

Domain OCCUPATIONAL SAFETY AND HEALTH
Title: Conduct a Planned Task Observation
Level: 5

Credits: 15

Purpose

This unit standard is intended for those who are required to conduct a planned task observation. People credited with this unit standard are able to plan and prepare for planned task observation and carry out a planned task observation.

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

Special Notes

1. Entry Information

Pre – requisite

- *Unit ID OSH 003 - Manage safety and health of high-risk operations in the workplace.*

2. Training and assessment for this unit standard can be integrated with other relevant technical unit standards within the OSH domain.

3. 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.

4. 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.

5. Glossary of terms:

- *Planned Task Observation (PTO)* refers to a structured exercise involved with identifying hazards in the workplace and the subsequent documentation of the control measures to manage those risks. PTOs enable observers to know whether or not a worker is performing tasks in accordance with organisational and industrial standards.

6. Performance of all elements in this unit standard must comply with industry standards and workplace requirements.

7. 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”

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 planned task observation

Range:

Key stakeholders may include but not limited to supervisors, safety and health professionals, and employees.

Process may include but not be limited to preparation, observation, feedback and follow-up.

Performance Criteria

- 1.1 Purpose, scope, objectives and process are determined as per legal and organisational requirements.
- 1.2 Resources required for the observation are prepared in line with the specific task.
- 1.3 Key stakeholders are engaged to clarify unclear actions.

Element 2: Carry out a Planned Task Observation

Performance Criteria

- 2.1 Planned task observation for a specific task is conducted in line with legal and organisational requirements.
- 2.2 Deviations are recorded, analysed and remedial actions are recommended in consultation with stakeholders.
- 2.3 Planned task observation report is communicated to stakeholders for deviation close out.

Registration Data

Subfield:	Preventative Health and Safety
Date first registered:	2015
Date this version registered:	
Anticipated review:	2019
Body responsible for review:	Namibia Training Authority