



REPUBLIC OF NAMIBIA

MINISTRY OF LABOUR, INDUSTRIAL RELATIONS AND EMPLOYMENT CREATION

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WINDHOEK, Namibia

19 March 2025

The Director
Global Edge Training Institute
P.O. Box 24750
Windhoek

Dear Ms. Set Tulela Tobias

RE: Outcomes of an Occupational Health Safety inspection conducted at Global Edge Training Institute, situated at ERF No. 1878, Wagner Street- Gate 20, Windhoek West, Windhoek, Namibia.

1. First and foremost, on behalf of the Ministry of Labour, Industrial Relations & Employment Creation, let me use this opportunity to thank you for seeking the assistance of the Ministry to obtain an Occupational Health and Safety compliance certificate.
2. As per **Regulation 19 of Regulation Relating to the Health and Safety of Employees at Work made under Schedule 1 (2) (2) of the Labour Act, 2007 (Act no 11 of 2007)**, kindly be informed that the Ministry only issues Factory Registration Certificates to Companies or Institutions that complies with all the required Health and Safety regulatory provisions as contemplated in these statutes. In terms of **Regulation 14**, facilities solely used for teaching are not classified as factories, however other (essentially required) support amenities that may include activities or process that falls within the definition of the word factory, may require an educational institution to be categorized as either high risk or low risk and hence the need for a general workplace inspection.
3. I hereby now confirm that Global Edge Training Institute, a fully registered Private Institution and operating as a Training Provider situated at ERF No. 1878, Wagner Street- Gate 20, Windhoek West, Windhoek, Namibia was inspected on the 15 January 2025 by Ms. Selma Abisai, a Senior Industry Inspector, Windhoek, to ascertain the Institutions level of compliance with the Health, Safety and Welfare of

the employees as required by both the **Labour Act (Act No 11 of 2007) and the Regulation No.156 Relating to the Health and Safety of Employees at Work.**

4. The following is a summary of the inspection outcomes:

4.1 Health and Safety Systems

	Legislation		Inspection findings
1	Government gazette 156 Regulations Related to the Health and Safety of Employees at Work	Regulation 3. "An employer shall in consultation with the workplace safety representative, regularly prepare and review a written policy and programs on the protection of the health and safety of employees."	The Institute has a Health & Safety Policy in place.
2	Government gazette 156 Regulations Related to the Health and Safety of Employees at Work	Regulation 2. "An employer shall investigate and identify the hazards attached to any work that is performed or may be performed by any of his or her employees, including the risks or potential risk to the health and safety of employees associated with such work, or to the health and safety of any other person who may be affected by such work."	The institute has conducted a risk assessment to identify hazards associated with risks attached to its operations.
3	Labour Act No.11 of 2007	Section 43(1) and 46 (1). As provided for under this Sections, every employer has a duty to establish a health and Safety structure (appointment and training of Health and Safety Committee members and representatives)	A person responsible for OSH has been appointed with a proof of appointment form the institute.
4	Government gazette 156 Regulations Related to the Health and Safety of Employees at Work	Regulation 43. As provided for under this Regulation, every employer has a duty to implement all necessary Emergency & fire precautionary measures at a workplace	The Institute has an Emergency Evacuation Plan and System in place. A person responsible for firefighting has been appointed with the proof of appointment from Institution.

4.2 Walkthrough Survey

The following were noted during walk-through survey:

	Legislation		Contravention
1	Government gazette 156 Regulations Related to the Health and Safety of Employees at Work	Regulation 233. As provided for under this Regulation, every employer has a duty to provide a First Aid Box and appoint a first Aid attendant	A fully-stocked first Aid box is available on the premises. A person responsible for first Aid has been appointed with the appointment letter from the institute.
2	Government gazette 156 Regulations Related to the Health and Safety of Employees at Work	Regulation 43. As provided for under this Regulation, every employer has a duty to implement all necessary Emergency & fire precautionary measures at a workplace	An emergency evacuation plan is clearly displayed on the wall. Firefighting equipment such as Fire extinguishers and fire hoses are available on the premises at designated places. Emergency exit routes and emergency assembly point are clearly marked and demarcated.

3. Government gazette 156 Regulations Related to the Health and Safety of Employees at Work	<u>Regulation 35.</u> As provided for under this Regulation, every employer has a duty to provide suitable and sufficient <u>sanitary conveniences</u>	Suitable and sufficient sanitary conveniences for each sex (male & female) are sufficient on the premises.
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5. In view of the above findings, the inspection revealed that Global Edge Training Institute is fully compliant with the OSH Regulation selected priority areas.
6. The Institute has received a **Good OSH compliance rating which is valid for a period of Two (2) Years (from 19 March 2025 to 18 March 2027), provided that these standards are maintained as per the above findings.**

Please do not hesitate to contact the writer hereof, should you have any further queries.

Thanking you in advance.

Yours faithfully,

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Mr. Johannes Shihepo
Chief Inspector, Occupational Safety and Health



