

# Specification of Competency Standards for Human Resource Management

## Unit of Competency

Title	Keep inventory of personal protective devices and safety equipment
Code	107087L2
Range	Keeping inventory of personal protective devices and safety equipment to be provided for all employees under the appropriate circumstances. This applies to the maintenance of inventory of personal protective devices and safety equipment for achieving OSH performance targets and indicators set by the organisation, as an integral part of OSH, compliance and risk management.
Level	2
Credit	2
Competency	<p>Performance Requirements</p> <ol style="list-style-type: none"> <li>1. Knowledge in the Subject Area <ul style="list-style-type: none"> <li>• Understand the importance of keeping inventory of personal protective devices and safety equipment to be provided to all employees under the appropriate circumstances</li> <li>• Understand the organisation's OSH performance targets and indicators</li> </ul> </li> <li>2. Applications and Processes <ul style="list-style-type: none"> <li>• Store personal protective devices and safety equipment (e.g. safety caps, safety goggles, faceshields, ear plugs, safety vests, gloves, gear bags) in accordance with the manufacturers' instructions</li> <li>• Keep inventory near the task where it is needed</li> <li>• Monitor inventory levels (e.g. signage at the entrance to the workplace)</li> <li>• Follow standard operating procedures for carrying out inspection</li> <li>• Record the inspection results in action log (e.g. particular personal protective device is tested, inspected or replaced on specific date and time)</li> <li>• Contact relevant parties (e.g. administration department, vendor) for repair and / or replacement when necessary</li> </ul> </li> <li>3. Professional Behaviour and Attitude <ul style="list-style-type: none"> <li>• Monitor the use of personal protective devices and safety equipment in a proper manner (e.g. the proper way of wearing dust masks)</li> <li>• Carry out inspection before each use of personal protective devices and safety equipment</li> </ul> </li> </ol>
Assessment Criteria	<p>The integrated outcome requirements of this UoC are:</p> <ul style="list-style-type: none"> <li>• Maintenance of inventory record accuracy of personal protective devices and safety equipment.</li> <li>• Provision of sufficient personal protective devices and safety equipment in a good condition to all employees.</li> <li>• Implementation of regular inspection for personal protective devices and safety equipment.</li> </ul>
Remark	