

Domain	OCCUPATIONAL SAFETY AND HEALTH		Unit ID: 862
Title:	Prepare and compile safety and health performance report		
Level: 4			Credits: 6

Purpose

This unit standard is intended for those who are required to prepare and compile safety and health performance report. People credited with this unit standard will be able to prepare and compile safety and health performance report.

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

Special Notes

1. Entry information:

Prerequisite:

- *Unit ID 848 - Develop and implement safety and health procedures in the workplace.*
- *Unit ID 853 - Communicate safety and health informations 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.

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8. 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.
9. Range

Sources may include but not limited to incident reports, audits, inspections, training schedule status, status of corrective actions and meeting minutes.
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 of 2007)
 - Government Notice No.156 Labour Act, 1992 "Regulations relating to Health and Safety of employees at work"

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 compile safety and health performance report

Performance Criteria

- 1.1. Report format is determined in line with organisational and industry requirements.
- 1.2. Sources of safety and health data and information are identified and gathered.
- 1.3. Performance metrics are identified as per legal and organisational requirements.
- 1.4. Safety and health data is analysed and interpreted to identify trends, non-conformances and compliance gaps.
- 1.5. Safety and health findings are assessed against organisational objectives.
- 1.6. Key findings, positive performance, and areas for improvement are highlighted in the report and recommendations for action are provided.
- 1.7. Report is presented and communicated to the stakeholders.
- 1.8. Report is documented and archived as per legal, industry and organisational requirements.
- 1.9. Implementation of recommended actions is monitored and close out by stakeholders.

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