

	Unit ID: 855
Domain	OCCUPATIONAL HEALTH AND SAFETY
Title:	Conduct a health and safety risk assessment in a workplace
Level: 5	Credits: 10

Purpose

This unit standard specifies the competencies required to conduct a health and safety risk assessment in a workplace. It includes identifying hazards in the workplace; assessing the workplace and recommended control measures; and reviewing the workplace assessment of risks. This unit standard is intended for people conducting a health and safety risk assessment of a 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. Glossary of terms

- *'Confirm'* means appraise the correctness and appropriateness of documents, arrangements or procedures.
- *'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.

- *'Risk assessment'* refers to a systematic process for identifying workplace hazards and assessing the risks involved from those hazards.
 - *'Hierarchy of control'* refers to a well tested system of graded health and safety control. The sequence helps organisations to determine their most effective health and safety controls.
 - *'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.
 - *'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: Identify hazards in the workplace

Range

Categories of hazards may include but are not limited to; human, occupational and environmental. Under these categories sub-categories include but are not limited to the physical, chemical, electrical, biological, ergonomic, and psychological hazards.

Hazards may include but are not limited to floor surfaces, pedestrian passageways, platforms and scaffolding, ladders, stairs, exits and egress, roadways, ventilation and extraction systems, lightning, noise exposure, ergonomic factors, stacking and storage, chemicals and fuels, waste disposal, equipment, tools, pneumatic and hydraulic systems, and electrical systems.

Hazards identification procedures may include but are not limited to task analysis, behaviour analysis, environment analysis, 'what-if' analysis, hazard operability (HAZOP; risk estimation, evaluation and acceptance, insurance, and modification), walk through inspections, incident/accident and complaint investigations, documentation, and reporting and recording.

Assessment of competencies in relation to risk assessment may include but is not limited to; work assessment (e.g. assessment of each task, sequence of tasks), process analysis (e.g. flow charts to identify raw materials used, finished products, by-products, waste, air contaminants, physical and ergonomic hazards).

Documentation associated with hazard identification may include but is not limited to hazard identification forms and risk assessment reports.

Performance Criteria

- 1.1 Reasons for conducting a risk assessment are clearly defined.
- 1.2 Areas in the workplace where hazards with the potential for serious harm to health and safety are most likely to occur are identified.
- 1.3 Information available on statutory health and safety regulations is confirmed.
- 1.4 Own competencies in relation to risk assessment are evaluated according to company's specifications.
- 1.5 Appropriate and applicable guidance and advice is sought.
- 1.6 A method for identifying hazards in the workplace being assessed is selected according to company's specifications.
- 1.7 Hazards that could result in serious harm to people or property at work are identified.
- 1.8 Hazards are recorded in line with legislation, good practice and workplace requirements.
- 1.9 Reports are submitted to the responsible people in accordance with company requirements
- 1.10 Interviews of management and staff are conducted according to company's guidelines.

Element 2: Assess the workplace and recommended control measures

Range

Methods of hazard assessment and analysis may include but are not limited to hierarchy of control; interviews with management; staff and inspection of workplace; qualitative, semi-quantitative, and quantitative methods; estimation of consequences for personnel or public safety (experience and models); financial loss or environmental impact; estimation of likelihood (experience, fault tree, event tree, and /or logic gates); assessment against criteria (codes of

practice and standards); judgement against evidence of systematic application of experience; and decision options.

Performance Criteria

- 2.1 All legal requirements that are appropriate to the hazard and the workplace to make sure that effective control measures are in place are identified.
- 2.2 Appliance of industry standards and all other reasonable precautions is confirmed.
- 2.3 Hazards that can be eliminated are identified.
- 2.4 The measures that are needed, to control hazards that cannot be eliminated are identified to make sure people carrying out the work will not be harmed.

Element 3: Review the workplace assessment of risks

Performance Criteria

- 3.1 The latest risk assessment is compared to the current workplace practice.
- 3.2 The significant differences between the previous and new working practices are accurately identified.
- 3.3 Recommendations to accommodate changes in workplace practices are considered and, if applicable, implemented according to company’s specifications.
- 3.4 New hazards arising from changes in the workplace or working practices are identified.
- 3.5 Changes to the risk assessment are made and communicated within the workplace.
- 3.6 Suitable performance indicators are developed according to company’s specifications.
- 3.7 Time-line for frequency of risk assessment is set according to legal and company’s requirements.

Registration Data

Subfield:	Preventive Health
Date first registered:	
Date this version registered:	
Anticipated review:	
Body responsible for review:	Namibia Training Authority