

Specification of Competency Standards for the Logistics Industry

Unit of Competency

1. Title	Conduct housekeeping activities
2. Code	LOCUSS203A
3. Range	This unit of competency is applicable to logistics service providers. Practitioners should be capable of applying relevant knowledge of workplace administration to complete housekeeping activities
4. Level	2
5. Credit	3 (for reference only)
6. Competency	<p style="text-align: center;"><u>Performance Requirements:</u></p> <p>6.1 Relevant knowledge of workplace administration</p> <ul style="list-style-type: none"> • Know about relevant principles of workplace administration • Know about relevant management tools for housekeeping (e.g. 5S, Safe Working Cycle (SWC)) • Understand business operations of logistics related industries • Understand company policy and relevant regulatory requirements <p>6.2.1 Identify the housekeeping resources, procedures, and requirements</p> <ul style="list-style-type: none"> • Identify workplace housekeeping procedures and requirements (e.g., allow easy evacuation by clearing of obstructions, minimise fire hazards by keeping workplace free of wastes, disposing hazardous materials in assigned areas, maintain ventilation efficiency by cleaning air vents and filters, cleaning up tools and unused materials , cleaning spills by using personal protective equipments) • Select consumables and equipment • Identify and follow specific housekeeping requirements for different workplace activities • Identify requirements for the minor reassembly/disassembly of storage zones <p>6.2.2 Maintain and monitor tidiness and cleanliness in the workplace</p> <ul style="list-style-type: none"> • Apply predetermined management tool (e.g. 5S, SWC) for housekeeping to facilitate effective workplace environment • Use initiative to prevent occupational injuries and to monitor the tidiness and cleanliness of workplace continuously • Raise housekeeping issues with relevant personnel • Maintain and store housekeeping supplies and equipment <p>6.2.3 Complete assigned housekeeping duties</p> <ul style="list-style-type: none"> • Conduct assigned housekeeping duties, and ensure waste is removed • Notify maintenance requirements of damaged items to relevant personnel • Conduct minor reassembly/disassembly of storage zones • Maintain housekeeping duties records and schedules
7. Assessment Criteria	<p>The integrated outcome requirements of this unit of competency are:</p> <ul style="list-style-type: none"> • Capable of identifying workplace housekeeping procedures • Capable of monitoring the tidiness and cleanliness of workplace • Capable of carrying out work housekeeping activities
8. Remarks	