

Specification of Competency Standards
for the Retail Industry
Unit of Competency

Functional Area - Purchasing and Logistics Management

Title	Implement logistic safety and health management measures
Code	104967L3
Description	This unit of competency (UoC) is applicable in relevant workplaces of the retail industry. It covers the abilities to judge in order to implement logistic safety and health management measures in daily routines according to the organizational and regulatory requirements.
Level	3
Credit	3 (For Reference Only)
Competency	<p>Performance Requirements</p> <p>1. Knowledge of occupational safety and health</p> <ul style="list-style-type: none"> • Possess basic knowledge of occupational safety and health and know its application • Understand the safety responsibilities, including legal responsibilities, of employees of all levels in the logistic department • Understand the occupational safety and health management system of the organization • Understand the occupational safety and health duties that need to be carried out in logistics related processes and workplaces • Understand potential occupational safety risks in logistic workplaces <p>2. Implement logistic safety and health management measures</p> <ul style="list-style-type: none"> • Analyze potential hazards for different jobs and procedures according to procedures and guidelines set out in the occupational safety and health management system; formulate suitable safety measures from the aspects of “Man, Machine, Material, Method and Environment”; implement these measures to provide a safe working environment, including: <ul style="list-style-type: none"> ○ Safety inspection ○ Personal protection ○ Preventive measures ○ Monitoring the contractors ○ Providing sufficient resources, information and training ○ Setting up in-house safety committee according to the legal requirements if necessary • Implement the occupational safety and health management system of the organization, including: <ul style="list-style-type: none"> ○ Carrying out the targets of the management system ○ Setting up management committee to conduct regular reviews ○ Implementing management system mechanism ○ Implementing monitoring mechanism, e.g. making the fire escape route map ○ Establishing response system ○ Providing training in occupational safety and health management system for new employees ○ Supporting the work of the safety committee and working groups ○ Implementing emergency drills (for fire escape, emergency evacuation, electrical short-circuit, infectious disease, rodent infestation, etc.) • Apply basic knowledge of occupational safety and health to perform occupational safety and health management duties so as to reduce accidents, including: <ul style="list-style-type: none"> ○ Inspecting workplace safety ○ Checking the preventive measures ○ Assessing the safety of conveyance / equipment of all kinds ○ Assessing basic risks

Specification of Competency Standards
for the Retail Industry
Unit of Competency

Functional Area - Purchasing and Logistics Management

	<ul style="list-style-type: none"> ○ Following up investigations on accidents ○ Assisting in launching safety promotion events ○ Conducting work hazard analysis ○ Formulating pest and rat control ○ Organizing relevant group meetings <p>3. Exhibit professionalism</p> <ul style="list-style-type: none"> • Work meticulously to ensure that the logistic safety and health management measures meet the organizational legal requirements
Assessment Criteria	<p>The integrated outcome requirements of this UoC are the abilities to:</p> <ul style="list-style-type: none"> • Implement safety and health management measures effectively according to the requirements of the organization in order to minimize accident and provide a safe working environment.
Remark	