



Health and Wellbeing Policy

CEDAR INTERNATIONAL ACADEMY NPC

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Purpose

- 1) The health and wellbeing of Cedar employees and students is of utmost importance to the successful running of Cedar International Academy NPC (hereafter called Cedar) as a provider of private higher education. A healthy workforce and student body results in high levels of productivity and consistent attendance, lower absenteeism, fewer accidents, decreased health issues and increased retention rates resulting in greater long-term efficiencies.

Scope

- 2) The policy provides a framework for the promotion of wellness and health for staff, students, contractors and persons visiting Cedar.

Overview

- 3) Health and wellness management is guided by many Cedar policies and involves risk assessments, monitoring and feedback to promote individual and organisational wellness. The areas of wellness management focus on the fulfilment of employees' and students' needs.
- 4) Whilst Cedar's main business and primary focus is on educational development, social, emotional, spiritual, psychological, and physical needs are also taken into consideration. Although Cedar takes an integrated approach to Health and Wellbeing, the support Cedar provides can be generalised in the following categories:
 - a. Medical
 - b. Safety
 - c. Security
 - d. Physical
 - e. Psychological and spiritual wellbeing
 - f. Student support
 - g. Staff support

Policy

Medical Needs

- 5) Medical needs are met by the provision of competent first aid and various policies such as:
 - a. HIV AIDS Policy – awareness and CYPISA programs
 - b. COVID-19 Policy – daily self-screening mandatory
 - c. Drug and Substance Abuse Policy and Incident and Injury Reporting and Management Policy – no smoking environment
- 6) Medical records for all students and staff are kept in Cedar Campus Administration System (CCAS) to ensure central and accurate provision of information.
 - a. Students are given the opportunity to provide details of existing medical conditions in the enrolment process.

- b. Staff have the opportunity to provide details of existing medical conditions as part of the employment process.
- 7) Medical conditions
- a. For students or staff with a potentially life-threatening medical condition, are encouraged to provide Cedar with a management plan.
 - b. The management plan should be formulated by a doctor and should include any information pertinent to the occurrence of an incident so that Cedar can provide an informed response in the case of an emergency.
 - c. All staff shall be informed of persons with serious medical conditions and the emergency action plans shall be readily available.
- 8) Medications
- a. Staff and students are expected to provide, carry and manage their own medications as medications cannot be provided by Cedar in accordance with the Medicines and Related Substances Amendment Act, 2008.
- 9) First Aid
- a. Cedar provides First Aid and a trained First Aid Officer during office hours.
 - b. Each hostel shall have a trained First Aid Officer in residence and basic first aid equipment and supplies available.
 - c. Any injury or illness beyond the scope of basic first aid will be referred to the nearest medical clinic.
- 10) Insurance
- a. Ambulance cover is held by Cedar. In cases where an ambulance is required, a detailed report will be compiled.
 - b. Accident cover is provided by Cedar for staff and students. All incidents are recorded and reported where necessary.

Safety Needs

- 11) Arrangements are in place for the evacuation of all persons at Cedar in the event of an emergency as detailed in the Emergency and Evacuation Policy.
- 12) All visitors, including casual volunteers, are required to report to Cedar reception for sign-in upon arrival. They are also required to sign-out when leaving.
- 13) All staff entering a school environment for assessment purposes must meet the necessary safety requirements of the host school such as police clearances.

Security Needs

- 14) Security training will be provided across the organisation through staff meetings and information sessions.
- 15) Security includes cyber safety and social media awareness, information and training.

Physical Needs

- 16) Strenuous activities, hazardous substances and travel are some aspects that create physical demands for people at work. Extended periods of computer work can create physical distress especially if the ergonomic fit between user and machine is not correct. Eyestrain, neck stiffness and arm wrist problems may result.

- 17) Staff and students are encouraged to flag any stressors that may be contributing to physical strain in relation to work at Cedar.
- 18) Staff and students are encouraged to manage their time carefully so that a regular sleep schedule is maintained, and non-work activities engaged with on a regular basis.

Psychological and Spiritual Needs

- 19) Staff and students are expected to treat others with respect, dignity and as unique individuals created in the image of God.
- 20) All students and staff are expected to attend regular devotions and assemblies for the nurture of the soul and the promotion of guiding beliefs, principles and values that help give direction to life.
- 21) Cedar has a responsibility to monitor the wellbeing of students. Students with spiritual/psychological needs will be encouraged to take advantage of the pastoral services available.

Student Support

- 22) Student support is detailed in the Student Support Policy.

Monitoring

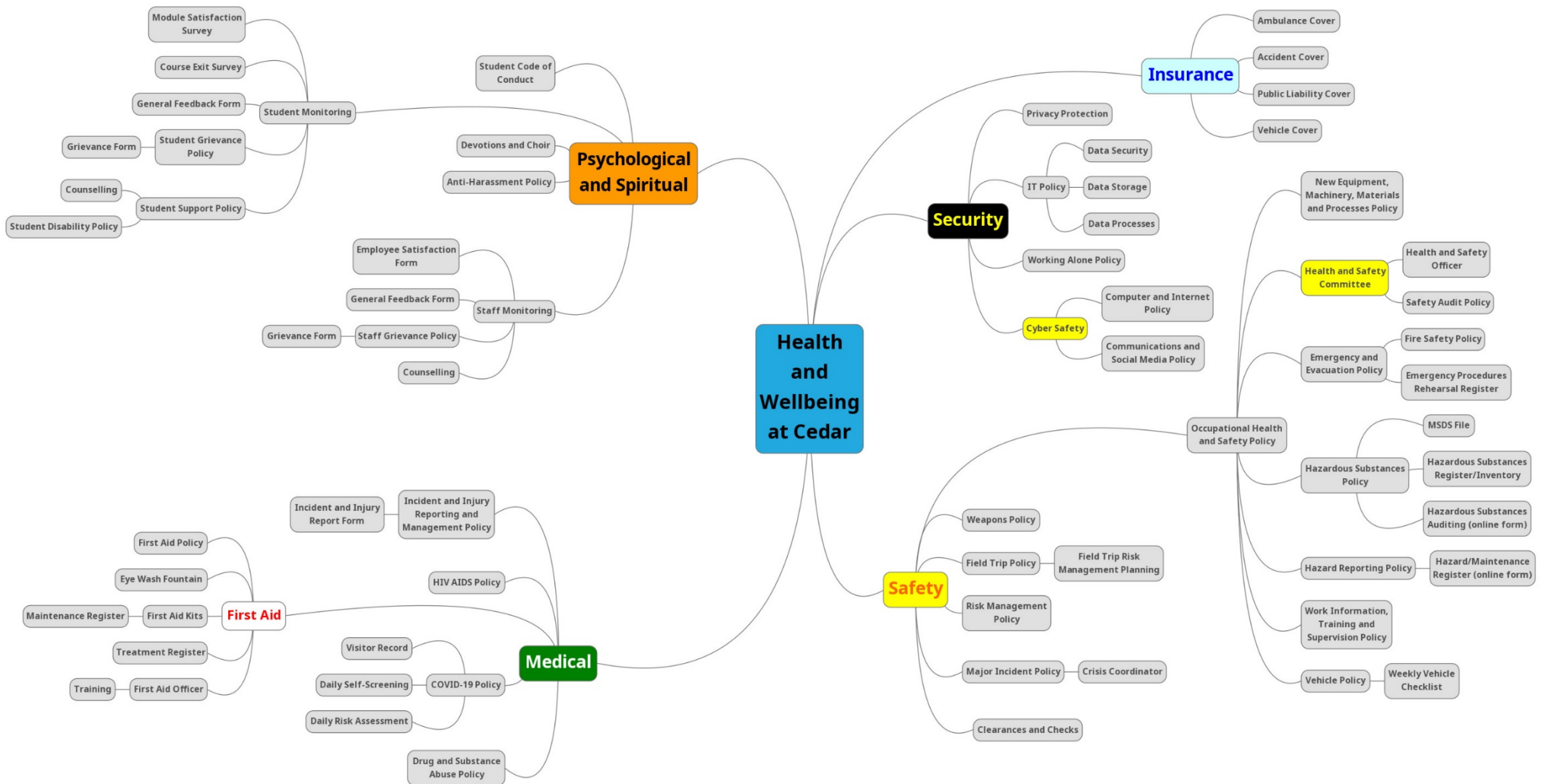
- 23) Monitoring is a key element of determining where health and wellbeing is under threat in the organisation. Cedar actively reaches out to the Cedar community, providing multiple avenues and opportunities to flag concerns and needs.
- 24) A strong culture of communicating and openness is encouraged at Cedar where staff and students alike feel free to voice their concerns and needs. Staff and students are encouraged to use the online forms and surveys available for this purpose in Teams.

Responsibilities

- 25) With regard to student and employee wellness, Cedar has responsibility to provide:
 - a. a healthy and safe environment, conducive to optimal productivity and studies;
 - b. basic wellness services are provided and conducted in an ethical manner;
 - c. protection for employees' and students' right to confidentiality, autonomy, sensitivity, equality, openness and transparency; and
 - d. awareness if conditions arise at Cedar that may be harmful to health or wellness.
- 26) Employees and students have a responsibility to:
 - a. conduct work and studies in a manner that advances sustainable, high-quality service delivery, which protects their health and wellness;
 - b. consider the needs and wellbeing of others and the impact of actions and behaviours on others; and
 - c. report and/or take action to correct harmful or potentially harmful conditions.
- 27) Any health and safety issues are monitored and managed by the Health and Safety Committee. Ultimate responsibility rests with the Health and Safety Officer (see Occupational Health and Safety Policy for more details).

- 28) Matters pertaining to wellness, are managed by the Day Management Team (DMT). The DMT has responsibility to:
- a. implement the Health and Wellness Policy;
 - b. communicate key health and wellness information and changes to staff and students;
 - c. ensure that staff are sufficiently trained to perform their duties;
 - d. identify meaningful developmental opportunities for staff and students;
 - e. manage job and study demands (monitor workloads) to prevent work overload;
 - f. implement and manage an assessment calendar to distribute assessment load;
 - g. ensure that lecturers adhere to the assessment load guidelines as established in the Assessment and Moderation Policy;
 - h. support employees and students in times of need and stressful periods such as examination periods; and
 - i. provide resources and software for efficient workflows and support the use of tools that streamline the operations of Cedar.
- 29) The monitoring process is managed by the Quality Assurance Officer who collates responses from any of the feedback and survey avenues, passing them on to the appropriate department or Senior Management as the case may be.
- 30) Health and safety, and wellness is an organisation-wide matter. As such, Cedar relies on all employees and student to participate and help build a culture that is fundamentally health and wellness oriented.

Appendix A – Health and Wellbeing Map



Glossary

Cedar Campus Administration System (CCAS) is a software application for the administration, documentation, tracking, reporting and delivery of electronic educational technology teaching and learning programs.

Stress carries negative connotations for some people as though it should be avoided. This is unfortunate, as stress is a great asset in managing legitimate emergencies and achieving peak performance. **Distress** or **strain** refers to the adverse psychological, physical, behavioural and organisational consequences that may occur as a result of stressful events.

Wellness – for the purposes of this policy, ‘wellness’ includes factors that contribute to the physical, psychological, emotional and spiritual wellbeing of people.

Related Internal Documents:

Anti-Harassment Policy

Assessment and Moderation Policy

Communications and Social Media Policy

Computer and Internet Policy

COVID-19 Policy

Drug and Substance Abuse Policy

Field Trip Policy

HIV AIDS Policy

Incident and Injury Reporting and Management Policy

IT Policy

Major Incident Policy

Occupational Health and Safety Policy

Privacy Policy

Quality Assurance Policy

Risk Management Policy

Student Code of Conduct

Weapons Policy

Working Alone Policy

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