

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

Functional Area - Operations Management

Title	Establish occupational safety and health system and guidelines
Code	105966L5
Range	This unit of competency (UoC) covers the abilities to establish occupational safety and health management system for workplaces in the TIC industry by evaluating respective regulations of occupational safety and health according to the organisation's policy.
Level	5
Credit	2 (For Reference Only)
Competency	<p>Performance Requirements</p> <p>1. Possess knowledge of the regulations of occupational safety and health and the respective operations at workplaces</p> <ul style="list-style-type: none"> • Examine the responsibilities of employers and employees stipulated in the following ordinances, e.g.: <ul style="list-style-type: none"> ○ Occupational Safety and Health Ordinance, ○ Factories and Industrial Undertakings Ordinance as well as its related regulations, ○ related issues stipulated in the Fire Services Ordinance, ○ issues relating to LPG vehicles stipulated in the Gas Safety Ordinance, ○ related issues stipulated in the Dangerous Goods Ordinance, ○ respective labour regulations. • Evaluate the operation and human resources supply of each department within the organisation. • Identify the long-term and short-term objectives established by the organisation for occupational safety and health and the performance indicators. • Analyse the content of the risk assessment report. <p>2. Establish occupational safety and health management system</p> <ul style="list-style-type: none"> • Formulate evaluation procedure for performance indicators according to the policy requirements of occupational safety and health, such as evaluation methods, choice of persons and frequency. • Formulate working instructions on occupational safety and health management according to the analysis of the risk assessment report and comprehensive policy, such as the authority to use equipment, the instructions on safety operation of complicated equipment, establish monitoring system, devise reporting mechanism for incidents and compile records of documents. • Establish respective staff training procedure according to the human resources supply and actual operation of the organisation, such as resources arrangement, choice of persons to be trained and training proposals. • Review and analyse the effectiveness of the occupational safety and health management system and revise it when necessary. • Establish emergency and contingency measures to ensure smooth operation or minimise loss. • Review the established measures and confirm the compliance with statutory requirements. <p>3. Exhibit professionalism</p> <ul style="list-style-type: none"> • Ensure the established occupational safety and health system and guidelines comply with the statutory requirements.
Assessment Criteria	The integrated outcome requirements of this UoC are the abilities to:

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	<ul style="list-style-type: none">• establish a management system on occupational safety and health applicable to workplaces under their supervision according to comprehensive organisational policy,• review and optimise the occupational safety and health management system.
Remark	<p>The respective legislations involved in this unit of competency are as follows:</p> <ul style="list-style-type: none">• Occupational Safety and Health Ordinance• Factories and Industrial Undertakings Ordinance• Fire Services Ordinance• Gas Safety Ordinance• Dangerous Goods Ordinance• Waste Disposal Ordinance