

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

Functional Area - Human Resources Management relating to a Property

Title	Lead subordinates to carry out safety measures in work
Code	110601L3
Range	Safety at work, applicable to leading and supervising subordinates to carry out safety measures at work
Level	3
Credit	2
Competency	<p>Performance Requirements</p> <p>1. Familiar with safety procedures at work</p> <ul style="list-style-type: none"> • Be familiar with safety procedures, protective devices and personal protective equipment • Be familiar with the legislations and codes of practice on occupational safety and health <p>2. Supervise safety procedures at work</p> <ul style="list-style-type: none"> • Be able to monitor the maintenance and storage of tools to ensure that the tools/auxiliary equipment used are functioning properly and comply with safety standards • Be able to keep a safe environment in workplace, including cleanliness, dryness, having proper firefighting equipment, clear escape routes, adequate lighting and unobstructed access, and having adequate indications, etc. • Be able to monitor and supervise employees in the performance of their work with appropriate and safe work steps, adopting appropriate protective measures and using of appropriate personal protective equipment • Be able to guide and remind subordinates of procedures for job safety, strengthen the training for employees who are incapable of • Be able to set as role model and practice good occupational safety and health behavior • Be able to supervise subordinates to carry out measures to promote occupational safety and health in response to the situation in the post • Be able to identify potential risks in the workplace or work process and make recommendations to superiors for prevention or making specific improvement
Assessment Criteria	<p>The integral outcome requirements of this UoC are:</p> <ul style="list-style-type: none"> • Be familiar with the safety procedures, protective devices and personal protective equipment at work, and be familiar with the legislations and codes of practice for occupational safety and health; • Be able to monitor and supervise employees to take appropriate safety measures to promote occupational safety and health when performing duties; • Be able to monitor the maintenance and storage of tools, and the safe environment in the workplace, to ensure the safety and health of employees; and • Be able to identify potential risks in the workplace or work process and make recommendations to superiors for prevention or specific improvement.
Remark	