Specification of Competency Standards
for the Automotive
Unit of Competency

Functional Area - Common Competency

Title	Establish occupational safety and health management system
Code	111662L5
Range	This unit of competency is applicable to the managerial staff of operating workplaces in the automotive industry. Practitioners should be able to understand the respective regulations of occupational safety and health to establish an occupational safety and health management system for familiar workplaces under their supervision.
Level	5
Credit	6 *(For Reference Only)*

Competency	**Performance Requirements**
	
	1. Knowledge (Regulations of occupational safety and health as well as the respective operation of workplaces)
	• Fully understand the responsibilities of employers and employees stipulated in the following ordinances, such as:
	  ○ Occupational Safety and Health Ordinance
	  ○ Factories and Industrial Undertakings Ordinance as well as its related regulations
	  ○ Related issues stipulated in the Fire Services Ordinance
	  ○ Issues relating to liquefied petroleum gas (LPG) and hydrogen-fuelled vehicles stipulated in the Gas Safety Ordinance
	  ○ Related issues stipulated in the Dangerous Goods Ordinance
	  ○ Respective labour regulations
	  ○ Electricity Ordinance
	• Good understanding of the operation and human resources supply of each department within the organisation.
	• Master the long-term and short-term objectives established by the organisation for occupational safety and health as well as the performance indicators.
	• Good understanding of the content of the risk assessment report.

	2. Performance (Establish occupational safety and health management system) • Formulate evaluation procedures for performance indicators according to the policy requirements of occupational safety and health, such as evaluation methods, choice of persons and frequency, and compile regular inspection tables for occupational safety and health. • Formulate working instructions on occupational safety and health management according to the analysis of the risk assessment report and comprehensive policy, such as the authority to use equipment and specific tasks, the instructions on safe operation of complicated equipment; establish monitoring systems, devise reporting mechanisms for incidents, and compile records of documents. • Establish respective staff training procedures according to the human resources supply and actual operation of the organisation, such as resource arrangement, choice of persons to be trained and training proposals. • Review and analyse the effectiveness of the occupational safety and health management system and revise it when necessary. • Establish emergency and contingency measures to ensure smooth operation or minimise loss. • Review the established measures and confirm the compliance with statutory requirements.
Assessment Criteria	The integrated outcome requirements of this unit of competency are that the practitioner being assessed shall prove that he/she is: • Capable of establishing a management system on occupational safety and health applicable to workplaces under their supervision according to comprehensive organisational policy and monitoring its operation; and • Capable of reviewing and optimizing the occupational safety and health management system.
Remark	The respective legislations involved in this unit of competency are as follows: • Occupational Safety and Health Ordinance • Factories and Industrial Undertakings Ordinance • Fire Services Ordinance • Gas Safety Ordinance • Dangerous Goods Ordinance • Waste Disposal Ordinance • Electricity Ordinance • (This UoC replaced 108809L5)