

Specification of Competency Standards for Human Resource Management

Unit of Competency

Title	Contact different departments to carry out occupational safety and health (OSH) educational programmes
Code	107084L3
Range	Communicating with different departments for smooth arrangement of OSH educational programmes. This applies to the necessary coordination and implementation of educational programmes to close the knowledge gaps in OSH for different levels of employees.
Level	3
Credit	3
Competency	<p>Performance Requirements</p> <ol style="list-style-type: none"> 1. Knowledge in the Subject Area <ul style="list-style-type: none"> • Understand the needs and concerns of different levels of employees in relation to attending OSH educational programmes effectively • Understand the pros and cons of different types of OSH educational programmes available in the market in order to adopt the appropriate ones for the organisation 2. Applications and Processes <ul style="list-style-type: none"> • Compile and confirm OSH training matrix on a regular basis • Schedule OSH educational programmes according to approved budget and resources • Contact different departments to invite participation of all employees including new joiners to attend relevant OSH training programmes • Prepare relevant documentations on OSH training and compliance • Perform regular OSH drills and practices • Inform departments about ongoing OSH educational programmes through internal communication channels (e.g. email, poster and notice, classroom session) 3. Professional Behaviour and Attitude <ul style="list-style-type: none"> • Prepare progress report of OSH educational programmes with follow-up plans for senior management's review in a timely manner • Use empathy and other communication skills in communicating with different departments
Assessment Criteria	<p>The integrated outcome requirements of this UoC are:</p> <ul style="list-style-type: none"> • Provision of assistance in promoting and organising OSH educational programmes with approved budget and resources to close the knowledge gaps for different levels of employees. • Preparation of relevant documentations on OSH training and compliance.
Remark	