

**Specification of Competency Standards**  
**for the Arboriculture & Horticulture Industry**  
**Unit of Competency**

Functional Area - Occupational Safety and Health for the Arboriculture and Horticulture Industry

Title	Develop safe systems of work
Code	109060L5
Range	This unit of competency is applicable to managers who are engaged in work related to occupational safety and health in the arboriculture and horticulture industry. Practitioners should be capable of mastering the design methods of safe systems of work to formulate corresponding safe work procedures by assessing the risks of work items, with a view to protecting the safety of staff.
Level	5
Credit	9 (For Reference Only)
Competency	<p>Performance Requirements</p> <p>1. Possess knowledge related to developing safe systems of work</p> <ul style="list-style-type: none"> <li>• Comprehend the design concepts of safe systems of work</li> <li>• Possess knowledge related to risk assessment of work</li> <li>• Comprehend the contents of project contracts</li> <li>• Comprehend the factors of the workplace and the environment</li> <li>• Comprehend the staff combinations, work distribution and staff's relevant work experience of the projects</li> <li>• Comprehend the safety guidelines of the machinery and tools, methods for inspection and maintenance details</li> <li>• Comprehend the requirements of the safety plans and the related writing skills</li> <li>• Comprehend the occupational safety and health legislation related to safe systems of work and risk assessment of work</li> </ul> <p>2. Develop safe systems of work</p> <ul style="list-style-type: none"> <li>• Assess work risks of the projects and identify potential hazards, such as high-risk site environments</li> <li>• Select operation methods with relatively lower risks and / or adopt corresponding safety measures in regard to the degree of risk</li> <li>• Develop safe work procedures and guidelines for the projects based on the analysis results of the work risk assessment</li> <li>• Prepare safety plans according to the tender or contract requirements</li> <li>• Plan the allocation of personnel and the required machinery to provide a safe working environment for staff</li> <li>• Formulate emergency procedures to deal with unexpected situations or inclement weather</li> <li>• Develop temporary traffic measures and safety protection measures</li> <li>• Develop a mechanism for reporting violations of the safe systems of work for review and follow-up</li> </ul> <p>3. Exhibit professionalism</p> <ul style="list-style-type: none"> <li>• Review the effectiveness of the safe systems of work timely and optimise the original design to improve the overall safety</li> </ul>
Assessment Criteria	<p>The integrated outcome requirements of this unit of competency are:</p> <ul style="list-style-type: none"> <li>• Able to analyse and assess the risks of work items and formulate appropriate safe work procedures and guidelines in accordance with the degree of risk to protect the safety of staff; and</li> </ul>

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	<ul style="list-style-type: none"><li>• Able to prepare safety plans that comply with the requirements of the tenders or contracts.</li></ul>
Remark	