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| Domain | OCCUPATIONAL HEALTH AND SAFETY | Unit ID: 848 |
| Title: | Develop procedures to safely control work operations | |
| Level: 4 | | Credits: 6 |

Purpose

This unit is for people who are required to develop health and safety procedures to safely control work operations. This unit includes producing procedures to maintain healthy and safe workplaces and reviewing the effectiveness of the health and safety procedures in the work area.

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, evidence is required of planning, organising and successfully completing three separate individual or group tasks. Perform 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. Maintenance of the procedures may include but is not limited to reviewing the relevant legislation; relating to responsibilities as defined by legislation and company's job descriptions; evaluating the sense of urgency in relating to occupational health and safety in the company; reviewing ways of dealing with and reporting incidents, accidents, complaints, risks and hazardous situations; evaluating different types of work practices in the workplace; developing and conducting risks assessments; evaluating and organising training; reviewing appropriateness and effectiveness of communication channels, and reviewing relevant information related to health and safety practices.

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.
 - *'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.
 - *'Risk'* refers to the likelihood that harm will occur from a particular hazard.
 - *'Communication channels'* refers to established means of communication by the organisation.
 - *'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: Produce procedures to maintain healthy and safe workplaces

Performance Criteria

- 1.1 Realistic objectives to maintain safe practices within the workplace to safeguard work operations for employees are set.

- 1.2 Risk assessments within the workplace are utilised according to company's specifications.
- 1.3 Individuals to whom people must report incident/accidents, report health and safety risk, and where to go to and to obtain medical/first aid are identified.
- 1.4 Procedures for recording health and safety data to meet legal requirements are adopted in line with company's guidelines and instructions.
- 1.5 Training to safely control work operations for those individuals involved is conducted.
- 1.6 Health and safety procedures to other people in the work area are communicated in a professional and considerate manner and in line with company's guidelines.

Element 2: Review the effectiveness of the health and safety procedures in the work area

Range

Reviewing health and safety procedures may include but is not limited to comparing, checking, receiving advice, improving, gathering information, identifying hazards and risks, recording and reporting, monitoring, evaluating and appraising, and communicating.

Performance Criteria

- 2.1 Information that informs changes to the health and safety practices is identified.
- 2.2 The opportunity for feedback from work experience according to current safe working practices is provided according to company's specifications.
- 2.3 Accepted review systems to change work practices in accordance company's specifications.
- 2.4 Accurate changes to work practices are recorded according to company's and legal specifications.
- 2.5 Reports are compiled according to company's specifications.
- 2.6 All reviewed work operations are promptly communicated according to company's specifications.
- 2.7 Effective measures for monitoring the revised health and safety procedures are set.
- 2.8 Effectiveness of the workplace health and safety practices is checked against legal and company's specifications.

Registration Data

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