

	Unit ID: 853
Domain Title:	OCCUPATIONAL HEALTH AND SAFETY Develop and implement effective communication systems for health and safety information
Level: 4	Credits: 7

Purpose

This unit standard specifies the competencies required to develop and implement effective communication systems for health and safety information. It includes evaluating relevant information in relation with health and safety requirements in the organisation; and developing and implementing communication systems for health and safety information within your organisation.

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. 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.
 - '*Risk assessment*' refers to a systematic process for identifying workplace hazards and assessing the risks involved from those hazards.

- ‘Control measures’ refers to the arrangements made, or precautions taken to reduce risk.
 - ‘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: Evaluate relevant information in relation with health and safety requirements in the organisation

Range

Relevant stakeholders in the communication process may include but are not limited to representatives of – management, employees, recognised unions, associations, and public sector agencies responsible for health and safety legislation and its implementation.

Performance Criteria

- 1.1 New health and safety legislation, codes of practice and standards of relevance to an organisation are identified.
- 1.2 Health and safety risk assessment; and control measures and practices; technical developments and best practice developments are appraised.

- 1.3 Appropriate communication systems for proposed and new health and safety legislation, codes of practice, standards, health and safety risk assessment; and control measures and practices; technical developments and best practice are identified.
- 1.4 All relevant health and safety information relating to input materials, goods, equipment, services and resources bought are recorded according to company's specifications.
- 1.5 Appropriate communication systems for relevant health and safety information relating to input materials, goods, equipment, services and resources bought are developed and implemented.
- 1.6 Health and safety information and comment of relevance are identified, evaluated and communicated.
- 1.7 Consideration is given to the appropriate language used in communication.

Element 2: Develop and implement communication systems for health and safety information within an organisation

Performance Criteria

- 2.1 Communication systems for the information resulting from the proactive and reactive monitoring and review of the health and safety performance are evaluated.
- 2.2 Communication systems for the health and safety performance initiatives are evaluated.
- 2.3 Communication systems for the health and safety promotion activities are evaluated.
- 2.4 Health and safety culture and policy kept in the forefront of the activities of an organisation is ensured.
- 2.5 Statutory reporting of the health and safety information to the regulatory and local authorities is ensured.
- 2.1 The relevant health and safety information to communicate, where appropriate, to trade associations, voluntary bodies, interested parties and individuals is ensured.
- 2.7 The relevant health and safety standards and procedures that should be provided to contractors are ensured.

Registration Data

Subfield:	Preventive Health
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