

		Unit ID: 848
Domain	OCCUPATIONAL SAFETY AND HEALTH	
Title:	Develop and implement safety and health procedures in the workplace	
Level: 4	Credits: 20	

Purpose

This unit is intended for those who are required to develop and implement safety and health procedures in the workplace. People credited with this unit standard are able to develop safety and health procedures; implement and monitor procedures in the workplace; and monitor, review and update procedures in the workplace.

This unit standard is intended for those who work as safety and health officers.

Special Notes

1. Entry information:

Prerequisite:

- *Unit ID 846 - Conduct hazard identification and risk assessment in the workplace*

2. Training of this unit standard must be conducted by a competent person as per legal requirements.
3. Training and assessment for this unit standard can be integrated with other relevant technical unit standards within the Occupational Safety and Health domain.
4. 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.
5. Assessment evidence may be collected from a real workplace or a simulated workplace in which there is a high degree of realism that replicates environment in which occupational safety and health setting.
6. Assessment of this unit standard must be carried out by a registered Assessment Practitioner with NTA.
7. 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 whereby all risks are assessed, and appropriate action is taken to bring those risks to an acceptable level.
- *'Procedure'* refers to a specified way to carry out an activity or process.
- *Job Task Observations (JTO)* refer to a method used to assess how employees perform their work, often with the aim of improving safety, efficiency, or identifying training needs.

8. Range

Stakeholders may include but are not limited to employees, supervisors, safety and health representatives and, safety and health committees.

9. 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.
10. Performance of all elements in this unit standard must comply with industry standards and workplace requirements.
11. 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"
 - 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: Develop safety and health procedures

Performance Criteria

- 1.1. Procedures required based on legal requirements are determined in accordance with legal, industry specific, and international standard requirements .
- 1.2. Purpose, scope and objectives of procedures are outlined.
- 1.3. Roles and responsibilities for developing and implementing procedure are allocated to employees.
- 1.4. Instructions are outlined in line with legal and organisational procedures.
- 1.5. Risk control measures are embedded in the procedure instructions.
- 1.6. Draft procedures are communicated to stakeholders.
- 1.7. Feedback from stakeholders is incorporated in final procedures.
- 1.8. Procedure is approved according to organisational procedures.
- 1.9. Approved procedure is documented, dated and archived as per organisational record keeping procedures.

Element 2: Implement and monitor procedures in the workplace

Performance Criteria

- 2.1 Procedures are communicated to stakeholders using training and awareness methods.
- 2.2 Employees abilities to follow procedures are evaluated through Job Task Observations (JTO) and drills.
- 2.3 Portfolio of evidence for procedures implementation is maintained.
- 2.4 Implementation of procedures is monitored through inspections and audits to ensure effectiveness.
- 2.5 Procedures improvement opportunities are compiled, documented and communicated to stakeholders.

Element 3: Review and update procedures in the workplace.

Range

Performance Criteria

- 3.1 Organisational procedures are reviewed and identified in line with legal, international standard and organisational requirements.
- 3.2 Resources required are identified and stakeholders are informed.
- 3.3 Safety and health procedures review is conducted through sessions with stakeholders and changes are recorded.
- 3.4 Proposed changes are analysed and evaluated to determine suitability, adequacy and effectiveness, in line with legal and other requirements.
- 3.5 Safety and health procedures are updated and approved.
- 3.6 Procedures are updated, re-approved and communicated to stakeholders as per organisational procedures for implementation.

Registration Data

Subfield:	Preventive Health
Date first registered:	10 April 2012
Date this version registered:	10 April 2012
Anticipated review:	2015
Body responsible for review:	Namibia Training Authority