

**Specification of Competency Standards**  
**for the Testing, Inspection and Certification Industry**  
**Unit of Competency**

Functional Area - Operations Management

Title	Monitor occupational safety and health system
Code	105970L4
Range	This unit of competency (UoC) covers the abilities to monitor the daily work and working procedures of the staff in respective departments according to working instructions on occupational safety and health.
Level	4
Credit	2 (For Reference Only)
Competency	<p>Performance Requirements</p> <p>1. Possess knowledge of relevant occupational safety and health ordinances as well as organisational instructions</p> <ul style="list-style-type: none"> <li>• Identify organisational guidelines on occupational safety and health.</li> <li>• Examine labour related regulations such as Occupational Safety and Health Ordinance, Factories and Industrial Undertakings Ordinance.</li> <li>• Describe the daily operation and detailed working procedures in one's department.</li> </ul> <p>2. Monitor the daily work and safety equipment in respective departments</p> <ul style="list-style-type: none"> <li>• Inspect the daily work and working procedures of the staff in their department to ensure that organisational guidelines on occupational safety and health have been met, such as the authorities on use of various facilities or equipment and their operating systems, the applications of personal protective equipment, the ventilation within the premises and its potential hazards, handling of pollutants and dangerous chemicals, waste disposal, the cleanliness of workshops, methods of manual lifting, machine operation and protection, etc.</li> <li>• Participate in the investigation of incidents occurred within the area that one monitors and follow up the improvement proposals.</li> <li>• Review the incident reporting mechanism, report to supervisors when appropriate and complete relevant records.</li> <li>• Inspect the emergency exit to make sure that the passageway is free from obstacle and fire fighting devices are installed.</li> <li>• Inspect the first-aid equipment in one's department.</li> <li>• Review to ensure that incidents are properly reported according to statutory requirements, such as injury at work and serious incidents, etc.</li> <li>• Record cases not complying with respective rules / instructions and notify the people concerned.</li> <li>• Implement improvement mechanisms and compile comprehensive report regularly.</li> </ul> <p>3. Exhibit professionalism</p> <ul style="list-style-type: none"> <li>• Ensure the daily operation and working procedures comply with the organisational instructions on occupational safety and health system.</li> </ul>
Assessment Criteria	<p>The integrated outcome requirements of this UoC are the abilities to:</p> <ul style="list-style-type: none"> <li>• monitor working procedures in one's department to ensure that they can meet organisational instructions on occupational safety and health, so as to safeguard the well-being and safety of staff to avoid injury at work or occupational diseases,</li> <li>• implement improvement mechanisms and compile comprehensive report on non-compliance cases.</li> </ul>
Remark	