

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

Functional Area - Management

Title	Formulate Guidelines in Occupational Safety and Health
Code	106181L5
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 critical analysis and integration of information. Employees are required to formulate relevant guidelines on occupational safety and environmental protection according to the institution's working environment and nature; ensure staff's safety and health; build a corporate culture of occupational health among staff; and instil the concept of resource preservation among them, so as to reduce wastage.
Level	5
Credit	6 (For Reference Only)
Competency	<p>Performance Requirements</p> <p>1. Relevant knowledge on occupation safety and health, as well as environmental protection</p> <p>Be able to</p> <ul style="list-style-type: none"> <li>• Understand the institution's status in terms of occupational safety, such as <ul style="list-style-type: none"> <li>○ Number of occupational injuries</li> <li>○ Common accidents</li> <li>○ High-risk occupations</li> <li>○ Number of sick leave and medical consultations</li> <li>○ Staff's awareness and knowledge on occupational safety and health, as well as environmental protection</li> </ul> </li> <li>• Understand knowledge related to occupational safety and health and how it can be applied, such as <ul style="list-style-type: none"> <li>○ Scope of coverage, including office, kitchen.</li> <li>○ Proper use of electrical appliances and kitchen utensils</li> <li>○ Heavy manual labour</li> <li>○ First-aid equipment</li> <li>○ Proper use of assistive tools</li> </ul> </li> <li>• Understand measures of environmental protection and how resources are used in the institution, such as <ul style="list-style-type: none"> <li>○ Monthly power consumption</li> <li>○ Water consumption</li> <li>○ Use of consumable items, such as paper, toilet rolls</li> <li>○ Use of disposable items</li> </ul> </li> <li>• Understand environmental knowledge related to the institution and how to apply it, such as: <ul style="list-style-type: none"> <li>○ Scope of coverage, including lighting, waste disposal and power consumptions, etc.</li> <li>○ Reduce wastes</li> <li>○ Categorise garbage for recycling</li> <li>○ Use air-conditioning wisely</li> <li>○ Preserve resources</li> </ul> </li> <li>• Understand the standards and rules as stipulated by regulatory authorities and laws related to occupational safety and health, and environmental protection, such as: <ul style="list-style-type: none"> <li>○ Service Quality Standards(SQS) and Criteria</li> <li>○ Code of Practice</li> <li>○ Occupational Safety and Health Ordinance</li> <li>○ Occupational Safety and Health (Display Screen Equipment) Regulation</li> </ul> </li> </ul>

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	<ul style="list-style-type: none"> <li>○ Environmental legislation</li> </ul> <p>2. Formulate guidelines on occupational safety and health, as well as environmental protection</p> <p>Be able to</p> <ul style="list-style-type: none"> <li>● Analyse and investigate the institution's status with respect to occupational safety and health; formulate relevant guidelines on occupational safety and health according to working environment and nature of different job positions, such as <ul style="list-style-type: none"> <li>○ Work arrangement during typhoons and rainstorms</li> <li>○ guidelines for heavy lifting or manual labour</li> <li>○ Guidelines of outdoor work especially under heat warning</li> <li>○ Procedures for handling hazardous materials, such as diluting bleach</li> <li>○ Guidelines and procedures on first aid care</li> <li>○ Methods and procedures of using electrical appliances and kitchen utensils</li> <li>○ Guidelines on using assistive tools</li> <li>○ Handling violence in the workplace</li> </ul> </li> <li>● Formulate a reporting mechanism for occupational injuries, consolidate the number and records for easy review and follow-up discussions</li> <li>● Understand knowledge on environmental protection and how it can be applied; analyse working environment of the institution, and formulate environmental protection measures, such as <ul style="list-style-type: none"> <li>○ Reduce number of photocopies; make it mandatory to copy on both sides of each sheet of paper</li> <li>○ Categorize and recycle garbage</li> <li>○ Set indoor air-conditioning temperature wisely</li> <li>○ Reduce power consumption</li> </ul> </li> <li>● Formulate staff training materials, arouse their awareness regarding occupational safety and health, and environmental protection; ensure staff take relevant measures at work</li> <li>● Appoint representatives from every unit/department to coordinate and implement measures of occupational safety and health and environmental protection within their unit/department</li> <li>● Collect and relay relevant information on occupational safety and health and environmental protection to enrich staff's knowledge in those regards, such as <ul style="list-style-type: none"> <li>○ Health education leaflets and posters</li> <li>○ Health website</li> <li>○ Activities and courses</li> </ul> </li> </ul> <p>3. Exhibit professionalism</p> <p>Be able to</p> <ul style="list-style-type: none"> <li>● Ensure all guidelines on occupational safety and health and environmental protection follow relevant standards as stipulated by regulatory authorities and laws</li> </ul>
Assessment Criteria	<p>The integrated outcome requirements of this Unit of Competency are:</p> <ul style="list-style-type: none"> <li>● Ability to formulate feasible guidelines on occupational safety and health and environmental protection according to the working environment and nature of the institution; and</li> <li>● Ability to prepare training materials regarding occupational safety and health and environmental protection; ensure staff follow and implement relevant measures at work.</li> </ul>
Remark	