

## Specification of Competency Standards for the Logistics Industry

### Unit of Competency

1. Title	Develop safe workplaces
2. Code	LOCUSS406A
3. Range	This unit of competency is applicable to logistics service providers. Practitioners should be capable of performing tasks with discretion and judgment in develop and maintain a safe workplace, and to develop awareness and practice of occupational safety and health (OSH) policies and procedures in accordance with relevant regulatory requirements (e.g., Occupational Safety and Health Ordinance Cap. 509 and subsidiary regulations).
4. Level	4
5. Credit	6 (for reference only)
6. Competency	<p style="text-align: center;"><u>Performance Requirements:</u></p> <p>6.1 Knowledge of occupational safety and health (OSH)</p> <ul style="list-style-type: none"> <li>• Know about relevant requirements of occupational safety and health (OSH) in relation to logistics related industries</li> <li>• Understand relevant legislation, codes and standards of logistics related industries</li> <li>• Understand company policy and procedures</li> </ul> <p>6.2.1 Plan and implement safety requirements</p> <ul style="list-style-type: none"> <li>• Conduct risk assessments on OSH as part of overall production planning exercises</li> <li>• Develop policy and procedures to implement a safe workplace requirements</li> <li>• Plan work practices with colleagues to assure compliance with environmental legislation and workplace standards</li> <li>• Communicate and document safe operating procedures</li> <li>• Implement work practices with reference to specified requirements in legislation and standards for environments and safe workplaces</li> <li>• Provide effective induction and supervision to support colleagues in managing their organisational responsibilities</li> <li>• Include OSH compliance into purchasing policy for the provision of goods and services</li> </ul> <p>6.2.2 Inform and train personnel on OSH legislation, codes and standards</p> <ul style="list-style-type: none"> <li>• Make legislation, standards and the organisation's policies and practices available to groups and individuals</li> <li>• Make arrangements to provide information of OSH in a language, style and format which is understood by relevant personnel</li> <li>• Develop and implement an OSH training programme to identify and fulfil employees' OSH training needs</li> <li>• Ensure individuals/teams recognise their legal responsibility</li> <li>• Clarify the implications of an unsafe workplace and environment to all within the workplace</li> </ul> <p>6.2.3 Establish and maintain procedures for assessing and controlling safety risks</p> <ul style="list-style-type: none"> <li>• Identify and assess potential OSH risks in accordance with relevant legislation and codes</li> <li>• Develop measures to control identified risks</li> <li>• Establish and implement workplace procedures to deal with identified risks where appropriate</li> </ul>

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	<p>6.2.4 Monitor, adjust and report safety performance</p> <ul style="list-style-type: none"> <li>• Identify, assess and prioritise risks/hazards for action</li> <li>• Adopt controls to prevent health and safety risks</li> <li>• Carry out waste recycling, disposal and reduction within organisational and legislative requirements</li> <li>• Submit improvements recommendations to meet legislation and associated standards to relevant personnel</li> <li>• Inform individuals/teams of improvements and alterations to the OSH procedures</li> <li>• Maintain records, systems and reporting procedures in accordance with legislative requirements</li> </ul> <p>6.2.5 Investigate and report non-conformance</p> <ul style="list-style-type: none"> <li>• Assess compliance with OSH legislations and codes of practice to ensure relevant OSH standards are maintained</li> <li>• Investigate and deal with non-conformance with reference to legislative requirements</li> <li>• Train colleagues to apply competencies to meet legislative requirements and standards</li> <li>• Implement operations and practices changes to ensure non-conformance is not repeated</li> </ul> <p>6.2.6 Establish and maintain a system for OSH records</p> <ul style="list-style-type: none"> <li>• Develop and monitor a system for keeping OSH records to identify patterns of occupational injury and disease within the area of managerial responsibility</li> </ul> <p>6.3 Assess OSH systems</p> <ul style="list-style-type: none"> <li>• Assess effectiveness of OSH systems and related procedures, policies, and programmes.</li> <li>• Develop and implement OSH systems improvements to ensure effectively achieve the organisation's aims with respect to OSH policies and objectives</li> <li>• Identify inadequacies in current risk control measures</li> <li>• Provide recommendations for further improvements</li> </ul>
<p>7. Assessment Criteria</p>	<p>The integrated outcome requirements of this unit of competency are:</p> <ul style="list-style-type: none"> <li>• Capable of applying knowledge of OSH to plan and implement safety requirements</li> <li>• Capable of informing and training personnel on OSH legislation, codes and standards</li> <li>• Capable of monitoring safety performance</li> <li>• Capable of evaluating the OSH systems and related policies, procedures and programmes</li> </ul>
<p>8. Remarks</p>	