	Unit ID: 859
Domain	**OCCUPATIONAL HEALTH AND SAFETY**
Title:	**Promote a positive health and safety culture in workplaces**
Level: 5	**Credits: 10**

Purpose

This unit standard specifies the competencies required to promote a positive health and safety culture in workplaces. It includes gaining commitment to a positive health and safety culture; developing and implementing links with appropriate people and groups on health and safety culture; developing a plan to promote a health and safety culture in the workplace; and implementing plans to promote a health and safety culture in the workplace. This unit standard is intended for everyone at work.

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.
    • *'Health and safety culture'* refers to strategies that promote the prevention of injuries and illness.

- *'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: Expand commitment to a positive health and safety culture

Range

Resources of information to promote health and safety may include but are not limited to demographic profiles of the target group; literature searches, course content; peer networking; libraries; incident and accidents reports; required inputs to identify relevant stakeholders; and identified impacts of other existing or proposed programmes.

Gathered information may be of an objective statistical, or subjective qualitative nature.

Information needs to be sufficiently comprehensive to enable demographic characteristics of the target group to be linked with the analysis of injury statistics and other collated information.

Performance Criteria

1.1   Sufficient and clear information to management, staff and other relevant people about the benefits of a positive health and safety culture is provided.

1.2   The support of anybody in the organisation who can enhance a positive health and safety culture is obtained and maintained.

1.3   Information required for the purpose of promoting health and safety is gathered from sources that assure the quality of such information.

1.4   All opportunities to communicate information about a positive health and safety culture are used.

1.5   The presentation format of information gathered and to be communicated is made sufficiently clear to enable its use by colleagues or relevant others in company.

Element 2: Develop and implement links with appropriate people and groups on health and safety culture

Range

Consultative and participative processes to facilitate employees' opportunities to be fully involved in the development and implementation process may include but are not limited to health and safety committees, full staff meetings, team briefings, quality circles, and individual consultation.

Procedures to facilitate employees' opportunities to be fully involved in the development and implementation process may include but are not limited hazard management, dealing with emergencies, and identifying imminent risks.

Performance Criteria

2.1   Appropriate people and groups are identified.

2.2   Identified people and groups within the organisation are supported and assisted in health and safety matters.

2.3   Opportunities to enlarge social network on health and safety issues are developed and taken.

Element 3: Develop a plan to promote a health and safety culture in the workplace

Range

Plans to be developed are complementary and may include but are not limited to educational, engineering design, and policy related.

Performance indicators are, when applicable, set specific, measurable, achievable, realistic, and time-limited.

Resources include but are not limited to print and/or electronic resources for conveying main massages to the target group; necessary human resources for implementing and evaluating the programmes; necessary equipment; costing to all above.

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Performance Criteria

3.1   Possible changes to improve health and safety in the workplace are identified using the current information available.

3.2   Information on health and safety instruction and regulations currently available and communicated within the workplace is identified.

3.3   The current level of understanding of and support for health and safety instructions and procedures by people in the workplace is assessed.

3.4   Improvement plans are developed using the obtained information.

3.5   Resources to support necessary improvement to the current health and safety culture are identified.

3.6   Suitable performance indicators are developed.

Element 4: Implement plans to promote a health and safety culture in the workplace

Range

Measurement against performance criteria distinguishes among objectives to do with process, impact, and outcomes.

Methods to measure and evaluate may include but are not limited to conducting pre-test research; establishing baseline and other surveys; undertaking sampling; developing questionnaires establishing focus groups, assuring quality; analysing and interpreting statistics, including identifying trends.

Performance Criteria

4.1   Plans are presented to appropriated people in a clear and effective manner.

4.2   People who require information and advice about the plans to promote health and safety culture in the workplace are identified.

4.3   Information and advice is disseminated timely, inclusive of level of comprehension and current knowledge.

4.4   Advantages and legal requirements of compliance with health and safety practices are included in dispatched information.

4.5   Regular consultation opportunities in health and safety issues are provided and efficiency of the plan is measured against performance indicators.

Registration Data

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