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TITLE OF PROJECT: Workplace Information Group (wIG)
CONTACT PERSON/S: Busiswe Mahlobo
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Johannesburg 2000.
PHYSICAL ADDRESS:
5th Flour,
Cape York Building,
252 Jeppe Street,
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BANK NAME AND ADDRESS:
Standard Bank, . '
City and Suburban Branch,
33 Troye Street,
Johannesburg 2001.
TELEPHONE: (011) 337-5551 FAX: (011) 337-5551
ACCOUNT NUMBER: 00 271 377 2
ACCOUNT NAME: Current account
NAME AND ADDRESS OF AUDITORS:
Douglas and Velcich,
P.D. Box 32707,
Braamfontein 2017.
TELEPHONE: (011) 339-2555 FAX: (011) 339-7762

FINANCIAL INFORMATION:
- TOTAL BUDGET OF THE ORGANISATION - R700 978
2, HOW MUCH IS THE ORGANISATION ASKING FDR FROM WUS(I) - R136 510
YEAR FOR WHICH THE FUNDS ARE REQUESTED - 1992
WHAT WILL THE AMOUNT REQUESTED FROM NUS BE USED FOR? - To finance
the activities of the education and training department of NIB,
excludigg the AIDS project. The funds will also be used fpr staff
training and development. rAhr

The funding being requested from NUS will be used as follows:

A. EDUCATION AND TRAINING DEPARTMENT 1

200

Industrial hygiene consumables R 2

Industrial hygiene maintenance ' 4 400

Salary (Department Head) 45 500

Salary(CDnsultant) 39 000

Seminar Expenses 4 400

Transport/ per diem 6 600

Conferences 2 000

TOTAL R104 100

B. EQUIPMENT FURNITURE AND TRAINING

Staff training R 20 000

C. ADMINISTRATION

Administration costs (10%) R 12 410

TOTAL AMOUNT REQUESTED K-136 510

SUMMARY OF TOTAL BUDGET

' 1992 1993 1994

a. Care or operating costs 169 226 196 204 229 430

5. Equipment/ Training 30 300 36 360 43 632

c. Administration and Finance 47 000 56 400 67 680

d. Education and Training 217 702 261 242 313 490

e. Resources and Information 129 050 154 860 185 832

f. Publicity and Marketing 107 700 140 900 167 760

GRAND TOTAL 94700 978 845 966 1 007 824

OTHER FUNDING SOURCES.

NIB has relied on financial support from foreign funding agencies for its existence. WIG is at present investigating ways of developing a level of self-sufficiency. This is a process still to be discussed and implemented, and therefore we are again applying to foreign agencies for funding for the next 3 years.

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NIB has applied for funding for 1992 from:

WUS

HIVDS

Canadian Embassy

Ford Foundation

Friederich Ebert Stiftung

International Development centre

Interchurch Fund for International Development.

AIMS AND OBJECTIVES:

NIG's mission is

- to empower the trade union movement to effectively take up health and safety. .

- and to be a dynamic, creative and efficient health and safety service organisation that provides;

#A Education and Training on AIDS and workplace hazards.

W Information through the use of a Resource Centre and compiled health and safety resource packages.

X Publications and training manuals supported by research on the causes, treatments and prevention of health hazards in the workplace, as well as critiques on the existing health and safety laws in the workplace.

X Technical support in the form of:

- factory and accident inspections and inquiries

- assistance in the development of policies on health and safety

- assistance in negotiations on health and safety.

TARGET GROUP:

Trade unions and their members.

'DESCRIPTION OF THE PROJECT:

The Workplace Information Group (WIG) is a health and safety service organisation to trade unions in South Africa. It services the Congress of South African Trade Unions (COSATU), the National Council of Trade Unions (NACTU) and their affiliates within the geographical area of Transvaal.

NIG has had to expand and undergo a process of restructuring in order to cater for the increasing demand for health and safety services by the trade unions. In the process, however, its main aims became hazy and there was no clarity in terms of WIG's role, direction and future vision.

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Like many Non-Governmental Organisations (NGO's), wIG also faced a potential funding crisis. wIG is exclusively funded by foreign agencies. With the change in the political climate after February 1990, foreign agencies started to reduce their South African commitments drastically. This was done with the mistaken belief that the need for service organisations like NIB no longer exists.

These factors prompted WIB to embark on an intensive evaluation programme, which was conducted by the Community-based Development Programme (CBDP).

WIG has now redefined its aims and methods of operation. The evaluation re-affirmed the need for a health and safety service organisation, at least for the next few years.

Unions are beginning to develop structures around health and safety. This would greatly assist wIG in rendering effective health and safety services. A number of union affiliates have functioning health and safety structures or programmes of action; This development will allow for a co-ordinated national health and safety programme which would enable the unions to challenge health and safety conditions and legislation at a national level. WIG was requested by trade unions to provide health and Safety training courses. Some of these were co-ordinated at the level of COSATU. An example of this is the recently held Summer and Winter Schools which included a course on Health and Safety.

But, it is still going to take some time before the unions are able to address health and safety issues entirely by themselves with confidence. Unions are young and for many the priority is still to achieve recognition, improved wages and 'conditions of employment.

50 NIB still has a major role to play with regard to empowering the trade unions on health and safety matters. Two main areas of difficulty in this field have been identified as:

X health and safety has to be demystified and prioritised.

health and safety is not a specialist issue, therefore trade unions must be trained to address and bargain for health and safety improvements when negotiating with management

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WIG's Education and Training Department is responsible for:

- (a). Implementing and completing the eighteen month AIDS project planned for September 1991 to March 1993.
- (b). Providing short training courses on health and safety to a number of trade unions, with the aim of developing health and safety structures in the trade unions. .
- (c). Continue providing services on a request basis:

PROGRAMME OF ACTION:

The struggle for health and safety in South Africa seems set to reach new heights. Greater interest, awareness and commitment to address health and safety is spreading within progressive-unions in South Africa. WIG will continue to support this process at every level.

Non-governmental Organisations are engaged in the process of re-evaluating the need for the services they provide and their ability to provide these services. This development has placed service organisations under pressure to re-define their role and need.

WIG has achieved this and is moving away from a total reliance on funders to becoming more self-reliant, although this is a process that is expected to evolve slowly.

STRUCTURE AND ACCOUNTABILITY:

In order to provide effective health and safety services, NIB has adopted a new operating structure which makes provision for a policy-making forum, a director and four departments.

The director will be accountable to WIG's client base, its 'funders, and the policy-making forum. Department heads will be accountable to the director and the policy-making forum.

Remaining staff members will be directly accountable to their department heads and indirectly accountable to the director and the policy-making forum.

The policy-making structure will be responsible for deciding on WIG policy, funding and to advise and evaluate work undertaken.

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The policy-making forum will be made up of a minimum of 11 members as follows:-

the WIG Director

4 Department Heads

3 union representatives

1 health and safety related organisational representative

a voluntary consultants forum representatives

Any staff member who has been seconded to trade unions

(at present there are two secondees)

The union representatives are those union members who have

agreed to sit on this structure in response to WIG's request.

There are four Health and Safety Service Organisations

(HSSO's) in South Africa which enjoy a close working

relationship. These organisations are;

- WIG in Johannesburg

- Industrial Health Research Group (IHRG) in Cape Town

- Industrial Health Unit (IHU) in Durban

- Industrial Health and Safety Education Project (IHSEP) in East London.

The four HSSO's operate within a federal structure and come together on common national projects and at a National HSSO's Conference. They share resources, equipment, and experiences.

At the 1991 HSSD'S Conference, the issue of a united health and safety service organisation will be under focus. The move towards a united organisation will allow for greater self-sufficiency as well as the rationalisation of resources and personnel.

In addition to the close relationship with other HSSO's, WIG networks with health organisations, the PPHC, resource centres, advice centres, and organisations focusing on the issue of AIDS.

MONITORING AND EVALUATION:

WIG plans to undergo regular internal evaluations to assess its effectiveness and to ensure the smooth running of the organisation. Each department will perform its own evaluation periodically and a collective evaluation will take place half-yearly, namely in June and December.

The June evaluation will assess work for the first six-months of the year and evaluate the operating structure of WIG and its mission statement. This will allow WIS to forward plan and develop a budget for the following year. The December evaluation will assess work for the second half of the year and review each of the full-time staff members.

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The outcome of all these discussions and evaluations will be covered in a quarterly report. This report will be available to anyone who requests it.

PROJECT ACTIVITY FOR THE LAST YEAR:

See DESCRIPTION OF PROJECT above

PROJECT FUTURE PLANS:

One of the major points to emerge from the external evaluation report is the need for the development of staff members. This will assist in building the capacity of NIB to provide effective services.

Three kinds of training programmes are planned for next year:

a). Formal training, including a Post-graduate Diploma in Management PDM in Public Policy and Developmental Administration) and a Diploma in Occupational Health (DOH).

b). Staff training which includes computer skills training, computer accounting training, AIDS counselling training, etc. t

c). organisation capacity building training which includes courses offered by CDBP and HAP. These include facilitation and conflict management skills, time management, team building and effective group interaction, and leadership and management skills.