

Specification of Competency Standards
for the Catering Industry
Unit of Competency

Functional Area - Generic Skills

Title	Formulate procedures for work safety, health and security
Code	108553L4
Range	This unit of competency is applicable to staff who are responsible for operations and sales management in restaurants and establishments. While working in restaurants or relevant workplaces, practitioners should be able to observe occupational safety and health laws, formulate effective security procedures and apply them in the operations of restaurants.
Level	4
Credit	3
Competency	<p>Performance Requirements</p> <p>1. Knowledge of procedures for work safety, health and security:</p> <ul style="list-style-type: none"> • Understand the relevant occupational safety and health laws, such as: <ul style="list-style-type: none"> ○ Occupational Safety and Health Ordinance (Chapter 509) ○ Factories and Industrial Undertakings Ordinance ○ Other subsidiary regulations • Understand the guidelines on work safety, health and security by relevant agencies, such as: <ul style="list-style-type: none"> ○ Labour Department ○ Occupational Safety and Health Council • Understand the relevant guidelines on the procedures for work safety, health and security by the restaurant or establishment • Possess skills to communicate with staff at all levels <p>2. Formulate procedures for work safety, health and security:</p> <ul style="list-style-type: none"> • Formulate procedures for occupational safety and health, such as: <ul style="list-style-type: none"> ○ Devise workflow and working environment in accordance with the relevant occupational safety and health laws ○ Formulate correct working guidelines according to the relevant occupational safety and health laws, and give clear instruction to all staff to follow the guidelines and provide regular training to them ○ Formulate proper guidelines for handling chemicals and hot objects to avoid accidents • Formulate security procedures, including: <ul style="list-style-type: none"> ○ Devise proper security procedures based on factors such as operational environment and time ○ Formulate the relevant security procedures ○ Keep close ties with relevant sections, groups and companies • Provide training to raise the awareness of staff on security • Review all procedures regularly, update or modify them as appropriate, and order staff to implement them properly <p>3. Exhibit professionalism</p> <ul style="list-style-type: none"> • While working in restaurants or related workplaces, make every effort to formulate the procedures for work safety, health and security fairly and impartially to ensure compliance with the requirements of government laws and restaurant guidelines
Assessment Criteria	The integrated outcome requirements of this UoC are the abilities to:

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	<ul style="list-style-type: none">• Observe occupational safety and health laws, and formulate procedures for work safety, health and security
Remark	