

Unit of Competency

Functional Area: Operations Management

Title	Establish and monitor occupational safety and health procedures
Code	105291L4
Range	This unit of competency is applicable to practitioners in the import and export industry in establishing, implementing, and monitoring occupational safety and health (OSH) procedures in workplace, including office, factory, or warehouse where people are employed.
Level	4
Credit	7 (for reference only)
Competency	<p>Performance Requirement</p> <ol style="list-style-type: none"> 1. Possess relevant knowledge of occupational safety and health (OSH) <ul style="list-style-type: none"> • Use a range of skills to establish and implement OSH procedures in workplace • Use a range of skills to monitor OSH operations 2.1. Establish OSH procedures in workplace <ul style="list-style-type: none"> • Identify organisation's established OSH policies and fatigue management policies • Identify relevant OSH regulations and codes of practices • Conduct risk assessment to identify hazards, locate sources of hazard, and evaluate risks • Identify and prioritise hazard control measures • Determine fatigue management systems • Determine OSH requirements to foster a safe and healthy work environment • Establish OSH operating guidelines and procedures to protect the safety, health, and welfare of people engaged in work 2.2. Implement OSH procedures <ul style="list-style-type: none"> • Identify and obtain required resources to implement OSH procedures and fatigue management procedures • Determine implementation schedule • Explain clearly on the roles and responsibilities of staff members concerned • Provide the detailed activities including steps to implement OSH and fatigue management procedures • Plan the detailed arrangement to purchase, delivery, and installation of safety equipment • List expected difficulties in implementing OSH procedures and provide solutions 2.3. Recognise breaches of OSH procedures and regulations <ul style="list-style-type: none"> • Conduct audit to inspect safety equipment • Observe whether the staff members operate according to OSH procedures and regulations • Record any non-compliance of OSH procedures and regulations • Record and investigate work accidents or incidents (if any) • Give warnings and suggestions to staff members who break the procedures • Provide training to staff members to ensure the compliance • Take appropriate actions to ensure ongoing and future compliance with the organisation's OSH procedures 2.4. Monitor of OSH operations <ul style="list-style-type: none"> • Report occupational safety and health reports and accident data regularly • Provide improvement recommendations to ensure compliance of OSH procedures and regulations 3. Review and fine-tune the procedures <ul style="list-style-type: none"> • Obtain latest information and legislative amendments of OSH • Review and analyse the effectiveness of OSH control measures, operating guidelines and procedures in workplace on a regularly basis • Recommend effective measures and operating procedures to foster a safe and healthy work environment

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Assessment Criteria	The integrated outcome requirements of this unit of competency are: <ul style="list-style-type: none">• Capable of identifying relevant OSH regulations and code of practices to establish OSH procedure in workplace• Capable of implementing OSH procedures• Capable of monitoring OSH operations• Capable of reviewing OSH procedures
Remark	