

Domain

Occupational Health and Safety

Title:

Review health and safety procedures in workplaces

Level: 5

Credits: 8

Purpose

This unit standard specifies the competencies required to review health and safety procedures in workplaces. It includes preparing to undertake a review of health and safety in the workplace; and carrying out a review of the workplace health and safety implementation. This unit standard is intended for people reviewing health and safety procedures in workplaces.

Special Notes

1. Entry information:

Prerequisite:

- *None*

2. This unit standard is to be delivered and assessed in the context of Occupational Health and Safety operations and should be assessed in conjunction with other relevant technical unit standards selected from this domain.

3. To demonstrate competence, at a minimum, integrated authentic and fit-to-purpose assessment must be carried out as a series of structured and documented, evidence gathering processes throughout the learning period. The learner's performance must be assessed through the use of a range of methods and culminates in a final summative assessment. Method of assessment may include but are not limited to – written or oral tests, simulation, reflections on self- peer group- and co-assessment, written reports, and work plans.

4. Assessment evidence may be collected from a real workplace or an appropriate simulated realistic environment in which Occupational Health and Safety operations are carried out.

5. Glossary of terms:

- '*Special checking*' refers to checking to be done by a person with specific competencies or the use of specific instruments requiring more specialised competencies.
- '*Health*' refers to a state of complete physical, mental and social wellbeing, not merely the absence of disease or infirmity.
- '*Safety*' refers to an ongoing process where by all risks are assessed and appropriate action is taken to bring those risks to an acceptable level.
- '*Hazards*' refers to an actual or potential cause or source of harm associated with but not limited to process, activities, environment, equipment, work organisation, facilities, and materials.

- '*Specifications*' refers to and includes any, or all of the following: manufacturer's specifications and recommendations, legislation and statutory requirements, and organisation's policies, procedures and guidelines.
6. All inspection, operation and maintenance procedures associated with the use of tools and equipment shall comply with statutory requirements and manufacturers' and/or company's guidelines and instructions.
 7. Regulations and legislation relevant to this unit standard include the following:
 - The Constitution of the Republic of Namibia
 - Labour Act 2007 (Act no. 11, 2007)
 - Government Notice No. 156 Labour Act, 1992: "Regulations Relating to the Health and Safety of Employees at Work"
 - Presidential Proclamation No. 10 Labour Act, 1992 Part XI, Section 101 of the Labour Act 1992)
 - HIV Code on Employment
 and all subsequent amendments.

Quality Assurance Requirements

This unit standard and others within this subfield may be awarded by institutions which meet the accreditation requirements set by the Namibia Qualifications Authority and the Namibia Training Authority and which comply with the national assessment and moderation requirements. Details of specific accreditation requirements and the national assessment arrangements are available from the Namibia Qualifications Authority and the Namibia Training Authority on www.nta.com.na.

Elements and Performance Criteria

Element 1: Prepare to undertake a review of health and safety in the workplace

Range

Preparation to undertake a review may include but is not limited to comprehend gathered information on employer's and employee's legal responsibilities; specific legislation; the organisational structure applicable for the review; procedures for carrying out reviews; current health and safety procedures; identified hazards and previous risk assessments; access to resources relevant to carry out the review (e.g. analysis of absenteeism); reporting and recording procedures.

Performance Criteria

- 1.1 A work schedule for the review of health and safety conditions in accordance with company's procedures is planned.
- 1.2 Methods for the review that are suitable for the workplace are selected.

- 1.3 Authorisation for the review is obtained within the work schedule activities are identified and prioritised to meet the required timescale.
- 1.4 Resources are timely obtained for the review to take place.
- 1.5 Understanding by people involved, of the purpose and the process to be undertaken in review is ensured.
- 1.6 All documents and information to be used in the review are agreed upon before conducting the review according to company's specifications.

Element 2: Carry out a review of the workplace health and safety implementation

Performance Criteria

- 2.1 Appropriate personal protective equipment for the workplace activities is reviewed.
- 2.2 Review to cover any areas that need special checking within the workplace is ensured.
- 2.3 Differences between the content of previous records and the current situation are accurately recorded according to company's specifications.
- 2.4 Health and safety hazards are identified from workplace practices and workplace.
- 2.5 Any non-compliance with health and safety regulations and instructions is listed and prioritised in consultation with the responsible person(s) and according to company's specifications.
- 2.6 Recommendations to control the hazards are made and an action is composed for improving health and safety according to company's specifications.
- 2.7 A full report in line with company's procedures informing the outcomes of the review of health and safety and the action plan is submitted.
- 2.8 An action plan for monitoring the implementation of recommendations and corrective action is agreed upon with responsible person(s) and according to company's specifications.

Registration Data

Subfield:	Preventive Health
Date first registered:	
Date this version registered:	
Anticipated review:	
Body responsible for review:	Namibia Training Authority