

	Unit ID: 856
Domain	Occupational Health and Safety
Title:	Develop and carry out health and safety audit systems
Level: 5	Credits: 8

Purpose

This unit standard specifies the competencies required to develop and carry out health and safety audit systems. It includes preparing to audit the health and safety management system; carrying out a health and safety audit in accordance with the agreed specification; and making recommendations based on the results of a health and safety audit.

Special Notes

1. Entry information:

Prerequisite:
 - *None*
2. This unit standard is to be delivered and assessed in the context of Occupational Health and Safety operations and should be assessed in conjunction with other relevant technical unit standards selected from this 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 an appropriate simulated environment in which Occupational Health and Safety operations are carried out.
5. Glossary of terms
 - '*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.
 - '*Health*' refers to a state of complete physical, mental and social wellbeing, not merely the absence of disease or infirmity.
 - '*Specifications*' refers to and includes any, or all of the following: manufacturer's specifications and recommendations, legislation and statutory requirements, and organisation's policies, procedures and guidelines.

6. 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.
7. The scope of the audit includes but is not limited to employer commitment to safety management practices; planning, review and evaluation; hazard identification; assessment and management; information; training and supervision; incident, accident and complaint reporting; recording and investigation; employee participation in health and safety management; emergency planning and readiness; protection of employees from on-site work undertaken by contractors and sub-contractors.
8. Information providing baseline data against which to compare the outcomes of the audit may include but is not limited to legislation, (international) literature, codes of practice, workplace exposure limits, guidelines, industry and organisational guidelines.
9. Operational standards may include but are not limited to preventative maintenance, permit to work systems, confined space entry, chemical handling and storage, isolations of risks.
10. Audit programmes may include but are not limited to making provision for; appropriate areas and activities selected for the audit; appropriate people to be selected and notified to provide audit information; places selected for audit processes; times selected and time-off where required arranged.
11. 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"
 - Presidential Proclamation No. 10 Labour Act, 1992 Part XI, Section 101 of the Labour Act 1992)
 - HIV Code on Employmentand 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 arrangements are available from the Namibia Qualifications Authority and the Namibia Training Authority on www.nta.com.na.

Elements and Performance Criteria

Element 1: Prepare to audit the health and safety management system

Performance Criteria

- 1.1 The nature, scope and frequency of health and safety audits for the company are defined.
- 1.2 The operational and technical standards; and procedures and performance standards for health and safety in the organisation are defined.
- 1.3 The health and safety statutory requirements relevant to the scope of the audit are identified.
- 1.4 Performance criteria to be quantified are identified.
- 1.5 A competent auditor and suitable audit tools are identified.
- 1.6 The audit programme and reporting procedures with directors and/or senior managers are agreed.

Element 2: Carry out a health and safety audit in accordance with the agreed specification

Performance Criteria

- 2.1 An audit is carried out in accordance with an agreed specification.
- 2.2 The health and safety documentation of an organisation is reviewed and evaluated.
- 2.3 Physical inspections and behavioural observations in an organisation are carried out according to company's specifications.
- 2.4 Audit programme to meet unexpected situations and requirements are modified according to company's specifications.
- 2.5 Health and safety audit records are kept according to company's specifications.

Element 3: Make recommendations based on the results of a health and safety audit

Range

Reports may include but are not limited to an outline of the objectives and methodology used for the audit; the audit template; findings from the audit; conclusions drawn from the findings; recommendations for future action.

Performance Criteria

- 3.1 Health and safety audit report are prepared and written according to company's specifications.
- 3.2 The performance criteria are quantified according to company's specifications.

- 3.3 Recommendations that are necessary to improve the health and safety performance of an organisation, including a realistic implementation timescale are reported according to company's specifications.
- 3.4 Audit report to the directors and/or senior managers is presented in accordance with organisational procedures.
- 3.5 The acceptance of the recommendations made to improve the health and safety performance of an organisation to the directors and senior management is motivated.

Registration Data

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