

Domain Title:	OCCUPATIONAL HEALTH AND SAFETY Develop and review the organisation's health and safety strategy	Unit ID: 861
Level: 5		Credits: 12

Purpose

This unit standard specifies the competencies required to develop and review the organisation's health and safety strategy. It includes identifying internal and external factors which have an impact on health and safety; setting objective for appropriate health and safety strategy; and developing a process for implementation of the reviewed health and safety strategy.

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. The nature and role of the organisation's health and safety strategy within the organisation may include but is not limited to internal factors; change factors impacting on the organisation; key drivers of current internal structure, internal opportunities and rigidities; identification of how to influence the organisation's employment strategies, policies, and practices; evaluation of organisation's business plan in relation to health and safety.
4. 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.
5. 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.
6. Glossary of terms:
 - *'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.
 - ‘*Risk assessment*’ refers to a systematic process for identifying workplace hazards and assessing the risks involved from those hazards.
 - ‘*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.
7. 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.
8. 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: Identify internal and external factors which have an impact on health and safety

Range

Internal factors may include but are not limited to organisational structures, employment strategies, and human and physical resources available.

External factors impacting on health and safety may include but are not limited to key requirements of health and safety legislation and any other legal requirements in the workplace; opportunities to respond to new legislation; benchmarking against current best practices; ways to respond to technical developments.

Key drivers refers to but is not limited to risk assessment, monitoring reports, previous reviews, and incident, accident and complaints reports.

Performance Criteria

- 1.1 Key change factors impacting on the organisation are identified.
- 1.2 Relevant internal factors are identified.
- 1.3 Appropriate and cost-effective ways of gathering information for each relevant internal factor are identified.
- 1.4 Key drivers to the current internal structure, internal opportunities and rigidities are identified.
- 1.5 External factors likely to have an impact on the organisation's health and safety strategy are identified.
- 1.6 Appropriate and cost-effective ways of gathering information for each relevant external factor are identified.
- 1.7 Robust and comprehensive information for each relevant factor is obtained.
- 1.8 Information gathered is validated with appropriate person(s).
- 1.9 Trends and future developments in external and internal factors are identified.
- 1.10 Likely impact of internal/external factors on the organisational employment strategies regarding health and safety are identified.
- 1.11 Relevant organisations employment strategies, policies and practices are identified.

Element 2: Set objective for appropriate health and safety strategy

Performance Criteria

- 2.1 A response to key drivers to the current internal structure, internal opportunities and rigidities is formulated.
- 2.2 Organisation's business plan is evaluated against information gathered and conclusions drawn in relation to health and safety.
- 2.3 Opportunities and obstacles in structures and systems in relation to any required changes are identified and reviewed.
- 2.4 Likely changes needed to the organisational strategies in relation to conclusions drawn are identified.
- 2.5 Relevant others are involved in the assessment of necessary change.
- 2.6 Specific, measurable, appropriate, realistic and time based objectives are set out.

Element 3: Develop a process for implementation of the reviewed health and safety strategy

Performance Criteria

- 3.1 Impact on organisational resources is assessed according to company's specifications.
- 3.2 A health and safety policy is developed according to statutory requirements and company's guidelines.
- 3.3 Support of those who can champion change is obtained.
- 3.4 Communication about the change process is maximised.
- 3.5 Ways to motivate and engage others in the change process are developed and utilised.
- 3.6 Feedback on the change process is encouraged.
- 3.7 Conflicts in the change process are promptly and effectively resolved.
- 3.8 Support and commitment are promoted by prompt and direct response to feedback.
- 3.9 Processes for maximising and minimising opportunities and obstacles for change are developed 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