

		Unit ID: 854
Domain	OCCUPATIONAL HEALTH AND SAFETY	
Title:	Develop and implement a safety and health management system	
Level: 5	Credits: 20	

Purpose

This unit standard is intended for those who are required to develop and implement a safety and health management system. People credited with this unit standard will be able to plan and prepare for the develop safety and health management system; develop and document a safety and health management system; implement a safety and health management system; monitor, review and continuously improve a safety and health management system.

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

Special Notes

1. Entry information:

Pre-requisite:
 - *All level 4 Unit IDs*
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 portfolio of evidence and culminates in a final summative assessment. The portfolio of evidence includes a collection of documents which act as proof (evidence) to showcase the candidate's/trainee's acquired competencies (skills and knowledge).
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. Range
- Documentations may include but not limited to policies, work safe procedures, operational procedures, work instructions, management plans, manual and checklists.
8. Glossary of terms:
- *Safety and Health Management System* refers to a structured framework to manage occupational safety and health risks, with the aim to prevent work-related injuries and ill health, and to provide a safe and healthy workplace. It is a set of interrelated or interacting elements used by an organisation to establish occupational safety and health policies, objectives and targets.
 - *Safety and Health Policy* refers to a formal document created by an organization to outline its commitment to maintaining a safe and healthy working environment for its employees and other stakeholders’.
 - *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.
 - *Legal requirements* are mandated by law and enforced by governmental agencies. These laws are designed to protect employees, employers, and the general public by setting minimum standards for Safety and Health in the workplace.
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 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: Plan and prepare for the development of safety and health management system

Range

Tools and resources may include but are not limited to external consultants, leadership commitment support, workers participation, budget availability, baseline risk assessment, gap assessments.

Key elements of a safety and health management system may include context of organisation, management commitment, policies and procedures, risk assessment and control, training, monitoring, reporting, reviews, emergency response and preparedness.

Documentation includes emergency preparedness, incident reporting, training, and performance measurement processes.

Performance criteria

- 1.1 Scope, purpose and objectives of safety and health management system are determined in consultation with stakeholders.
- 1.2 Legal, industry specific and international standards requirements applicable to the organisation are researched and documented.
- 1.3 Safety and health management system development plan is prepared, including timelines, deliverables, and evaluation criteria.
- 1.4 Resources and documentation required to develop a safety and health management system are identified in line with workplace requirements.

Element 2: Develop and document a safety and health management system

Range

Performance Criteria

- 2.1. Safety and health management system framework is designed in line with legal, industry specific and international standards requirements.
- 2.2. Policies, procedures, and standards are developed to manage safety and health in the workplace.

- 2.3. Performance indicators are established to measure the effectiveness of the safety and health management system.
- 2.4. Safety and health management system is reviewed and approved with key stakeholders to ensure alignment with organisational objectives and compliance requirements.

Element 3: Implement a safety and health management system.

Range

Performance Criteria

- 3.1 Safety and health management system is implemented in conjunction with key stakeholders.
- 3.2 Training and awareness programmes are determined to ensure stakeholder understand their roles and responsibilities within the safety and health management system.
- 3.3 Training and awareness communication methods are selected to reach stakeholders effectively and implemented.
- 3.4 Implementation of safety and health management system is recorded.

Element 4: Monitor, review, and continuously improve a safety and health management system

Range

Monitor and review may include but are not limited to audits, management review, regulatory compliance review, incidents analysis and corrective actions, inspections.

Continual improvement may include but not limited to incident analysis, non-conformance and corrective action, safety and health performance, promoting a safety and health culture, maintaining and retaining document information.

Performance Criteria

- 4.1 Audits, inspections, and management reviews are conducted in line with organisational schedule.
- 4.2 Non-conformances and opportunities for improvement are identified, recorded and communicated to stakeholders.
- 4.3 Implementation of corrective actions is coordinated with key stakeholders to ensure continual improvement.

Registration Data

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