

Domain**Electronics****Title:****Apply health and safety rules and regulations in electronics workplace****Level: 1****Credits: 3****Purpose**

This unit standard specifies the competencies required to apply health and safety rules and regulations in electronics workplace. It includes following safe workplace procedures, assessing risks, following emergency procedures, demonstrating and applying knowledge of lockout procedures, demonstrating use of ladders and scaffolding as well as complete work and do housekeeping. This unit standard is intended for those who work as electronics industry.

Special Notes

1. Entry information:

Prerequisite
 - none
2. Assessment evidence may be collected from a real workplace or a simulated real workplace or an appropriate simulated realistic environment in which electronics operations are carried out.
3. All inspection, operation and maintenance procedures associated with the use of tools and equipment shall comply with manufacturers' specifications and/or company's guidelines and instructions.
4. Regulations and legislation relevant to this unit standard include the following:
 - Labour Act, No. 11, 2007
 - Occupational Health and Safety Regulations No. 18, 1997 and all subsequent amendments.
6. Performance of all elements in this unit standard must comply with industry standards.

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: Follow safe work procedures.

Range

Personal protective equipment may include but are not limited to overalls, steel capped boots, jacket, gloves, safety glasses or goggles, cap, dust mask or respirator, plugs.

Signs may include but are not limited to hazard identification, facility or location signs, site safety, traffic and warning signs and symbols.

Performance Criteria

- 1.1 Tasks are performed in a safe manner and in line with legislative and workplace requirements and procedures.
- 1.2 Organisation of duties, tools, equipment and materials is performed in line with workplace procedures.
- 1.3 Workplace security policies and/or procedures are identified and followed.
- 1.4 Personal protective equipment and clothing is worn, used and stored in line with workplace procedures.
- 1.5 Tool and equipment guides are used in line with manufacturers' and workplace specifications and regulations.
- 1.6 Safety signs and symbols are identified and followed in line with workplace procedures.

Element 2: Assess risks.

Range

Hazards may include but are not limited to chemical spills, gases, liquids under pressure, moving machinery and equipment, hazardous materials, work in confined spaces, manual handling, high temperatures, noise, dust, vapours, fires, sharp equipment and traffic.

Performance Criteria

- 2.1 Hazards in the work area are identified, assessed and appropriate personnel notified in line with workplace procedures.
- 2.2 Safety issues and risks in the work area are identified, assessed and appropriate personnel notified in line with workplace procedures.
- 2.3 Safe workplace procedures and safe work instructions are followed for controlling risks.
- 2.4 Safety, hazard, accident or incident reports are contributed to in line with workplace and legislative requirements.

Element 3: Follow emergency procedures.

Range

Appropriate personnel to be contacted in case of an emergency, accident, fire or to report a risk are designated by safety officers, determined by the company, who have undertaken specific safety response training, supervisors, managers or other senior personnel.

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

Fire equipment may include fire truck, fire reel, fire extinguishers and manual fire fighting instruments.

Performance Criteria

- 3.1 Appropriate personnel are identified in the event of an emergency in line with workplace procedures.
- 3.2 Safe work place procedures for dealing with accidents, fires, chemicals and emergencies are followed within scope of responsibilities and workplace procedures.
- 3.3 Emergency and evacuation procedures are practiced and carried out when required.

Element 4: Demonstrate and apply knowledge of lockout procedures.

Range

Lockout procedures include legislative and workplace requirements.

Performance Criteria

- 4.1 Circuit breakers are switched off in line with workplace procedures.
- 4.2 Where applicable, fuses are pulled out in line with workplace procedures.
- 4.3 Lock with identification tag at power source is put on in line with workplace procedures.
- 4.4 Verification of no-start equipment is demonstrated.
- 4.5 Procedures for zero-voltage test are explained in line with workplace procedures.

Element 5: Demonstrate use of ladders and scaffolding.

Range

Ladders may include but are not limited to step ladder, single ladder, extension ladder and trestle ladder.

Ladder maintenance may include but is not limited to defect identification such as cracks, splinters, loose hinges, damage, missing parts, deterioration, operation of working parts and bending.

Performance Criteria

- 5.1 Ladders and scaffoldings defects are identified in line with safe working practices.
- 5.2 Ladders and scaffoldings are selected, erected and used to meet job requirements in line with workplace procedures.
- 5.3 Ladders and scaffoldings are handled, maintained and stored in safe condition in line with workplace procedures.

Registration Data

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