

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

Functional Area - Human Resources Management relating to a Property

Title	Manage risk assessment, occupational health and safety
Code	110602L4
Range	Management of occupational safety and health, applicable to managing and performing risk assessments, managing the safe environment and health
Level	4
Credit	3
Competency	<p>Performance Requirements</p> <p>1. Thoroughly understand the legal requirements and management of occupational safety and health</p> <ul style="list-style-type: none"> • Thoroughly understand the legislations, codes of practices related to occupational safety and health, and their applications • Thoroughly understand the importance and methodology of risk assessment <p>2. Conduct risk assessment</p> <ul style="list-style-type: none"> • Be able to conduct risk assessments of workplace, environments, ancillary facilities and other working partners' workplace and environments • Be able to make specific recommendations on the work safety basing on the results of risk assessment, to ensure the safety of employees or contractor's employee <p>3. Execute occupational safety and health management</p> <ul style="list-style-type: none"> • Be able to implement safety work procedures and related regulatory systems in accordance with the company's safety management policies and standards • Be able to supervise employees' compliance with the established safe work system and relevant legislations when performing duties, and to organize and maintain relevant records in accordance with quality management procedures • Be able to provide employees with sufficient and suitable tools and protective equipment • Be able to enhance employees' awareness of safe work, including the arrangement of seminars and courses on occupational safety and health to enhance employees' knowledge • Be able to collate information and data on work injuries or accidents, find out the causes and make suggestions for improvement
Assessment Criteria	<p>The integral outcome requirements of this UoC are:</p> <ul style="list-style-type: none"> • Be able to understand thoroughly the legislations, codes of practice related to occupation safety and health and their application, and understand the importance and methodology of risk assessment thoroughly; • Be able to combine experience and knowledge, conduct risk assessments of the workplace and environment, and make specific recommendations on the work safety based on the results of the risk assessment, to ensure the safety of employees or contractor's employees; • Be able to apply laws and knowledge related to safe work, implement organisational health and safety management in accordance with legal requirements and company standards, enhance employee training, including the arrangement of seminars and courses on occupational safety and health to enhance employees' knowledge; and • Be able to collate information and data on work injuries or accidents, find out the causes and make suggestions for improvement.

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Remark	
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