

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

Functional Area - Management

Title	Formulate Guidelines on Environmental Safety
Code	106180L5
Range	This unit of competency is applicable to employees in the elderly care service industry performing management tasks. This competency involves the ability of critical analysis and integration of information. Employees are required to formulate relevant safety guidelines according to the institution's environment, service workflow and target service users, so as to ensure the safety of elderlies, staff and visitors.
Level	5
Credit	9 (For Reference Only)
Competency	<p>Performance Requirements</p> <p>1. Relevant information on environmental safety</p> <p>Be able to</p> <ul style="list-style-type: none"> • Understand the institution's environment, service workflow and target service users • Understand the scope of environmental safety guidelines, such as: <ul style="list-style-type: none"> ○ Elderlies' activity areas ○ Office ○ Kitchen ○ Public areas ○ Environmental hygiene and cleaning ○ Fire service facilities ○ Typhoons and rainstorms arrangement ○ Occupational safety ○ First-aid equipment ○ Medication management ○ Management of hazardous materials ○ Infection control ○ Perform outdoor work and activities ○ Handle severe incidents • Understand the importance of environmental safety to the institution • Understand relevant standards as stipulated by regulatory authorities and relevant laws, such as: <ul style="list-style-type: none"> ○ Service Quality Standards (SQS) and Criteria ○ Fire Service Ordinance ○ Traffic and occupational guidelines under typhoon and rainstorm signals ○ Guidelines on preventing infections ○ Occupational Safety and Health Ordinance ○ Code of Practice <p>2. Formulate environmental safety guidelines</p> <p>Be able to</p> <ul style="list-style-type: none"> • Analyse the institution's environment, service workflow and target service users; formulate relevant guidelines according to the potential risks and safety concerns in different environments • Formulate the procedures for regular repair and maintenance of service facilities in the institution (such as electrical appliances, transportation vehicles and lifts) to ensure they function properly; compile a list of items that needs repair and maintenance • Employ qualified drivers for transportation vehicles who should observe all safety measures and traffic regulations at all times

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	<ul style="list-style-type: none"> • Formulate plans for emergency evacuation, such as: <ul style="list-style-type: none"> ○ Conduct a fire drill every six months; formulate procedures to ensure all fire safety equipment and facilities function properly; and to make sure fire escape routes are clear ○ Display a map of escape routes in times of fire/emergencies ○ Document and store fire safety information properly; allow fire service department/staff from regulatory authorities to inspect at any time • Provide written procedures to handle emergencies (such as electricity outage, typhoon, fire, or elderlies wandering) and ensure all staff member know how to react in times of emergency • Formulate staff training to ensure staff understand and follow the guidelines on occupational safety and daily environmental safety • Formulate procedures to handle accidents or injuries and keep relevant records • Perform environmental safety assessment regularly, handle potential risks properly and amend relevant guidelines when necessary • Review environmental safety guidelines and keep copies of the document in every service unit for staff to access <p>3. Exhibit professionalism</p> <p>Be able to</p> <ul style="list-style-type: none"> • Consider safety of elderlies and staff when formulating guidelines on environmental safety of the institution • Ensure the environmental safety guidelines meet relevant standards as stipulated by regulatory authorities and laws
Assessment Criteria	<p>The integrated outcome requirements of this Unit of Competency are:</p> <ul style="list-style-type: none"> • Ability to analyse the institution's environment, service workflow and target service users, formulate safety guidelines for different environments, review them regularly and amend them when necessary; • Ability to formulate relevant training programme on environmental safety for staff; ensure they understand and follow safety guidelines of the institution; and • Ability to ensure all environmental safety guidelines formulated by the institution meet relevant standards as stipulated by regulatory authorities and laws.
Remark	