

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

Functional Area - Common

Title	Execute the Occupational Safety and Health Guidelines
Code	110929L1
Range	This Unit of Competency is applicable to practitioners who provide their services in the elderly care service industry. The application requires performing routine and repetitive tasks in clearly defined and highly structured working environments, and its execution requires knowledge and understanding abilities. Practitioners should be able to understand the organization's occupational safety and health guidelines, and strictly comply and execute the corresponding safety measures in their daily working environment, in order to prevent and reduce the risk of injury and protect the staff's safety and health.
Level	1
Credit	6 (For Reference Only)
Competency	<p>Performance Requirements</p> <p>1. Relevant knowledge on occupational safety and health work</p> <ul style="list-style-type: none"> <li>• Understand the organization's occupational safety and health guidelines, such as: <ul style="list-style-type: none"> <li>○ Application scope, such as: offices, kitchens, field locations, etc.</li> <li>○ Correct use of electrical appliances and kitchen utensils</li> <li>○ Physical labor work</li> <li>○ First aid equipment</li> <li>○ Correct use of auxiliary tools, etc.</li> </ul> </li> <li>• Understand the importance of executing occupational safety and health guidelines, such as: <ul style="list-style-type: none"> <li>○ Provide staff with safe and healthy working environments</li> <li>○ Prevent and/or reduce the risk of injury on duty</li> <li>○ Reduce the impact on the staff and the organization's operations due to injuries on duty</li> </ul> </li> <li>• Understand the relevant standards of regulatory agencies and basic knowledge on relevant laws and regulations on occupation safety and health, such as: <ul style="list-style-type: none"> <li>○ "Service Quality Standards and Criteria"</li> <li>○ "Fire Services Ordinance"</li> <li>○ "Occupational Safety and Health Ordinance"</li> <li>○ "Occupational Safety and Health (Display Screen Equipment) Regulation"</li> </ul> </li> <li>• Understand the methods to understand the occupational safety and health guidelines</li> </ul> <p>2. Execute the occupational safety and health guidelines</p> <ul style="list-style-type: none"> <li>• Understand the occupational safety and health guidelines through different methods, such as: <ul style="list-style-type: none"> <li>○ Orientation</li> <li>○ Regular training/meetings</li> <li>○ Staff supervision</li> <li>○ Retreat activities</li> <li>○ Organization's documents, etc.</li> </ul> </li> <li>• Comply with the organization's occupational safety and health guidelines and perform internal work of the unit, such as: <ul style="list-style-type: none"> <li>○ Assess the risks of physical labor, and use the correct posture as required, use appropriate tools and seek help in order to perform related work</li> <li>○ Follow procedures to dispose of hazardous materials, such as: diluted bleach</li> <li>○ Correctly use electrical appliances and kitchen utensils</li> <li>○ Correctly use auxiliary aids</li> </ul> </li> </ul>

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	<ul style="list-style-type: none"> <li>○ Conduct regular fire safety inspections to ensure that fire-fighting installations can operate effectively</li> <li>○ Follow the guidelines to participate in fire drills arranged by the organization and assist the elderly to evacuate</li> <li>○ Pay attention to personal hygiene to reduce the risk of spreading diseases</li> <li>● Comply with the organization's occupational safety and health guidelines when performing field work, such as:             <ul style="list-style-type: none"> <li>○ Prevent heatstroke when working outdoors in hot weather, such as: maintain adequate hydration, sun protection measures, etc.</li> <li>○ Select safe routes for outdoor activities or work</li> <li>○ Bring sufficient first aid supplies when leading outdoor activities</li> <li>○ Comply with the road and safety regulations</li> <li>○ Before field work, write down the time and location on the staff notice board in the office</li> </ul> </li> <li>● Comply with the relevant occupational safety and health work guidelines, and execute safety measures during special circumstances, such as: tropical cyclone or rainstorm warning issued by the Observatory, renovation of the unit, facility maintenance, etc.</li> <li>● Regularly pay attention to the organization's notices and updates on safety procedures and codes of practice</li> <li>● Immediately report injuries on duty to the senior/supervisor, and fill in the injury on duty reports according to the guidelines for appropriate arrangement and follow-up purposes</li> <li>● Review and report occupational safety and health problems to the senior/supervisor for follow-up purposes</li> </ul> <p>3. Exhibit professionalism</p> <ul style="list-style-type: none"> <li>● Understand the importance of occupational safety and health guidelines, and strictly comply with and execute them in the daily working environment</li> </ul>
Assessment Criteria	<p>The integrated outcome requirements of this Unit of Competency are:</p> <ul style="list-style-type: none"> <li>● Able to understand and execute the organization's occupational safety and health guidelines to protect the staff's safety and health.</li> </ul>
Remark	