

	Unit ID: 854
Domain	OCCUPATIONAL HEALTH AND SAFETY
Title:	Develop and implement a health and safety programme
Level: 5	Credits: 7

Purpose

This unit standard specifies the competencies required to develop and implement a health and safety programme. It includes defining the statutory and practical health and safety requirements; developing the health and safety policy; and implementing the health and safety policy. This unit standard is intended for everyone at work.

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 environment in which Occupational Health and Safety operations are carried out.
5. Glossary of terms:
 - *'Health and safety policy'* refers to a written statement of an organisation general policy about its employees' health and safety at work, together with information about the organisational structure and arrangements for carrying out that policy.
 - *'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.

- '*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: Define the statutory and practical health and safety requirements

Range

The standards that comply with all relevant statutory requirements so that the health and safety of staff, employees, visitors and the general public are not adversely affected by the activities of the company may include but are not limited to - provision and maintenance of equipment and a working environment that are, so far as reasonably practicable, without risks to health and safety; training of all staff to be aware of their own responsibilities for, and to provide information, instruction and training on, the particular hazards and risks which exist within the company; ensuring that objectives are being fulfilled through company's monitoring procedures, these include: issues (*i.e.* hazards) raised by staff on ad-hoc basis, routine safety inspection of the Institute, and raising of safety issues at regular internal meetings.

Performance Criteria

- 1.1 The structure of the organisation with respect to health and safety matters is assessed.
- 1.2 Current health and safety procedures of the organisation are assessed.

- 1.3 The use of materials, equipment, goods, services and resources are monitored and evaluated against the health and safety statutory and practical requirements.
- 1.4 The conversion processes of the organisation are evaluated against the health and safety statutory and practical requirements.
- 1.5 The output the organisation in terms of products, services and inadvertent and/or unwanted and/or necessary goods, materials and waste of all types are evaluated against the health and safety statutory requirements and work practices.
- 1.6 The relation of the organisation with employees, contractors and other people who may be affected by the activities of the organisation is evaluated against health and safety statutory requirements and work practices.

Element 2: Develop the health and safety policy

Range

Development of a health and safety policy requires a planned and systematic approach to implementing the health and safety programme. So far as reasonably practicable, risks are to be eliminated or reduced to acceptable levels through selection and design of facilities, equipment and processes to reduce the reliance on physical controls and use of personnel protective equipment.

Outcomes of arrangements also include but are not limited to the following:

- an improved dialogue between company's management and staff in relation to health and safety issues,
- an increased awareness and understanding of health and safety issues,
- an increased understanding of the individual's role in relation to workplace health and safety,
- opportunities to identify areas for improvement in health and safety provisions and to develop implement and review procedures.

Performance Criteria

- 2.1 Deficiencies in the current health and safety programme are identified.
- 2.2 Changes to remedy the deficiencies in the health and safety programme are formulated.
- 2.1 Resources constraints which may influence the health and safety programme are identified.
- 2.2 Consultations with appropriated people to review the proposed health and safety programme are conducted.
- 2.5 A strategy to promote health and safety among all staff is established.

Element 3: Implement the health and safety policy

Performance Criteria

- 3.1 Implementation for the health and safety programme is specified.
- 3.2 Support and assistance for implementation procedures of health and safety programme is provided.
- 3.3 Problems arising during the health and safety programme implementation process are effectively and efficiently dealt with.
- 3.4 Opportunities to give feedback on implementation process are provided.
- 3.5 Adoptions of the approved health and safety programme are advocated.
- 3.6 Feedback is responded to in an efficient, effective and emphatic way.
- 3.7 During the implementation process disruptions to the organisation's activities are minimised.
- 3.8 Quality management requirements are applied to all health and safety documentation.

Registration Data

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