

Domain	OFFICE ADMINISTRATION	Unit ID: 90
Title:	Follow workplace safety procedures in an office environment	
Level: 1		Credits: 2

Purpose

This unit standard specifies the competencies required to follow workplace safety procedures. It includes the adhering to workplace safety procedures and contributing to the development of workplace safety requirements. This unit standard is intended for those who work in an office environment.

Special Notes

1. To demonstrate competence at a minimum, evidence is required of implementing workplace safety procedures to deal with hazards and contributing to workplace health and safety.
2. This unit standard is to be delivered and assessed in the context of office administration operations and should be assessed in conjunction with other relevant technical unit standards selected from this domain.
3. Assessment evidence may be collected from a workplace, a simulated real workplace or an appropriate simulated realistic environment in which office administration tasks are carried out.
4. All inspection, operation and maintenance procedures associated with the use of tools and equipment shall comply with manufacturers' guidelines and instructions.
5. Performance of all elements in this unit standard must comply with all relevant workplace requirements and /or manufacturer's specifications.
6. Regulations and legislation relevant to this unit standard include the following:
 - Labour Act No 6, 1992
 - 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 arrangements are available from the Namibia Qualifications Authority and the Namibia Training Authority on www.nta.com.na

Elements and Performance Criteria

Element 1: Adhere to safe workplace procedures

Range

Office related hazards may include but are not limited to sharp items in the office, open filing cabinets or cabinets crowded into small spaces, wet or polished floor surfaces, telephone cords, cables and electric cords lying across the floor, wrinkled or loose carpets, objects blocking clear and safe access of corridors, entry and exit points, performing tasks that involve repetitive movement, poor posture and forceful movements, radiation from a screen or monitor.

Emergencies may include but are not limited to chemical spills, bomb threats and fire.

Workplace safety procedures may include but are not limited to safe manual handling, observation of workplace signs and symbols and correct posture.

Performance Criteria

- 1.1 Workplace safety procedures relevant to own work area of responsibility are followed.
- 1.2 Hazards in the work area are recognized.
- 1.3 Workplace procedures for dealing with incidents, accidents, fire and other emergencies are followed, whenever necessary, within the scope of responsibilities and competencies.

Element 2: Contribute to occupational health and safety in an office environment

Range

Appropriate people may include supervisors, managers, team leaders, designated health and safety officers, designated occupational health and safety officers, health and safety representatives.

Contributions may include behaviour that contributes to a safe working environment, identifying and reporting risks or hazards, using business equipment according to guidelines, listening to the ideas and opinions of others in the team, sharing opinions, views, knowledge and skills.

Participative arrangements may include formal and informal health and safety meetings, meetings called by health and safety representatives; suggestions, requests, reports and concerns put forward to management.

Performance Criteria

- 2.1 Occupational health and safety issues are raised with appropriate people in accordance with workplace procedures and relevant occupational health and safety legislation.

- 2.2 Contributions to participative arrangements for occupational health and safety management in the workplace are made within organisation procedures and the scope of responsibilities and competencies.

Registration Data

Subfield:	Business Services
Date first registered:	28 September 2006
Date this version registered:	28 September 2006
Anticipated review:	2011
Body responsible for review:	Namibia Training Authority