

<b>Domain</b>	<b>WHOLESALE AND RETAIL FRONTLINE SUPERVISION</b>	<b>Unit ID: 2123</b>
<b>Title:</b>	<b>Apply occupational health, safety and environmental principles</b>	
<b>Level: 3</b>		<b>Credits: 10</b>

### **Purpose**

This unit standard is intended for those who apply occupational health, safety and environmental principles. People credited with this unit standard are able to identify hazards, evaluate and report hazards, apply preventative measures (including training) in the workplace, explain, use and comply with relevant legislation and regulations, and gather and organise OHS information from the workplace,

This unit standard is intended for people who carry out work in the wholesale and retail operations.

### **Special Notes**

1. Entry information:  
Prerequisite:  
*None*
2. This unit standard is to be delivered and assessed in the context of Wholesale & Retail operations and should be assessed in conjunction with other relevant technical unit standards selected from this domain.
3. Assessment evidence may be collected from a real workplace, or simulated workplace in which wholesale and retail functions are carried out.
4. Regulations and legislation relevant to this unit standard include the following:
  - Labour Act, No. 11 of 2007
  - Occupational Health and Safety Regulations relating to employees at work schedule 1(1) Act 11 of 2007, Regulation No. 156, 1992)

### **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 hazards**

#### **Performance Criteria**

- 1.1 Hazards are identified and categorised.
- 1.2 Workplace inspections are undertaken in line with organisational procedures.

- 1.3 Information on Occupational Risk Exposure Profiles (OREP) is recorded.
- 1.4 Individual and categories of employees are assisted in contributing to their OREPs.
- 1.5 Employees are assisted in hazard identification (informal on the job hazard education/training for other employees).
- 1.6 Hazard identification is communicated in specific areas and jobs with employees and management.
- 1.7 The links between work, health, safety and the environment are explained (public safety).

## **Element 2: Evaluate and report hazards**

### **Performance Criteria**

- 2.1 Hazards are evaluated and prioritised (in particular area, work procedures and job categories) according to the risk of exposure and the risk of detrimental health outcome (occupational injury or disease).
- 2.2 Recommendations on hazards drafted in Health and Safety structures are reported on and discussed.
- 2.3 Participation in incident investigations is secured.
- 2.4 Incident investigation outcomes are communicated with employees.
- 2.5 Basic knowledge of Risk Assessment (R.A.) and ability to contribute information to R.A is displayed.
- 2.6 Employees are informed of hazard evaluation activities, results and R.A. reports.

## **Element 3: Apply preventative measures (including training) in the workplace**

### **Performance Criteria**

- 3.1 Control measures in place are identified and explained.
- 3.2 The principle of the hierarchy of control measures to the workplace are applied.
- 3.3 Hazard control measures are communicated with employees in specific job areas.
- 3.4 The control measures in place for particular area, work procedure, machinery or substance are described, evaluated and reported on.
- 3.5 Informal, on the job peer learning is facilitated from shared experiences.
- 3.6 Useful Occupational Health and Safety training materials and resources are identified and evaluated.
- 3.7 Relevant Occupational Health and Safety training is undertaken.
- 3.8 Occupational Health and Safety training needs are identified.

## **Element 4: Explain, use and comply with relevant legislation and regulations**

### **Performance Criteria**

- 4.1 The responsibilities, duties and rights of individuals in the workplace and the relevant internal and external bodies are described correctly.
- 4.2 The Occupational Health and Safety information relevant to the workplace are located and explained.
- 4.3 Relevant Labour Act rights and procedures are explained and interpreted.
- 4.4 Employees are informed of their Occupational Health and Safety rights.
- 4.5 Employees are advised of the duties, functions and responsibilities of the employer and the Health and Safety role players in the workplace.
- 4.6 Information is utilised from the legislation to perform responsibilities and duties.
- 4.7 Employers` representatives on Occupational Health and Safety related issues are identified.
- 4.8 The Department of Labour (DoL) representatives, Occupational Health practitioners and occupational hygienists responsible for measuring or undertaking surveillance programmes are engaged with.
- 4.9 Workplace compliance with regulations and legislation is assessed and reported on.

**Element 5: Gather and organise Occupational Health and Safety information from the workplace**

**Performance Criteria**

- 5.1 Meetings and interviews with employees are conducted to gather Occupational Health and Safety needs and information.
- 5.2 Information from reports, meetings and inspections is summarised to address Health and Safety issues with affected employees.

**Registration Data**

<b>Subfield:</b>	Wholesale and Retail
<b>Date first registered:</b>	14 March 2019
<b>Date this version registered:</b>	14 March 2019
<b>Anticipated review:</b>	2024
<b>Body responsible for review:</b>	Namibia Training Authority