

Domain **OCCUPATIONAL HEALTH AND SAFETY**
Title: **Prepare a safety and health budget in the**
 workplace

Level: 5

Credits: 15

Purpose

This unit standard is intended for those who are required to prepare a safety and health budget in the workplace. People accredited with this unit standard are able to prepare a safety and health budget in the workplace.

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

Special Notes

1. Entry information:

Pre-requisite:

- *Unit ID 862 - Prepare safety and health performance report.*

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.

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. Assessment of this unit standard must be carried out by a registered Assessment Practitioner with NTA.

6. Glossary of terms:
 - “*Budget*” refers to a financial plan that outlines the expected income and expenditure for a specific period.
7. 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.
8. Performance of all elements in this unit standard must comply with industry standards and workplace requirements.
9. Regulations and legislation relevant to this unit standard include the following:
 - The Constitution of the Republic of Namibia
 - 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: Prepare a safety and health budget in the workplace

Budget categories may include but are not limited to templet, capital expenditures, operational expenditures, safety and health, environment.

Cost estimates may include but are not limited to quotations, historical data and expected increases.

Organisational requirements may include but are not limited to risk assessments, incident reports, audit findings and operational needs.

Stakeholders may include but are not limited to supervisors and management.

Performance Criteria

- 1.1. Safety and health budget templet is identified in line with organisational procedures.
- 1.2. Safety and health budget needs are identified and categorised as informed by organisational requirements.
- 1.3. Cost estimates are collected for cost comparison.
- 1.4. Cost estimates are adjusted in line with inflation and expected price fluctuations.
- 1.5. Budget is compiled and communicated to stakeholders in line with organisational requirements for approval.

Element 2: Implement a safety and health budget in the workplace

Performance Criteria

- 2.1. Procurement of safety and health items is coordinated and facilitated as per approved budget.
- 2.2. Budget expenditure is monitored in line with organisational requirements.

Registration Data

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