

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

Functional Area - Human Resources Management relating to a Property

Title	Create a safe work environment
Code	110600L2
Range	Safety at work, applicable to front line personnel in working together for creating a safe work environment
Level	2
Credit	2
Competency	<p>Performance Requirements</p> <p>1. Understand work environment and potential hazards</p> <ul style="list-style-type: none"> • Be able to understand the environment and potential hazards at workplace, and the handling methods • Be able to understand the main points of Occupation Safety and Health Ordinance and others work-related legislations <p>2. Create a safe work environment</p> <ul style="list-style-type: none"> • Be able to pay attention to the daily workplaces, environments and facilities and report any potential hazards to the superiors/employers generally, such as discovery of broken tools or personal protective equipment • Be able to pay attention to oneself and the others' safety and health when performing duties • Be able to follow the Occupational Safety and Health Ordinance, use safe methods and work steps, protective equipment to perform daily work, and pay attention to the equipment and steps of colleagues at the same time, and remind each other on the matters that should be paid attention to • Be able to quickly alert other colleagues to avoid or leave when there is an unsafe condition in the workplace
Assessment Criteria	<p>The integral outcome requirements of this UoC are:</p> <ul style="list-style-type: none"> • Be able to understand the potential hazards of the workplace and the handling methods, understand the main points of Occupational Safety and Health Ordinance and others work-related legislations; • Be able to aware the work environment in accordance with Occupational Safety and Health Ordinance, adopt a correct and safe approach to the work, and care about the work safety of colleagues, and jointly create a safe work environment; and • Be able to report perceived potential work hazards to superiors/ employers.
Remark	