

		Unit ID: 856
Domain	Occupational Safety and Health	
Title:	Conduct safety and health audit	
Level: 5	Credits: 15	

Purpose

This unit standard specifies the competencies required to conduct safety and health audit. People credited with this unit standard are able to prepare and carry out a safety and health audit; evaluate findings and compile report; and coordinate corrective actions implementation.

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

Special Notes

1. Entry information:

Pre-requisite:

- *Unit ID 854 - Develop and implement safety and health management system.*

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
- ‘*Safety*’ refers to an ongoing process where by all risks are assessed and appropriate action is taken to bring those risks to an acceptable level.
 - ‘*Health*’ refers to a state of complete physical, mental and social wellbeing, not merely the absence of disease or infirmity.
 - ‘*Audit*’ refers to systematic, independent and documented process for obtaining audit evidence and evaluating it objectively to determine the extent to which the audit criteria are fulfilled.
8. The scope of the audit includes but is not limited to employer commitment to safety management practices; planning, review and evaluation; hazard identification; assessment and management; information; training and supervision; incident, accident and complaint reporting; recording and investigation; employee participation in health and safety management; emergency planning and readiness; protection of employees from on-site work undertaken by contractors and sub-contractors.
9. Information providing baseline data against which to compare the outcomes of the audit may include but is not limited to legislation, (international) literature, codes of practice, workplace exposure limits, guidelines, industry and organisational guidelines.
10. 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.
11. Performance of all elements in this unit standard must comply with industry standards and workplace requirements.
12. 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”
- 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: Prepare and carry out a safety and health audit.

Range

Opening meeting may include but are not limited to audit plan, audit scope, objectives, audit criteria and principles.

Safety and health data may include but are not limited to documents, records, and other audit evidence.

Data collection may include but are not limited to samples, document interview and inspections, observations and previous audit records, safety policies, procedures, training and awareness records, calibration certificates, monitoring reports, incident reports and previous audit reports.

Resources required for auditing may include but are not limited to equipment, checklists, protocols, client specifications, reports, technological, software, procedures, legal and other requirements.

Performance Criteria

- 1.1 Purpose, scope and objectives of safety and health audits is determined in accordance with legal, industry specific and international standards requirements.
- 1.2 Auditing plan is prepared and communicated to stakeholders.
- 1.3 Auditing team and resources are identified as per the organisational procedures.
- 1.4 Audit opening meeting is facilitated with stakeholders.
- 1.5 Data collection and verification of compliance is conducted in line with established criteria.
- 1.6 Non-conformances are identified and recorded.

Element 2: Evaluate findings and compile report

Performance Criteria

- 2.1. Audit findings are analysed and areas of improvement are identified and documented.
- 2.2. Preliminary findings and recommendations are communicated to stakeholders for review.

2.3. Audit report is compiled and communicated to stakeholders.

Element 3: Coordinate corrective actions implementation

Performance Criteria

- 3.1 Corrective action plan is developed and coordinated in conjunction with stakeholders for implementation.
- 3.2 Corrective actions are monitored and followed up with stakeholders.
- 3.3 Effectiveness of corrective actions is evaluated.
- 3.4 Final audit closure is conducted with stakeholders.

Registration Data

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