

Specification of Competency Standards of the Retail Industry

Unit of Competency

Functional Area: Store Operations

Title	Implement work safety guidelines
Code	105129L2
Range	This unit of competency (UoC) is applicable to staff working in retail stores. It covers the abilities to have basic understanding of work safety guidelines and implement them in daily routine operations.
Level	2
Credit	3 (for reference only)
Competency	<p>Performance Requirements</p> <ol style="list-style-type: none"> 1. Knowledge of work safety guidelines <ul style="list-style-type: none"> • Understand the organization’s established occupational safety and health policy and related guidelines • Understand general codes of practice and monitoring measures for work safety in the retail industry • Understand government legislations related to occupational safety and health, e.g.: <ul style="list-style-type: none"> • Occupational Safety and Health Ordinance • Factories and Industrial Undertakings Ordinance • Fire Services/Fire Safety Ordinances • Dangerous Goods Ordinance, etc. • Understand basic safety guidelines for general workplace in Hong Kong, e.g.: <ul style="list-style-type: none"> • Safe use of electricity • Fire service installations and equipment and safety measures • Basic knowledge of first aid • Knowledge of office/workplace safety 2. Implement work safety guidelines <ul style="list-style-type: none"> • Implement the organization’s established occupational safety and health policy and related guidelines during daily operations, including: <ul style="list-style-type: none"> • Always pay attention to occupational safety and insist to work under safe and healthy situation • Pay attention to the safety of machine/electrical equipment operation • Pay attention to personal hygiene and correct posture while working • Prevent/reduce accidents while at work • In case of an accident, implement contingency measures under supervision • Assist retail site management staff to implement work safety guidelines, and report to the higher level once observing any occupational safety and health hazard • Regularly exercise the occupational safety and health measures e.g. fire drill 3. Exhibit professionalism <ul style="list-style-type: none"> • Ensure that under no circumstances would the safety guidelines not to be followed for the sake of convenience or in a hurry • Ensure the compliance with relevant legal requirements in the implementation of work safety guidelines
Assessment Criteria	<p>The integrated outcome requirements of this UoC are the abilities to:</p> <ul style="list-style-type: none"> • Implement the organization’s established work safety guidelines; and • Work in safe environment in order to prevent/reduce accidents.
Remark	