

		Unit ID: 852
Domain	OCCUPATIONAL SAFETY AND HEALTH	
Title:	Coordinate safety and health training in the workplace	
Level: 4	Credits: 4	

Purpose

This unit standard is intended for those who are required coordinate safety and health training in the workplace. People credited with this unit standard are able to coordinate safety and health training in a workplace.

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

Special Notes

1. Entry information:

Pre-requisite:

- *Unit ID 863 - Apply Safety and Health legal and other requirements in the workplace.*
- *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 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.
 - *Competence* refers to the ability to apply knowledge and skills to achieve intended results.
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)
 - 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: Coordinate safety and health training in a workplace

Range

Resources may include but is not limited to training material, equipment, facilitators and trainers.

Performance Criteria

- 1.1 Purpose and objectives of safety and health competence training in the organisation is determined in accordance with legal, industry specific and organisational requirements.
- 1.2 Training needs analysis is conducted in line with legal, industry specific and organisational requirements.
- 1.3 Resources required for training are identified.
- 1.4 Training schedule is developed and training is facilitated.
- 1.5 Quality of safety and health training is evaluated to ensure competence requirements are met.
- 1.6 Training records are documented.

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