

		Unit ID: 853
Domain	OCCUPATIONAL SAFETY AND HEALTH	
Title:	Communicate a safety and health information in the workplace	
Level:4	Credits: 4	

Purpose

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

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

Special Notes

1. Entry information:

Pre-requisite:

- *Unit ID: 1150 - Apply basic reading skills in a workplace environment.*

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 an 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.
8. Range
- Safety and health information may include but not limited to hazards, incidents and accidents, safety and health initiatives, safety and health policies and procedures, emergency arrangements, incident reporting, and safety and health reporting channels.
- Communication mediums and methods may include but not limited to – meetings, documentation, radio, electronic, posters and signage.
- Communication barriers may include but not limited to – language, disability, literacy, culture, gender, age, communication channels, environment and human behaviour.
- Strategies to eliminate communication barriers may include but not limited to – establish and maintaining rapport, avoiding offence, acknowledging peers, conversation flow, non-verbal cues, giving and seeking information
- Effective communication helps in promoting awareness, ensuring compliance, and fostering a culture of safety by keeping all employees informed and engaged. This ultimately leads to a reduction in workplace incidents and an improvement in overall safety performance.
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:
- Labour Act 2007 (Act no. 11, 2007)
 - Government Notice No. 156 Labour Act, 1992: "Regulations Relating to the Safety and health 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: Communicate safety and health information in the workplace.

Performance Criteria

- 1.1 Safety and health information needs are determined in accordance with legal and organisational procedures.
- 1.2 Mediums and methods of communication are selected to ensure the audience receives clear and effective messages.
- 1.3 Safety and health information are communicated to stakeholders.
- 1.4 Stakeholder feedback on safety and health information is encouraged.
- 1.5 Communication barriers are identified and elimination strategies are developed and implemented.
- 1.6 Communication of safety and health information is monitored and evaluated for effectiveness.

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