

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

Functional Area - Management

Title	Implement Guidelines on Environmental Safety (Service Units)
Code	106150L3
Range	This unit of competency is applicable to employees in the elderly care service industry who manage the environment of the institution. This competency involves the ability to make judgment. Employees are required to take relevant safety measures according to environmental safety guidelines and procedures of the institution, so as to provide elderlies, employees and visitors with a safe environment.
Level	3
Credit	9 (For Reference Only)
Competency	<p>Performance Requirements</p> <p>1. Relevant knowledge on environmental safety</p> <p>Be able to</p> <ul style="list-style-type: none"> • Understand guidelines on environmental safety of the institution and take relevant measures or procedures, such as: <ul style="list-style-type: none"> ○ Keep elderlies' activity areas, office, kitchen and common areas clean and hygienic ○ procedures to use and maintain fire safety equipment ○ Deployment of staff work and arrangement for elderlies activity in times of typhoon or rain ○ Occupational health measures ○ Infection control procedures ○ Regulatory procedures for drugs ○ procedures for handling and storing dangerous goods ○ Check first aid equipment ○ Guidelines on outdoor work and activities ○ Methods to handle accidents, injuries, or emergencies • Understand relevant laws and standards set by regulatory bodies, including <ul style="list-style-type: none"> ○ Service Quality Standards (SQSs) and Criteria ○ Fire Services Ordinance ○ Protocols of traffic and work under various typhoon and rainstorm warning signals ○ Infection control guidelines ○ Occupational Safety and Health Ordinance <p>2. Implement guidelines on environmental guidelines (service unit)</p> <p>Be able to</p> <ul style="list-style-type: none"> • Take measures or perform procedures on environmental safety according to guidelines of the institution regarding environmental safety and relevant scope of application, such as: <ul style="list-style-type: none"> ○ Measures for preventing infection, such as washing hand before touching the elderlies, and proper use of personal protective equipment ○ Handle wastes and medical contaminants properly ○ Perform procedures of dispensing medication properly ○ Handle dangerous goods properly ○ Maintain good ventilation in the environment ○ Perform regular cleaning or disinfecting procedures ○ Use medical devices, electronic appliances and other facilities properly for elderlies' activities

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	<ul style="list-style-type: none"> • Conduct regular check-ups to prevent accidents or serious incidences, such as: <ul style="list-style-type: none"> ○ Check facilities used by elderlies to ensure they are working properly ○ Tidy up first-aid kit regularly to ensure supplies are properly stocked ○ Check quantity of infection control items to ensure sufficient stock. • Put up safety procedures and reminders properly in clearly visible places according to regulations of the institution • Test fire alarms and fire service facilities regularly and document every fire drill properly • Handle all accidents, injuries or emergencies according to relevant guidelines, such as elderlies wandering or loss of property due to theft, and document the incidence properly as reference for improving services • Comply with road and traffic regulations when driving, perform regular check-up and repair for residential home buses or transfer vehicles • Before arranging activities for elderlies, prepare well and take safety measures, minimizing the risk of accidents • Identify potential risks and fix them properly during daily routine work, and report to supervisor • Perform personal hygiene and reduce the risk of transmission of infectious diseases <p>3. Exhibit professionalism</p> <p>Be able to</p> <ul style="list-style-type: none"> • Understand the importance of environmental safety to the institution, elderlies and staff, and strictly comply to environmental safety guidelines; and • Prioritize the safety and benefit of elderlies when managing an accident, injury or emergency
Assessment Criteria	<p>The integrated outcome requirements of this Unit of Competency are:</p> <ul style="list-style-type: none"> • Ability to implement environmental safety measures and procedures according to relevant guidelines of the institution and scope of application; perform regular check-ups on facilities to prevent accidents; and • Ability to manage accidents, injuries, or emergencies according to the guideline and procedures prescribed by the institution, and document the incidences properly.
Remark	<p>All staff should receive good workplace housekeeping training by Occupational Safety & Health Council and (NHWM) Work safety of the nursing staff in residential care homes for elderly (for Management level).</p>