

## Specification of Competency Standards for the Logistics Industry

### Unit of Competency

1. Title	Implement occupational safety and health procedures
2. Code	LOCUSS304A
3. Range	This unit of competency is applicable to logistics service providers. Practitioners should be capable of implementing occupational safety and health procedure in workplace activities in accordance with relevant OSH regulations (e.g., Occupational Safety and Health Ordinance Cap. 509 and subsidiary regulations).
4. Level	3
5. Credit	3 (for reference only)
6. Competency	<p style="text-align: center;"><u>Performance Requirements:</u></p> <p>6.1 Knowledge of OSH procedures</p> <ul style="list-style-type: none"> <li>• Know about relevant OSH requirements</li> <li>• Understand business operations in transport and logistics related industries</li> <li>• Understand company policy and procedures</li> </ul> <p>6.2.1 Access information about OSH and the workplace policies and procedures</p> <ul style="list-style-type: none"> <li>• Access relevant information of OSH legislative requirements and codes of practice</li> <li>• Store information on workplace OSH policies and procedures in a readily accessible place</li> <li>• Explain information accurately and clearly to the work team and relevant personnel</li> <li>• Provide information about the outcomes of risk identification and control procedures to relevant personnel</li> <li>• Regular review ensures the whole work teams fully understand OSH regulations and adhere to relevant regulations</li> </ul> <p>6.2.2 Implement procedures to identify and assess hazards</p> <ul style="list-style-type: none"> <li>• Identify current and potential hazards in workplaces</li> <li>• Assess identified hazards in relation to relative risk</li> <li>• Initiate appropriate action to minimise and control the risks/hazards</li> </ul> <p>6.2.3 Implement procedures to control risks</p> <ul style="list-style-type: none"> <li>• Implement and review existing risk control measures</li> <li>• Implement and review working procedures to control risks</li> <li>• Identify required improvements to existing risk control measures and report to appropriate personnel</li> <li>• Work procedures to control risks are implemented and adhered to by the work group</li> </ul> <p>6.2.4 Plan and supervise housekeeping arrangements</p> <ul style="list-style-type: none"> <li>• Identify and incorporate housekeeping tasks</li> <li>• Maintain housekeeping equipment</li> <li>• Allocate housekeeping tasks to team members and provide supervision</li> <li>• Plan housekeeping procedures and practices with reference to environmental and occupational safety and health requirements</li> </ul> <p>6.2.5 Implement procedures to deal with hazardous events</p> <ul style="list-style-type: none"> <li>• Implement workplace procedures for coping with hazardous events according to relevant OSH regulations and take prompt control action where appropriate</li> <li>• Investigate and identify causes for hazardous events</li> <li>• Implement control measures to minimise risks of hazardous events and refer these measures to relevant personnel where appropriate</li> </ul>
7. Assessment Criteria	<p>The integrated outcome requirements of this unit of competency are:</p> <ul style="list-style-type: none"> <li>• Capable of implementing procedures to identify and assess hazards</li> <li>• Capable of managing housekeeping arrangements</li> <li>• Capable of implementing risk control procedures, and deal with hazardous events</li> </ul>
8. Remarks	
1. Title	Implement workplace security procedures