

Specification of Competency Standards
for the Jewellery Industry
Unit of Competency

Functional Area - Operational Management

Title	Apply occupational safety, labour and industry-related legislations
Code	108845L1
Range	This unit of competency is applicable to practitioners with relevant job duties in the jewellery industry. Practitioners should be capable of complying with and applying occupational safety, labour and relevant legislations to complete the jobs assigned by the supervisor when performing routine duties.
Level	1
Credit	3
Competency	<p>Performance Requirements</p> <p>1. Know about occupational safety, labour and relevant legislations</p> <ul style="list-style-type: none"> • Know about the basic safety legislation and rules for jewellery workplaces, such as: <ul style="list-style-type: none"> ○ Safe use of electricity ○ Fire fighting installations, equipment and safety measures ○ Basic first-aid knowledge ○ Knowledge of office safety ○ Factories and Industrial Undertakings Ordinance • Know about the requirements of current occupational safety and health and environmental protection legislations, such as: <ul style="list-style-type: none"> ○ Occupational Safety and Health Ordinance ○ Water Pollution Control Ordinance, such as sewage discharge ○ Material Safety Data Sheet (MSDS) • Know about the Dangerous Goods Ordinance and other environmental protection ordinances • Know about Employees' Compensation Ordinance, such as: <ul style="list-style-type: none"> ○ Contracts for Employment Outside Hong Kong Ordinance ○ Employees' Compensation Assistance Ordinance ○ Protection of Wages on Insolvency Ordinance • Know about the functions and related legislations of the Labour Department and other relevant statutory bodies, such as: <ul style="list-style-type: none"> ○ Background and functions ○ Know about the meaning and significance of Hong Kong's labour legislations to employees and employers, including: <ul style="list-style-type: none"> ▪ Promote occupational safety and health ▪ Foster a harmonious relationship between employees and employers ▪ Improve and protect the rights and benefits of employees and employers ○ Employment Ordinance ○ Mandatory Provident Fund Schemes Ordinance ○ Personal Data (Privacy) Ordinance ○ Sex Discrimination Ordinance ○ Disability Discrimination Ordinance ○ Family Status Discrimination Ordinance ○ Prevention of Bribery Ordinance • Know about the legal definition of the terms and conditions of employment contracts, including: <ul style="list-style-type: none"> ○ The definition of continuous contract of employment and the salary ○ Paid leave, sick leave, compensation leave due to injury at work, maternity protection leave

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	<ul style="list-style-type: none"> ○ Calculation of severance payment and long service payment, and the qualification for receiving the payment ○ Termination of employment contract ○ The procedure of handling disputes between employees and employers ● Know about the intellectual property ordinances, including: <ul style="list-style-type: none"> ○ Trade mark ○ Patent ○ Registered design ○ Copyright ● Know about the Trade Descriptions Ordinance (Cap. 362) on jewellery products, such as : <ul style="list-style-type: none"> ○ Trade Descriptions (Marking) (Gold and Gold Alloy) Order ○ Trade Descriptions (Marking) (Platinum) Order ○ Trade Descriptions (Definition of Diamond) Regulation ○ Trade Descriptions (Definition of Fei Cui and Natural Fei Cui) Regulation ○ The fineness standard of gold in each country ○ Comply with the regulations of the industry's association, etc. <p>2. Apply the occupational safety and labour legislations</p> <ul style="list-style-type: none"> ● Comply with the relevant legal requirements during the recruitment process and the termination of employment contracts ● Comply with the requirements of the Employment Ordinance ● Contribute on time and at a rate in compliance with the Mandatory Provident Fund Schemes Ordinance ● Comply with and apply the labour and industry-related legislations to protect the rights and benefits of employees and employers in job areas related to the jewellery industry ● Comply with the requirements of the occupational safety and environmental protection legislations to complete jobs when performing routine duties <p>3. Professionalism</p> <ul style="list-style-type: none"> ● Comply with the occupational safety and health and environmental protection legislations related to the jewellery industry to carry out sales, marketing, operation and management, production and other related work for jewellery products ● Apply the labour legislations to conduct work related to personnel management in the jewellery industry
Assessment Criteria	<p>The integrated outcome requirements of this unit of competency are:</p> <ul style="list-style-type: none"> ● Able to know about the occupational safety legislations, environmental protection legislations, intellectual property ordinances and Trade Descriptions Ordinance applicable to the jewellery industry, and apply such knowledge in various daily work in the jewellery industry in compliance with the related legal requirements; and ● Understand Hong Kong's labour laws and related regulations, and comply with the related legal requirements in the recruitment process and the handling of daily personnel management to protect the interests of both the employees and employers.
Remark	