

Unit ID: 667

Domain

POSTAL CORE

Title: Follow basic workplace health, safety and security procedures in a postal work environment

Level: 1

Credits: 6

### Purpose

This unit standard specifies the competencies required to follow basic workplace health, safety and security procedures in a postal services environment. It involves identifying safety risks; following safe work practices; following accident and emergency procedures; and following security procedures. This unit is intended for those who work in postal services.

### Special Notes

1. This unit standard is to be delivered and assessed in the context of postal services and should be assessed in conjunction with other relevant technical unit standards selected from this domain.
2. Assessment may be conducted at a real workplace or simulated workplace, or an appropriate simulated environment in which postal services are provided.
3. Personnel in the work area may include but are not limited to: work staff; site visitors; occupational health and safety specialists; union representatives; contractors; official representatives.
4. Personal protective equipment and clothing may include but is not limited to: gloves; safety headwear and footwear; safety glasses; two-way radios; high visibility clothing.
5. Glossary of terms:
  - *Safety policies* are work principles adopted by an organisation or industry to ensure that the risk of injury or harm to workers is minimized, for example by wearing protective clothing
  - *Personal protective clothing* is prescribed clothing worn by a person at work, to shield the body from dangerous substances or a hazardous environment.
  - *Emergency procedure* is a policy on conduct in a prescribed order and manner, during a sudden state of danger that requires immediate action.
  - *Contamination* is the pollution (for example of food or blood) by bacteria or radioactivity which is harmful to humans.
  - *Evacuation* is the urgent and orderly removal of people from a place of danger, for example, when premises are on fire.
  - *'Specifications'* refers to any, or all of the following: manufacturer's specifications and recommendations, workplace specific requirements.

6. All inspection, operation and maintenance procedures associated with the use of utensils and equipment shall comply with manufacturer's guidelines and instructions.
8. Regulations and legislation relevant to this unit standard include the following:
  - Namibia Labour Act, No 11 of 2007
  - The Social Security Act 1994
  - The Employee Compensation Amendment Act 5 of 1995
  - National Road Traffic Act 22 of 1999; Chapter 6 part 4 (Hazardous goods)
  - Occupational Health and Safety Regulations No.18, 1997 and all subsequent amendments.

### **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 guidelines are available from the Namibia Qualifications Authority and the Namibia Training Authority on [www.nta.com.na](http://www.nta.com.na).

### **Elements and Performance Criteria**

#### **Element 1: Identify safety risks**

##### **Range**

Safety risks may include but are not limited to: site layout and obstacles; storage and use of hazardous or toxic substances; inflammable materials and fire hazards; handling of broken or damaged equipment; handling of electronic equipment; lifting practices; manual and mechanically assisted lifting and load shifting procedures; moving machinery and equipment; movements of equipment, goods and vehicles; damaged packaging material and containers; extremes in weather conditions; sickness and accidents; lighting levels; floor surfaces; water hazards; traffic flows; vehicle and equipment operation; unsafe storage condition; dangerous goods. Evidence is required of those relevant to the work role of the candidate.

##### **Performance Criteria**

- 1.1 Safety risks in the work area are identified and reported to designated personnel in line with company policy and procedure.
- 1.2 Safety risks in the work area are controlled in line with scope of personal responsibilities and company policy and procedure.

## **Element 2: Follow safe work practices**

### **Range**

Safe work methods include but are not limited to: manual handling procedures; rest periods; defensive driving; lighting; ventilation; chemical use and storage; company housekeeping procedures; use of personal protective equipment; size, shape and special requirements of loads; transportation requirements for goods within workplace; promptly reporting any identified problems, faults or malfunctions that may arise during work; safe and efficient handling of postal and mail items; modifying activities depending on risk situations and environments upon supervisor's instructions; operating and adapting to differences in equipment in accordance with standard operating procedures. Evidence is required of those relevant to the work role of the candidate.

Safety signs and symbols include but are not limited to: safety labels; hazard signs and labels; goods coding; Dangerous Goods (DG) and International Marine Dangerous Goods (IMDG) markings; emergency information panels. Evidence is required of those relevant to the work role of the candidate.

### **Performance Criteria**

- 2.1 Tools, equipment and materials are selected to carry out work tasks that are consistent with the requirements of the job, these are checked for serviceability prior to use and any faults are reported, in line with company policy and procedure.
- 2.2 Tools, equipment and materials used in work are handled, used, cleaned and stored in line with company, manufacturer and/or supplier and legislative requirements.
- 2.3 Work areas are maintained in a safe manner in line with company and legislative requirements.
- 2.4 Safe work practices are identified and applied in line with company and legislative requirements.
- 2.5 Communication and behaviour in the work area complies with company policy and procedures.
- 2.6 Work tasks are performed in a safe manner in line with company and legislative requirements.
- 2.7 Personal protective equipment and clothing are used and stored in line with company policy and procedure.
- 2.8 Safety signs and symbols are identified and followed in line with company policy and procedure.

## **Element 3: Follow accident and emergency procedures**

### **Range**

Appropriate personnel to be contacted in case of an emergency, accident, fire or to report a risk are: designated safety officers determined by the company, who have

undertaken specific safety response training; supervisors; managers or other senior personnel.

Types of emergency may include but may not be limited to: fire; flood; evacuation; robbery; suspicious mail items; dangerous goods; physical threats; bomb threats; workplace accident; road transport accident.

Types of fire may include but are not limited to: electrical; chemical; gas; mechanical; paper; wood or natural fire.

Fire equipment may include but is not limited to: fire truck; fire reel; fire hydrant and hoses; fire extinguishers and manual fire fighting equipment.

### **Performance Criteria**

- 3.1 Appropriate personnel to be contacted in the event of an accident or emergency are identified in line with company policy and procedure.
- 3.2 Accidents, fires and emergencies are responded to in line with personal scope of responsibilities and company policy and procedure.
- 3.3 Reports related to accidents, fire and emergencies are completed in line with personal scope of responsibilities and company policy and procedure.
- 3.4 Evacuations are carried out when required in line with company policy and procedure.

### **Element 4: Follow security procedures**

#### **Range**

Security issues and breaches of security procedures may include but are not limited to: loss of keys; strange or suspicious persons; broken or malfunctioning security features such as door and window locks, boom gates and security screens; loss of property, goods or materials, damaged property or fittings.

Identifying security issues includes but is not limited to: instructions; procedures; applicable regulatory requirements; labels; markings; ID cards and other information relevant to mail security.

### **Performance Criteria**

- 4.1 Security procedures are correctly and consistently followed in line with company and legislative requirements.
- 4.2 Security issues and breaches of security procedures are reported to designated persons in line with company policy and procedure.
- 4.3 Suspicious behaviour or unusual occurrences are reported promptly to the designated person in line with company policy and procedures.

## **Registration Data**

<b>Subfield:</b>	Postal Services
<b>Date first registered:</b>	
<b>Date this version registered:</b>	
<b>Anticipated review:</b>	2013
<b>Body responsible for review:</b>	Namibia Training Authority