

## Specification of Competency Standards for the Logistics Industry

### Unit of Competency

1. Title	Plan and execute occupational safety and health procedures in workplaces
2. Code	LOCUSS407A
3. Range	This unit of competency is applicable to logistics service providers. Practitioners should be capable of carrying out work activities according to relevant occupational safety and health (OSH) regulations, codes (e.g., Occupational Safety and Health Ordinance Cap. 509 and subsidiary regulations).
4. Level	4
5. Credit	3 (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 the principles of occupational safety and health (OSH)</li> <li>• Know about relevant regulations, codes, and workplace requirements</li> <li>• Understand workplace policy and procedures</li> </ul> <p>6.2.1 Use information about OSH policies and procedures</p> <ul style="list-style-type: none"> <li>• Accurately follow relevant OSH legislation and codes</li> <li>• Promote workplace OSH policies, procedures and programmes to employees in the relevant groups</li> <li>• Accurately and clearly explain implications of risks and OSH requirements to the groups and individuals</li> <li>• Use relevant OSH information in the design/redesign of workplace procedures</li> </ul> <p>6.2.2 Identify and assess hazards</p> <ul style="list-style-type: none"> <li>• Identify existing and potential hazards in the workplaces through audit, monitoring of processes, equipments and products used</li> <li>• Identify existing and potential hazards in response to employee complaints and questions</li> <li>• Assess identified hazards in relation to relative risk and impact on workplace operations and OSH</li> <li>• Establish and report priorities for hazard resolution to appropriate personnel</li> </ul> <p>6.2.3 Control risks and resolve OSH complaints</p> <ul style="list-style-type: none"> <li>• Implement and monitor existing risk control measures and identify possible improvements</li> <li>• Implement and identify required improvements to existing risk control measures</li> <li>• Establish and report required resources for implementation to appropriate personnel</li> <li>• Conduct negotiations with management and employees to revise work procedures within workplace issue resolution procedures</li> </ul> <p>6.2.4 Implement risk management strategies</p> <ul style="list-style-type: none"> <li>• Use workplace procedures for accident, incident, and hazard reporting</li> <li>• Establish and maintain cooperative working relationships with other employees and external authorities involved in OSH procedures</li> <li>• Follow legislative provisions for improvement inspections and notices</li> </ul> <p>6.3 Review OSH procedures</p> <ul style="list-style-type: none"> <li>• Accurate collect and record incidents or non-compliance</li> <li>• Regularly review OSH procedures</li> <li>• Provide recommendations for improvements</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 applying information about OSH policies and procedures</li> <li>• Capable of identifying and assessing hazards</li> <li>• Capable of negotiating to control risks and resolving OSH complaints</li> <li>• Capable of establishing risk management strategies</li> </ul>
8. Remarks	

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