

Specification of Competency Standards
for the Property Management Industry
Unit of Competency

Functional Area - Management of the Environment of a Property

Title	Train subordinates to carry out safe environment measures and promote awareness of keeping the building environment safe
Code	110424L4
Range	Work for safe environment of a property, applicable to training subordinates in performing safe environment management and promoting awareness of safe environment to owners
Level	4
Credit	3
Competency	<p>Performance Requirements</p> <p>1. Thoroughly understand safe environment management and its promotion methods</p> <ul style="list-style-type: none"> • Thoroughly understand the procedures of safe environment management • Thoroughly understand the ways to promote awareness of the safe environment in properties <p>2. Train subordinates to carry out safe environment measures</p> <ul style="list-style-type: none"> • Be able to train the staff in firefighting, safety in slopes and retaining walls, typhoons and rainstorms and related safety knowledge • Be able to train subordinates to organize drills for fire and hazards' prevention effectively • Be able to train subordinates to identify fire, typhoon, water damage and other unexpected loopholes in properties and give suggestions for improvement to their superiors • Be able to train staff to assist in drafting procedure manuals for carrying out safe environment inspections and reporting, process manuals and reports for various drills <p>3. Promote awareness of safe environment</p> <ul style="list-style-type: none"> • Be able to promote awareness of fire prevention, correct use of electricity/appliances, gas installations, prevention of throwing objects from heights, water safety, and responsibilities related to slopes, retaining walls, and home maintenance • Be able to liaise and arrange for relevant departments, contractors, owners, etc. to participate in fire or disaster drill, or hold activities to promote awareness of safe environment • Be able to collect information such as available resources or grants to help buildings improve safe environment management
Assessment Criteria	<p>The integral outcome requirements of this UoC are:</p> <ul style="list-style-type: none"> • Be able to understand Safe Environment management procedures and ways to promote awareness of safe environment awareness in properties effectively; • Be able to train subordinates to implement safe environment measures effectively, to organize drills and draft relevant procedure manuals and reports; and • Be able to promote awareness of safe environment and home maintenance responsibilities to owners effectively, be able to collect information or resources to help buildings in improving safe environment management.
Remark	