

	<b>Unit ID: 850</b>
<b>Domain</b>	<b>OCCUPATIONAL HEALTH AND SAFETY</b>
<b>Title:</b>	<b>Supervise the health, safety and welfare of an employee new to the role in the workplace</b>
<b>Level: 4</b>	<b>Credits: 8</b>

### Purpose

This unit standard specifies the competencies required to supervise the health, safety and welfare of an employee new to the role in the workplace. This includes preparing for and receiving an employee in the workplace; supervising; monitoring; and reviewing the health, safety and welfare of the employee in the workplace. This unit standard is intended for anyone who has to supervise the health, safety and welfare of an employee new to the role in the workplace.

### 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, 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.
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. The plan for supervision may include but is not limited to the work activity, environmental context, key processes involved, and equipment used. The plan is documented in accordance to organisation requirements and legislation.

6. Work practices may include but are not limited to personal protective equipment, tools and equipment to be used, supervision and assistance required, work permits, contingency plans, observation of safety, and communication devices.
7. Glossary of terms:
  - *'Others'* includes visitors, contractors, general public, personal entering not for the purpose of working, children and inspectors.
  - *'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.
  - *'Safe systems of work'* refers to a formal procedure that allows a task to be done safely.
  - *'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.
8. 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.
9. 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: Prepare for and receive an employee in the workplace**

#### **Performance Criteria**

- 1.1 Responsibilities of employees in workplace are explained in accordance to work practices.
- 1.2 Job role for the employee is clearly defined and explained.
- 1.3 Program of work activities for the employee is in place and explained.
- 1.4 Assessment for the suitability of the work place, work activities, and work processes for the employee is conducted.
- 1.5 Controls needed to ensure the health and safety of the employee are identified and reported to the responsible person(s) and according to legal and company's specifications.
- 1.6 Work equipment and any personal protective equipment are made available and application is understood to the employee prior to start of work activities.
- 1.7 Any information relating to health, safety, welfare and training in line with company's requirements are made available.
- 1.8 Understanding of work activities and practices is checked prior to the start of work.
- 1.9 All other persons working with, or affecting the employee are briefed about their responsibilities for health, safety and welfare of the employee.
- 1.10 Plan for effective supervision of the employee is developed and in place according to company's specifications.

### **Element 2: Supervise the health, safety and welfare of the employee in the workplace**

#### **Range**

Methods to identify information may include but are not limited to direct observation, group discussion, flowcharts, and questionnaires.

Information relating to safe working practices may include but is not limited to manufacturers' specifications, legislation, and company's procedures and guidelines.

#### **Performance Criteria**

- 2.1 Responsibilities of the supervisor in relation to supervising, monitoring and reviewing the health, safety and welfare are explained.

- 2.2 Understanding of instructions and safe systems of work by employee is observed.
- 2.3 Ongoing information relating to safe systems of work and organisational instructions are effectively communicated.

**Element 3: Monitor the health, safety and welfare of the employee in the workplace**

**Performance Criteria**

- 3.1 Additional training needs of the employee in relation to health, safety and welfare are identified, recorded and met.
- 3.2 When there are changes in organisational instructions, work environment or equipment information, support and training are provided in line with company's requirements.
- 3.3 On a regular basis employees understanding of and compliance with health and safety requirements are checked and recorded according to company's specifications.
- 3.4 Incidents and accidents are promptly recorded and reported according to legal and company's requirements.

**Element 4: Review the health, safety and welfare of the employee in the workplace**

**Performance Criteria**

- 4.1 Concerns regarding the performance relating to health and safety of the employee are reported to the responsible person(s) according to company's specifications.
- 4.2 Support of employee's health and safety practices and training programme is organised by liaising with other relevant people according to company's specifications.
- 4.3 Contribution to the evaluation of the employee's progress in job role is delivered according to company's specifications.
- 4.4 Supervision plans are regularly updated and changes are recorded according to company'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
<b>Anticipated review:</b>	2015
<b>Body responsible for review:</b>	Namibia Training Authority

