

		Unit ID: 857
Domain	OCCUPATIONAL SAFETY AND HEALTH	
Title:	Establish emergency preparedness and response plan in the workplace	
Level: 5	Credits: 20	

Purpose

This unit standard is intended for those who are required to establish emergency preparedness and response plan in the workplace. People credited with this unit standard are able to plan and prepare for emergency preparedness and response; develop emergency preparedness and response plan and implement emergency response plan.

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

Special Notes

1. Entry information:

Prerequisite:

- *Unit ID 853 - Communicate safety and health informations in the workplace.*
 - *Unit ID 848 - Develop and implement safety and health procedures in the workplace*
 - *Unit ID 846 - Conduct hazard identification and risk assessment in the workplace.*
 - *Unit ID 863 - Apply safety and health legal and other requirements 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 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 where by all risks are assessed and appropriate action is taken to bring those risks to an acceptable level.
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 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: Plan and prepare for emergency preparedness and response

Range

Resources may include but not limited to, training material, control room, personnel protective equipment, people, time allocation, emergency equipment, communication tools.

Emergency response teams may include but are not limited to first aid responders, fire marshals, and individuals with specific roles in emergency response.

Performance Criteria

- 1.1 Purpose, objective and process of preparing and responding to emergencies is determined in line with legal, industry specific and international standards requirements.
- 1.2 Roles and responsibilities are defined in line with organisational procedures.
- 1.3 Resources are identified in line with organisational procedures.
- 1.4 Emergency response teams are trained and appointed.

Element 2: Develop emergency preparedness and response plan

Range

Emergency scenarios may include but is not limited to fire, flood, explosion, medical situations, natural disaster, theft, bomb threat, civil disturbance and strikes.

Performance Criteria

- 2.1 Emergency scenarios are identified and outlined according to the workplace risk assessment.
- 2.2 Emergency response plans are developed for different types of emergencies scenarios.

Element 3: Implement emergency response plan

Range

Emergency preparedness and response arrangements may include but are not limited to emergency facilities, materials and equipment, first aid facilities, safety shower and eyewash stations, two-way radios, cluster rooms, fire extinguishers, life jackets, fire trucks, ambulance, spill kit, oxygen cylinders, and self-contained breathing apparatus.

Stakeholders may include but are not limited to employees, contractors, emergency services, medical services, police, fire brigade, neighbouring communities, media and local authorities.

Evaluation methods may include but are not limited to fire drills, inspections, simulations, performance tests and records.

Performance Criteria

- 3.1 Emergency preparedness and response plan is communicated to stakeholders in line with workplace requirements.
- 3.2 Emergency preparedness and response arrangements are implemented in line with organisational procedures.
- 3.3 Evaluation of emergency preparedness and response plan is conducted to ensure effectiveness.
- 3.4 Evaluation report is compiled and communicated to stakeholders in line with workplace requirements to ensure continuous improvement.

Registration Data

Subfield:	Preventive Health and Safety
Date first registered:	10 April 2012
Date this version registered:	10 April 2012
Anticipated review:	2015