

Specification of Competency Standards
for the Logistics Industry
Unit of Competency

Functional Area - Occupational Safety and Health

Title	Implement safety management in the workplace
Code	LOCUSH403B
Range	This unit of competency is applicable to all logistics companies. Practitioners should be capable to implement safety management in the workplace to reduce industrial accidents and risks in the workplace.
Level	4
Credit	6 (For Reference Only)
Competency	<p>Performance Requirements</p> <p>1. Knowledge of safety management in the workplace</p> <ul style="list-style-type: none"> • Understand the concepts of safety management in the workplace • Understand relevant occupational safety and health legislations, guidelines of regulators and industrial standards • Understand the logistics activities and working procedures in the workplace • Understand the materials, machinery, facilities, equipment and tools used in the working procedures • Understand the responsibilities of all the staff in the workplace • Understand the methods of safety management in the workplace, such as 5S and risk management <p>2. Implement safety management in the workplace</p> <ul style="list-style-type: none"> • Arrange appropriate number of safety officers or staff • Arrange appropriate number of staff in the workplace who can give first aid • Arrange appropriate and adequate protection equipment and facilities • Conduct pre- and post-work briefings • Inspect the workplace to see whether the environment is suitable, including the lighting and air circulation • Inspect the workplace to see whether the warning signs, fire escapes and other instructions are adequate • Inspect the workplace to see whether the safety facilities and equipment, such as fences and ladders, are suitable • Conduct general safety inspections • Formulate standard procedures for the staff to follow • Streamline and rationalize operation procedure according to the operational procedures or guidelines of the company • Establish the culture of safety in the workplace • Plan and implement relevant safety drills • Collect routine data and views of the staff on the performance of occupational safety and health measures • Compile guidelines or procedures on daily safety management so that the relevant staff could work effectively
Assessment Criteria	<p>The integrated outcome requirements of this unit of competency are:</p> <ul style="list-style-type: none"> • Capable to arrange sufficient manpower, equipment and facilities, according to working guidelines formulated, for effective implementation of safety management in the workplace; and • Capable to compile guidelines or procedures on daily safety management so that the staff could work effectively.

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