encouragement of stakeholder:
  - i. Physical wellness

- ii. Psycho-social wellness
- An ongoing assessment of:
  - i. Organizational wellness
  - ii. Work-life or study-life balance

The Institute will establish networks to facilitate several types of referrals which would include:

- Self-referral
- Informal referral
- Formal referral

St. Joseph's Theological Institute NPC will endeavour to continually provide:

- Ongoing Health and Wellness Educational Information
- Ongoing Health and Wellness Prevention programmes
- A network and infrastructure for Referral treatment and support

## **7. Enhancing awareness**

The Institute will be open to clear communication channels regarding the establishment of all proposed programmes. Interest in Health and Wellness among stakeholders in the institute will be stimulated through the continuous dissemination of relevant information through one or all of the following means: posters, information on payslips, Institute website, and brochures.

A wellness programme co-ordinator will be responsible for coordinating all the tasks involved in the wellness policy at the Institute.

## **8. Creating supportive environments**

Behavioural changes and the creation of supportive environments are key aspects of workplace health promotion programmes.

The institute recognises that the creation of supportive environments is a major contributor to employee health and wellness in the workplace. St. Joseph's Theological Institute NPC will strive to meet the standards for a comprehensive wellness programme as regards the creation of a supportive environment by encouraging the following approaches:

- Preventative approach
- Educational approach
- Healthy environment approach
- Empowerment approach
- Curative approach

## **9. Student Services**

More than 90% of our students are religious and/or studying for the Catholic priesthood. They received integral formation according to long-established Catholic traditions. This formation aims at human, physical, emotional, social, psychological and spiritual wellness, among other aspects. Many of the Institute's staff are also involved directly in these programmes. The Institute also encourages the suitably qualified staff to offer spiritual direction in their individual capacity to the students and permits the use of offices for these purposes.

The small number of 'private' students, that is students who do not fit into the above category, do not warrant the Institute setting up a complete department of 'Student Services'. The wellness of these students is supported by Academic Advisors and Heads of Department, who inform management if and when specific intervention is needed.

### **10. Monitoring and evaluation**

The Institute will continuously monitor and evaluate the health and wellness policy in order to measure the programmes' effectiveness and to identify problem areas.

This policy shall be reviewed as and when there are new developments or after every three years.

### **11. Documentation**

St. Joseph's Theological Institute NPC will implement a separate filing system for health and wellness information and strict confidentiality of stakeholder records will be adhered to.

Further policies will detail specific aspects of the implementation.