

Domain	OCCUPATIONAL HEALTH AND SAFETY	Unit ID: 1157
Title:	Demonstrate basic knowledge of workplace safety and health	
Level: 1	Credits: 15	

Purpose

This unit standard is intended for those who are required to demonstrate basic knowledge of workplace safety and health. People credited with this unit standard are able to demonstrate knowledge of safety and health legal responsibilities in the workplace; demonstrate knowledge of hazard identification and risk control; demonstrate knowledge of workplace fire safety; identify product labels and demarcation in the workplace; comply with good housekeeping practices in the workplace; maintain personal hygiene in the workplace; and report incidents, unsafe acts and conditions in the workplace.

This unit standard is intended for people requiring basic knowledge of workplace safety and health.

Special Notes

1. Training of this unit standard must be conducted by a competent person as per legal requirements.
2. This unit standard may be used as a core or elective within any vocationally based qualification.
3. Assessment evidence may be collected from a real workplace or simulated real workplace.
4. Assessment of this unit standard is to be conducted by a competent person as per legal requirements.
5. The assessor must be satisfied that the candidate can demonstrate an understanding of, or competency against, the unit standard as a whole.
6. Performance of all elements in this unit standard must comply with all relevant workplace requirements and/or manufacturers' specifications.
7. Safe working practices may include but not limited to the identification, selection and wearing of personal protective equipment; reading and interpretation of safety signs and symbols; and in compliance with the health and safety instructions on product labelling.

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. Performance of all elements in this unit standard must comply with industry standards and workplace requirements.
10. Regulations and legislation relevant to this unit standard include the following:
 - Labour Act 2007 (Act no. 11, 2007)
 - Occupational Health and Safety Regulations No. 18, 1997 and all subsequent amendments.
 - Government Notice No. 156 Labour Act 6 of 1992: "Regulations Relating to the Health and Safety of Employees at Work"
 - National Occupational Safety and Health Policy (2021)And any other applicable legislation amendments and/or promulgations.

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 on www.namqa.org and the Namibia Training Authority on www.nta.com.na.

Elements and Performance Criteria

Element 1: Demonstrate knowledge of safety and health legal responsibilities in the workplace

Range

Employers and employees' duties, rights and responsibilities may include but not limited to employee rights to fair remuneration, employer obligations and legal recourse and dispute resolution.

Performance Criteria

- 1.1 Employer responsibilities regarding the safety, health and welfare of an employee are explained and understood.
- 1.2 Employee rights and responsibilities regarding own safety, the safety of others, and cooperation with the employer are explained.
- 1.3 Supervisor responsibilities regarding the implementation of health and safety are explained.
- 1.4 Responsibilities of a safety officer regarding compliance, monitoring, and evaluation of health and safety are explained.
- 1.5 Safety representative responsibilities regarding collecting health and safety information, workplace inspections, and conducting incident investigations are explained.

Element 2: Demonstrate knowledge of hazard identification and risk control

Performance criteria

Range

Hazards in the workplace may include but not limited to personal protective equipment may include but not limited to overalls, steel-capped boots, safety glasses/goggles, high visibility vest, jacket, hard hats, gloves, earplugs, dust masks, ear muff/plugs, and respirators.

- 2.1 Concepts of hazard and risk control are explained.
- 2.2 Importance of identifying and reporting hazards are explained.
- 2.3 Hazards are identified and risk control measures are explained.
- 2.4 Importance and the use of personal protective equipment, specific to the risks involved, are identified and explained.

- 2.5 Duties of the employer and employee in dealing with hazards are listed.

Element 3: Demonstrate knowledge of workplace fire safety

Performance criteria

- 3.1 Fire elements are explained.
- 3.2 Types of firefighting equipment found at worksites are identified and explained.
- 3.3 Different classes of fire are outlined, and their corresponding symbols are identified.
- 3.4 Various types of portable fire extinguishers and their applications are described.
- 3.5 Steps for operating a fire extinguisher are explained to employees.
- 3.6 Assessment is conducted to determine whether it is appropriate to engage in firefighting.
- 3.7 Methods for preventing fire in the workplace are outlined.
- 3.8 Emergency evacuation plan is interpreted and explained.
- 3.9 Symbols used in an emergency evacuation plan are explained.
- 3.10 Employee roles in the applicable emergency evacuation procedure are understood.

Element 4: Identify product labels and demarcation in the workplace.

Performance Criteria

- 4.1 Safety, health and environmental notices, signs, labels and symbols are identified and explained.
- 4.2 Classifications and demarcation of hazardous substances are identified and explained.
- 4.3 Importance of colour coding practices in the workplace are identified and explained.

Element 5: Comply with good housekeeping practices in the workplace

Performance Criteria

- 5.1 Housekeeping policies and procedures are developed and implemented

- 5.2 Housekeeping is maintained through regular workplace inspections.
- 5.3 Housekeeping hazards are identified and addressed to prevent further accidents.
- 5.4 Housekeeping routines are carried out in the assigned area of responsibility and beyond.
- 5.5 Tools and equipments are maintained and stored after use.

Element 6: Maintain personal hygiene in the workplace

Performance criteria

- 6.1 Importance of personal hygiene is explained to stakeholders.
- 6.2 Personal hygiene procedures are followed according to organisational and legal requirements.

Element 7: Report incidents, unsafe acts and conditions in the workplace

Performance criteria

- 7.1 Purpose and importance of reporting incidents, unsafe acts and conditions in the workplace are explained.
- 7.2 Incidents, unsafe acts and conditions are reported in accordance with legal and organisational requirements.
- 7.3 Importance of maintaining investigation records and confidentiality is explained.
- 7.4 Importance of employee's compensation is explained in accordance with legal and organisational requirements.

Registration Data

Subfield:	Preventive Health
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