

**Specification of Competency Standards**  
**for the Elderly Care Service Industry**  
**Unit of Competency**

Functional Area - Management

Title	Prevent General Accidents
Code	106163L4
Range	This unit of competency is applicable to employees in the elderly care service industry who perform management tasks. This competency involves the ability of analysis and making judgment. Employees are required to analyse job nature of different posts within the institution and take relevant accident preventive measures according to their risks of injuries and accidents, so as to minimize the risk and ensure staff safety.
Level	4
Credit	6 (For Reference Only)
Competency	<p>Performance Requirements</p> <p>1. Relevant knowledge on staff accidents</p> <p>Be able to</p> <ul style="list-style-type: none"> <li>• Understand different categories of general staff accidents or injuries, including <ul style="list-style-type: none"> <li>○ Falls, compression injuries, electric shock, fire, burn, cuts</li> <li>○ Injuries caused by operation of machines</li> <li>○ Injuries due to lifting heavy objects, lifting elderlies and other heavy manual labour</li> </ul> </li> <li>• Understand general accidents common in elderly care service industry and their causes <ul style="list-style-type: none"> <li>○ Human errors</li> <li>○ Lack of assistive tools and assistance</li> <li>○ Problems with the environment, such as passages too narrow, spaces blocked by clutter, poor and inadequate lighting</li> <li>○ Slippery floor</li> <li>○ Lack of sufficient training</li> </ul> </li> <li>• Understand accidents common in workflow of the elderly care service industry and their causes</li> </ul> <p>2. Take measures to prevent general staff accidents</p> <p>Be able to</p> <ul style="list-style-type: none"> <li>• Analyse the categories of general staff accidents or injuries and their causes, so that corresponding preventive measures can be taken, such as <ul style="list-style-type: none"> <li>○ Implementation of “5S” practice</li> <li>○ Provide appropriate assistive tools, such as lifting belts, lifting machines, anti-slip shoes, personal protective equipment</li> <li>○ Arrange sufficient manpower to handle transferring and heavy manual work</li> <li>○ Keep floor dry at all times.</li> </ul> </li> <li>• Arrange relevant work training for staff to reinforce their knowledge and learn new skills such as <ul style="list-style-type: none"> <li>○ Manual work</li> <li>○ Infection prevention</li> <li>○ Proper use of electrical appliances and other devices</li> </ul> </li> <li>• Every department / institution should keep copies of work safety guidelines for staff to review</li> <li>• Distribute leaflets on occupational safety and health to staff to boost their knowledge; announce numbers of occupational injuries and accidents to arouse awareness</li> <li>• Inspect working environment and check equipment regularly to ensure working environment is safety and equipment functions properly</li> </ul>

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	<ul style="list-style-type: none"> <li>• Educate staff on the institutional culture and a sense of responsibility to always work with care and be considerate to themselves and others, such as             <ul style="list-style-type: none"> <li>○ Handle and report any risk proactively</li> <li>○ Follow safety guidelines to reduce human errors</li> <li>○ Maintain personal hygiene</li> <li>○ Receive relevant training and supervision</li> <li>○ Cooperate with department head</li> <li>○ Provide appropriate advises</li> </ul> </li> </ul> <p>3. Exhibit professionalism</p> <p style="padding-left: 40px;">Be able to</p> <ul style="list-style-type: none"> <li>• Promote/enhance staff's awareness on preventing accidents or injuries during work</li> </ul>
Assessment Criteria	<p>The integrated outcome requirement of this Unit of Competency is:</p> <ul style="list-style-type: none"> <li>• Ability to analyse the categories and causes of general staff accidents or injuries; formulate proper preventive measures to reduce risks of accidents and injuries.</li> </ul>
Remark	