

<b>Domain</b>	<b>OCCUPATIONAL HEALTH AND SAFETY</b>	<b>Unit ID: 846</b>
<b>Title:</b>	<b>Ensure own actions reduce risks to health and safety</b>	
<b>Level: 3</b>		<b>Credits: 3</b>

### Purpose

This unit standard specifies the competencies required to make sure own actions reduce risks to health and safety. This includes identifying the hazards and evaluating the risks in the workplace; and reducing the risks to health and safety in the workplace. This unit standard is intended for everyone at work.

### Special Notes

1. Entry information:
  - Prerequisite:
    - *None*
2. This unit standard is to be 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, evidence is required of planning, organising and successfully completing three separate individual or group tasks. Performing these tasks ensuring correct identification of requirements and finishing of the tasks, correct selection and use of appropriate processes, tools and equipment and completing all work to specification.
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:
  - *'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.
  - *'Health'* refers to a state of complete physical, mental and social wellbeing, not merely the absence of disease or infirmity.
  - *'Risk assessment'* refers to a systematic process for identifying workplace hazards and assessing the risks involved from those hazards.
  - *'Appropriate'* means or refers to the correctness and suitability of the selection and usage of processes, tools and equipment
  - *'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 Employmentand 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](http://www.nta.com.na).

### **Elements and Performance Criteria**

#### **Element 1: Identify the hazards and evaluate the risks in the workplace**

##### **Range:**

Hazard identification systems may include but are not limited to hazard registers, hazards reports, inspections, area analysis, task analysis, and process analysis.

##### **Performance Criteria**

- 1.1 Workplace instructions relevant to the job are identified.
- 1.2 Working practices in the job which could be harmful are identified.
- 1.3 Conditions and aspects of the workplace which could be harmful are identified.
- 1.4 Methods of hazard identification are recognised and selected.
- 1.5 The potentially harmful working practices, conditions and aspects of the workplace are assessed to determine which present unacceptable risks.

- 1.6 Hazards in accordance with workplace instructions and legal requirements are determined.
- 1.7 People responsible for implementing health and safety in the workplace are identified.
- 1.8 Hazards which present unacceptable risks are reported to the people responsible for health and safety in the workplace.
- 1.9 Consideration is given to environmental aspects to ensure impacts are minimised for the work being performed.

**Element 2: Reduce the risks to health and safety in the workplace:**

**Performance Criteria**

- 2.1 Work is carried out in accordance with the level of competence, workplace instructions, suppliers or manufacturer’s instructions, awareness of workplace hazards and controls, use of good ergonomic practice, incident/accident reporting, compliance with signage and entry requirements, and legal requirements.
- 2.2 Health and safety risks within capability and job responsibilities are controlled.
- 2.3 Recommendations for reducing risks to health and safety are passed on to the responsible people according to workplace’s specifications.
- 2.4 Behaviour does not endanger the health and safety of individuals in the workplace.
- 2.5 Differences between workplace instructions and suppliers’ or manufacturers’ instructions are reported according to workplace’s specifications.

**Registration Data**

<b>Subfield:</b>	Preventive Health
<b>Date first registered:</b>	10 April 2012
<b>Date this version registered:</b>	10 April 2012
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<b>Body responsible for review:</b>	Namibia Training Authority