

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

Functional Area - Management

Title	Implement Guidelines on Work Safety
Code	106145L1
Range	This Unit of Competency is applicable to employees in the elderly care service industry who provide services. Employees are required to use safety measures of the institution under supervision, so as to reduce the risk of injury and protect personal work safety.
Level	1
Credit	9 (For Reference Only)
Competency	<p>Performance Requirements</p> <p>1. Relevant knowledge on work safety</p> <p style="padding-left: 40px;">Be able to</p> <ul style="list-style-type: none"> • Understand the guideline of the institution regarding occupational safety and health • Understand the basic knowledge and applications of occupational safety and health, such as: <ul style="list-style-type: none"> ○ Areas covered, including office, kitchen, field work location ○ Correct way of using electronic devices and kitchenware ○ Operational procedures for heavy manual work ○ First aid equipment and supplies ○ Correct ways to use assistive devices • Understand standards set by regulatory bodies, and the relevant laws on occupational safety and work health, such as: <ul style="list-style-type: none"> ○ Service Quality Standards (SQSs) and Criteria ○ Occupational Safety and Health Ordinance ○ Occupational Safety and Health (Display Screen Equipment) Regulation <p>2. Implement guidelines on work safety</p> <p style="padding-left: 40px;">Be able to</p> <ul style="list-style-type: none"> • Work according to the guidelines of the institution regarding work safety, such as: <ul style="list-style-type: none"> ○ Start and end work hours according to agreed work arrangement in times of typhoon and rainstorm ○ Assess the risks of heavy manual work, maintain correct posture as required, use appropriate tools and seek assistance when necessary ○ Handle dangerous goods according to prescribed procedures, such as diluting bleach ○ Use electronic devices and kitchenware properly ○ Use assistive devices appropriately ○ Follow traffic regulations when providing escort or transfer services • Report to supervisor immediately if employees are injured during work, explain how serious the injury is and its cause, so that proper medical assistance can be arranged • Report to supervisor if employees observe any potential risks and danger in the workplace, so that follow-up actions can be taken. <p>3. Exhibit professionalism</p> <p style="padding-left: 40px;">Be able to</p> <ul style="list-style-type: none"> • Strictly follow the guidelines of the institution regarding work safety
Assessment Criteria	The integrated outcome requirement of this Unit of Competency is:

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	<ul style="list-style-type: none">• Ability to work according to the guideline of the institution regarding work safety, in order to protect personal work safety
Remark	