

Domain	OCCUPATIONAL HEALTH AND SAFETY	Unit ID: 849
Title:	Monitor procedures to safely control work operations	
Level: 4		Credits: 5

Purpose

This unit standard specifies the competencies required to monitor procedures to safely control work operations. This includes confirming that health and safety instructions are followed; and reviewing health and safety risks effectively. This unit standard is intended for people with responsibility for checking and coordinating health and safe work operations and who are monitoring the procedures relating to these operations.

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. Glossary of terms:

- *'The worker's health and safety competence'* refers to knowledge, skills and attitude to relate task performance in a particular job role to safe ways working
- *'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.
 - *'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: Confirm that health and safety instructions are followed

Performance Criteria

- 1.1 The worker's relevant health and safety competencies are confirmed.
- 1.2 Identification of health and safety training needs and conducting of appropriate training is confirmed.
- 1.3 Communication of workplace instructions to other workers is carried out effectively according to company's specifications.
- 1.4 Non-compliances of health and safety instructions are rectified to according to the workplace procedures and legal requirements.
- 1.5 Recommendations for changes to workplace instructions are formulated according to legal and company's specifications.

- 1.6 Health and safety records, to comply with legal and workplace requirements are maintained according to legal and company's specifications.
- 1.7 Access to workplace records is ensured for those who are authorised to use them according to company's specifications.
- 1.8 Monitoring of workplaces at agreed intervals in accordance with workplace instructions is conducted according to legal and company's specifications.

Element 2: Review health and safety risks effectively

Performance Criteria

- 2.1 Accurate and legible records of workplace risks identified or reported are kept according to company's specifications.
- 2.2 The existence of hazards is recorded in line with workplace health and safety instructions.
- 2.3 Precautions to control risks are agreed upon between relevant co-workers in accordance with legislation and company procedures.
- 2.4 Awareness of health and safety precautions is ensured.
- 2.5 The operational activities to make sure that workplace hazards are limited or controlled are reviewed according to legal and company's specifications.
- 2.6 Conflicts which still exist between workplace and legislation are promptly and accurately reported according to company's specifications.

Registration Data

Subfield:	Preventive Health
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