**259604 PRACTICAL ASSESSMENT**

**Unit Standard:**

* Verify compliance to safety, health and environmental requirements in the workplace (US 259604)

**Date of Test: ………………….. Venue: ………………………………………..**

**Name of Learner: ……………………………………..……………………………**

**Name of Workplace Site: ………………………………………………………….**

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| C:\Users\Maria\AppData\Local\Microsoft\Windows\Temporary Internet Files\Low\Content.IE5\SSIGFSP4\MC900433793[1].PNG | *INSTRUCTIONS*   * This Practical Assessment must be completed by the learner once training has been attended. * Arrange a suitable time with your line manager / assessor who must be present during this assessment to authenticate it * A venue must be arranged where you will not be disturbed * Follow the required outcomes carefully * You may choose to supplement your assessment by including documents you have produced in the workplace. If you choose to do this, these documents must be authenticated by your workplace mentor / assessor and you may then submit them as part of an inclusion, clearly marked, in your PoE |

| **Task No** | **SO** | **Criteria** |
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| Practical Task 1 | SO1 | Role play with a fellow learner. You are inducting a new employee in terms of the importance of safety, health and environmental requirements in your particular organisation. Ensure that you discuss the following:   * Refer to the applicable legislation and organisational procedures * Explain how these issues impact on the well being of employees * Explain the importance of ensuring compliance * Explain how compliance is managed in your organisation |
| Practical Task 2 | SO2 | Demonstrate to your assessor how workplace compliance to safety, health and environmental requirements is conducted in your workplace. Ensure that you use all the resources and tools that are used in your workplace. |
| Practical Task 3 | SO3 | Further to Practical Task 2 above, discuss the following with your assessor:   * Explain the consequences of non-compliance to employees, productivity and the environment * What is the purpose of monitoring? * What are the requirements for this monitoring? * Explain the consequences of deviation to the monitoring or findings? |
| Practical Task 4 | SO4 | Demonstrate the following to your assessor:   * Measure workplace safety performance against the set tools * How are findings analysed? * How are critical areas identified and what action is taken? * Explain the importance of workplace safety? |

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Assessed By: …………………………………………………………………………

Date: ………………………………………………………………………………………

Competent: 🗹 Not Yet Competent: 🗷

Assessor Signature: ……………………………………………………………………

Learner Signature: ……………………………………………………………………...

**ASSIGNMENTS**

**Unit Standard:**

* Verify compliance to safety, health and environmental requirements in the workplace (US 259604)

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| C:\Users\Maria\AppData\Local\Microsoft\Windows\Temporary Internet Files\Low\Content.IE5\SSIGFSP4\MC900433793[1].PNG | *INSTRUCTIONS*   * In this section you are required to either attach written evidence relating to one of the tasks within your Practical Assessment as Product Sample * Complete a project, self-assessment, case study or other task relating to any one of the Specific Outcomes of the unit standard. * Each outcome that requires evidence is listed below – kindly file all your substantiating evidence. |

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| **Task No** | **SO** | **Criteria** |
| Product Sample 1 | SO1 | Refer to Practical Task 1 and attach the written evidence hereto |

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| **Task No** | **SO** | **Criteria** |
| Product Sample 2 | SO3 | Refer to Practical Task 3 and attach the written evidence hereto |

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| **Task No** | **SO** | **Criteria** |
| Project 1 | SO1 | Write a report on the importance of integrating safety, health and environmental considerations in all routine activities in relation to the consequences for health, safety, environment and productivity in the workplace. |

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| **Task No** | **SO** | **Criteria** |
| Project 2 | SO2 | Based on your own workplace, explain the specified requirements for monitoring workplace compliance to safety, health and environmental requirements and describe consequences for employees, productivity and the environment |

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| **Task No** | **SO** | **Criteria** |
| Project 3 | SO3 | Explain how identified and reported workplace safety, health and environmental incidents are analysed and evaluated according to requirements in your own workplace. |

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| **Task No** | **SO** | **Criteria** |
| Project 4 | SO3 | Explain environmental receptors of impact, specifically – soil, water and fauna and flora and how these can be affected by industrial processes |

**DIAGNOSTIC ASSESSMENT TOOL**

*Compliance to OHS*

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Name of Learner: ………………………………………………..

Date of Diagnostic Assessment: …………………………………..

**INTRODUCTION**

*Conducting Baseline Assessments*

The purpose of this Assessment Tool is to identify your training needs and to ensure that you are able to understand the elements of the learning programme you will soon embark on.

The unit standard that is being trained, assessed and moderated is:

* **259604 – Verify compliance to safety, health and environmental requirements in the workplace, NQF Level 2, 4 Credits)**

**Exit Level Outcomes of the Unit Standard**

So what competency will you have when you are found competent against this unit standard?

* **Explain the safety, health and environmental requirements applicable in a specific workplace**
* **Monitor workplace compliance to safety, health and environmental requirements against specified requirements**
* **Evaluate performance to workplace safety activities required by safety, health and environmental management programmes**
* **Remedy workplace non-compliance to and non-performance of safety, health and environmental requirement programmes**

The purpose of this assessment is therefore to determine at what level you are able to operate in line with the outcomes above. It may be that you have substantial work experience in any one of the areas listed above – but have not been formally trained and thus do not have any certificates confirming such competence.

Answer the following statements **honestly** in order for your training needs to be adequately identified. Should you find that you are competent in any one statement, please ensure that you attach your evidence of such competence to this assessment tool and hand it in to the Assessor.

**Evidence of learning that should be in place (what you must know and be able to do BEFORE you start the learning programme)**

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| **Criteria** | **What evidence can you attach to confirm your competence?** |
| Literacy – NQF Level 1 |  |
| Communication – NQF Level 1 |  |
| Numeracy – NQF Level 1 |  |

| **No** | **Statement** | **YES – I am able to do this. I am competent in this area** | **NO – I am not able to do this. I am not competent in this area** | **What evidence can you attach to confirm your competence?** |
| --- | --- | --- | --- | --- |
| **Specific Outcome 1** | **I am able to explain the safety, health and environmental requirements applicable in a specific workplace. I can do this through:** |  |  |  |
| Applicable safety, health and environmental requirements are identified in a specific workplace |  |  |  |
| The identified safety, health and environmental requirements are explained in terms of their impact on the well-being of both the employer and employees |  |  |  |
| The importance of compliance to workplace safety, health and environmental principles is explained in terms of the consequences to health, safety, environment and production |  |  |  |
| Purpose of monitoring compliance to safety, health and environment requirements is explained in terms of the consequences for health, safety, environment and productivity |  |  |  |
| Specific requirements to monitor workplace safety, health and environment compliance are appropriate for specified contexts |  |  |  |
| The importance of integrating safety, health and environmental considerations in all routine activities is explained in terms of the consequences for health, safety, environment and production |  |  |  |
| **Specific Outcome 2** | **I am able to monitor workplace compliance to safety, health and environmental requirements against specified requirements. I can do this through:** |  |  |  |
| The specified requirements for monitoring workplace compliance to safety, health and environmental requirements are explained in terms of the consequences for the personnel, productivity and the environment |  |  |  |
| Purpose and extent of monitoring workplace compliance is explained and verified according to specified requirements |  |  |  |
| Specified requirements to monitor workplace safety, health and environmental compliance are identified and are appropriate for the situation |  |  |  |
| Human resources, tools, instruments, equipment and material required for monitoring are selected, verified and used according to specified requirements and the specific situation |  |  |  |
| Deviations in safety, health and environment compliance are identified and recorded according to specified requirements |  |  |  |
| **Specific Outcome 3** | **I am able to evaluate performance of workplace safety activities required by safety, health and environmental management programmes. I can do this through:** |  |  |  |
| Safety performance is measured against established objectives to evaluate progress towards a healthy and safe workplace |  |  |  |
| Tools and techniques used to measure workplace safety, health and environmental performance are fit for purpose and applied according to the specified requirements |  |  |  |
| Identified and reported workplace safety, health and environmental incidents are analysed and evaluated according to specified requirements to determine safety, health and environmental performance |  |  |  |
| Workplace critical areas are identified and accessed through available sources |  |  |  |
| The importance of evaluating workplace safety, health and environmental performance is explained in terms of the consequences for health, safety, environment and productivity |  |  |  |
| Measuring equipment is cleaned and stored and defective measuring equipment is dealt with according to specified requirements |  |  |  |
| The potential for various industrial processes to impact on environmental receptors is graded according to specified requirements |  |  |  |
| **Specific Outcome 4** | **I am able to remedy workplace non-compliance to and non-performance of safety, health and environmental requirement programmes. I can do this through:** |  |  |  |
| Reports are completed in the required formats and submitted to relevant designated persons on time |  |  |  |
| The right to refuse to work, discontinuing of work and withdrawal procedures under circumstances that pose a serious danger to health or safety are enforced according to specified requirements |  |  |  |
| Deviations from requirements in safety, health and environmental management programmes are dealt with in accordance with specified requirements |  |  |  |
| Remedial action required to deal with identified hazards and deviations is explained in terms of the consequences for health, safety, environment and productivity |  |  |  |
| Expectations and contributions of stakeholders during the evaluation of safety, health and environmental management programmes are described with examples |  |  |  |
| Feedback is given regarding the progress and results of safety, health and environmental management programmes is appropriate for specified contexts |  |  |  |

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| **Assessed By:** |  | **Date:** |  |
| *Please certify whether the learner is competent in any one statement and evidence of such competence has been attached to this Tool:* | | | |