

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

Functional Area - Common

Title	Supervise Occupational Safety and Health Measures
Code	110933L4
Range	This Unit of Competency is applicable to practitioners who provide management work in the elderly care service industry. The application requires performing skilled tasks in familiar and some new working environments, and its execution requires analytical and decision-making skills. Practitioners should be able to supervise occupational safety and health measures, according to the organization's guidelines and related laws, in order to ensure the staff execute and comply with the relevant guidelines and laws during work, reduce the chance of injuries on duty, and protect their safety and health.
Level	4
Credit	6 (For Reference Only)
Competency	<p>Performance Requirements</p> <p>1. Relevant knowledge on occupational safety and health</p> <ul style="list-style-type: none"> • Understand the methods to specify and clarify the organization's occupational safety and health guidelines • Understand the method to analyze and explain the knowledge and application of occupational safety and health, such as: <ul style="list-style-type: none"> ○ Ensure the safety and hygiene of the working environment, including: office, kitchen, field locations, etc. ○ Correct use of electronic products, appliances, auxiliary tools, kitchen utensils, etc. ○ Physical labor operations ○ First aid equipment ○ Fire prevention measures ○ Infection control measures ○ Accident prevention and handling procedures ○ Relevant arrangement for the staff and elderly persons during typhoons and rainstorms ○ Field work safety measures, etc. • Understand the importance of supervising occupational safety and health measures • Understand the skills of supervising the staff • Understand the methods to inspect and specify the relevant standards of regulatory agencies, as well as the relevant laws and regulations on occupational safety and health, such as: <ul style="list-style-type: none"> ○ Infection control guidelines ○ Traffic and occupational guidelines under different typhoon and rainstorm warning signals ○ "Service Quality Standards and Criteria" ○ "Occupational Safety and Health Ordinance" ○ "Occupational Safety and Health (Display Screen Equipment) Regulation" ○ "Fire Services Ordinance", etc. <p>2. Supervise occupational safety and health measures</p> <ul style="list-style-type: none"> • Conduct supervisory training for the staff, according to the organization's occupational safety and health guidelines, such as: <ul style="list-style-type: none"> ○ Provide the staff with occupational safety and health training, and arrange relevant professional organizations/personnel to provide training as needed ○ Instruct the staff to perform work procedures and specify the main points

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	<ul style="list-style-type: none"> ○ Assess the staff performance, and suggest improvements based on the assessment results ○ Daily inspection of the staff's occupational safety and health conditions ● Print a copy of the organization's occupational safety and health guidelines in all units, so that the staff could easily access them for reference, create occupational guidelines and precaution signs in the form of pictures and texts, and conspicuous places to improve the compliance ● Circulate relevant guidelines and the latest information within the organization, and the staff who have read them must sign to confirm that they have been informed of the latest occupational safety and health information ● Set up field work notice boards in conspicuous places in the office, to ensure that the staff could easily understand the location of those working in the field ● Regularly report the quantities and cases of injuries on duty to improve the staff's alertness ● According to the nature of the work, and scope of the staff's services, introduce auxiliary tools related to occupational safety and health, and guide the staff on their correct methods of use, such as: <ul style="list-style-type: none"> ○ Personal protective equipment ○ Support belt ○ Transfer equipment ○ Anti-theft alarm, etc. ● In the event of accidents or injuries on duty, immediately perform contingency arrangements, and investigate the cause, in order to prevent it from recurring in the future ● Report cases of injuries on duty according to the reporting mechanism for injuries on duty, such as: the process and managements, in order to facilitate follow-up measures ● Provide information on occupational safety and health to improve the staff's knowledge, such as: <ul style="list-style-type: none"> ○ Display health education leaflets and posters ○ Distribute information on health websites ○ Related public activities and courses ○ Relevant knowledge on the use of equipment ○ Information on facility safety, etc. ● Identify potential occupational risks, report to the senior and suggest improvements <p>3. Exhibit professionalism</p> <ul style="list-style-type: none"> ● Ensure the objective and fair assessments on the staff's occupational safety and health knowledge ● Comply with the organization's guidelines and relevant laws and regulations when executing occupational safety and health measures
Assessment Criteria	<p>The integrated outcome requirements of this Unit of Competency are:</p> <ul style="list-style-type: none"> ● Able to provide the staff with occupation safety and health training, and provide appropriate guidance according to the organization's occupational safety and health work guidelines as well as the relevant standards and laws of regulatory agencies; and ● Able to ensure that the staff executes and complies with the relevant guidelines during work, reducing the risk of injuries on duty.
Remark	