

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

Functional Area - Management

Title	Supervise Occupational Safety and Health
Code	106161L4
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 analysis and making judgment. Employees are required to supervise occupational safety and health according to relevant guidelines of the institution and relevant laws; ensure staff strictly adhere to those guidelines and laws when working for the sake of their safety and health.
Level	4
Credit	6 (For Reference Only)
Competency	<p>Performance Requirements</p> <p>1. Relevant knowledge on tasks associated with occupational safety and health</p> <p>Be able to</p> <ul style="list-style-type: none"> • Understand the guidelines of the institution on occupational safety and health • Understand the knowledge and application of occupational safety and health, such as: <ul style="list-style-type: none"> ○ Locations covered, including office, kitchen, fieldwork location ○ Correct use of electrical appliances and kitchenware ○ Heavy manual labour ○ First aid equipment ○ Proper use of assistive tools • Understand the skills to supervise staff • Understand relevant standards set by regulatory authorities and relevant laws regarding occupational safety and health, such as: <ul style="list-style-type: none"> ○ Service quality standards (SQS) and criteria ○ Occupational Safety and Regulation ○ Occupational Safety and Health (Display Screen Equipment) Regulation <p>2. Supervise occupational safety and health in the workplace</p> <p>Be able to</p> <ul style="list-style-type: none"> • Provide supervision training to staff according to guidelines of the institution regarding occupational safety and health, including: <ul style="list-style-type: none"> ○ Provide staff training for occupational safety and health and arrange relevant professionals to provide training when needed ○ Provide on-site instruction for staff on procedures and issues that need extra attention at work ○ Assess how staff implement safety and health measures and provide suggestions for improvement according to assessment results ○ Inspect how staff practise occupational safety and health measures daily • Keep copies of occupational safety and health guidelines in different departments for staff to review • Post illustrated working guidelines and remarks in prominent places so that staff are more likely to follow • Announce numbers and records of occupational injuries to raise awareness among staff • Purchase relevant assistive tools for occupational safety and health and instructs staff for proper use, such as <ul style="list-style-type: none"> ○ Personal protection devices ○ Lifting belts ○ Transfer machines ○ Transfer board

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	<ul style="list-style-type: none"> ○ Computer facilities ● In case of staff accidents or injuries, handle with emergency arrangements and investigate the causes to prevent recurrences ● Report staff accident information according to the reporting mechanism for occupational injuries, including how the accident happened and how the case was handled, so that follow-up actions can be taken ● Provide relevant information on occupational safety and health to strengthen relevant knowledge of staff, such as <ul style="list-style-type: none"> ○ Distribute health education leaflets and put up posters ○ Recap information on health website ○ Promote relevant activities and courses. ● Identify potential risks in the workplace, provide suggestions and report to supervisors <p>3. Exhibit professionalism</p> <p>Be able to</p> <ul style="list-style-type: none"> ● Assess occupational safety and health in an objective and fair manner ● Ensure implementation of occupational safety and health aligns with the guidelines of the institution and adheres to relevant laws
Assessment Criteria	<p>The integrated outcome requirements of this Unit of Competency are:</p> <ul style="list-style-type: none"> ● Ability to provide occupational safety and health training and proper guidance to staff according to relevant guidelines and laws; and ● Ability to ensure staff implement and follow relevant guidelines to reduce risk of injuries during work.
Remark	