

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

Functional Area - Human Resources Management relating to a Property

Title	Carry out daily duties in a safe manner
Code	110599L1
Range	Safety at work, applicable to frontline personnel in taking appropriate safety measures when performing daily works
Level	1
Credit	1
Competency	<p>Performance Requirements</p> <p>1. Know of dangers in work place and general legal requirements</p> <ul style="list-style-type: none"> • Be able to know the potential dangers of the environment and its ancillary facilities at the workplace • Be able to know the general requirements of Occupational Safety and Health Ordinance <p>2. Take safety measures</p> <ul style="list-style-type: none"> • Be able to follow the safe working methods and steps • Be able to follow the instructions of superiors and take the steps and safety measures correctly • Be able to use tools and protective equipment correctly when performing duties • Be able to report any workplace hazards or accidents to superiors immediately
Assessment Criteria	<p>The integral outcome requirements of this UoC are:</p> <ul style="list-style-type: none"> • Be able to know the potential dangers of the environment and its ancillary facilities at workplace and the general requirements of the Occupational Safety and Health Ordinance; and • Be able to know the working environment, processes, tools and equipment, and perform daily duties correctly and safely in accordance with the Occupational Safety and Health Ordinance.
Remark	