

APPLY OCCUPATIONAL SAFETY AND HEALTH PRACTICES

UNIT CODE: CON/OS/BUT/BC/06/5/A

UNIT DESCRIPTION

This unit specifies the competencies required to lead the implementation of workplace safety and health program, procedures and policies/guidelines.

ELEMENTS AND PERFORMANCE CRITERIA

ELEMENT	PERFORMANCE CRITERIA
These describe the key outcomes which make up workplace functions	These are assessable statements which specify the required level of performance for each of the elements <i>(Bold and italicized terms are elaborated in the range)</i>
1. Identify workplace Hazards	1.1 Hazards in the workplace and/or its indicators of its presence are identified. 1.2 Evaluation and/or work environment measurements of OSH hazards/risk existing in the workplace is conducted by authorized personnel or agency. 1.3 OSH issues and/or concerns raised by workers are gathered.
2. Identify and implement appropriate control measures	2.1 Prevention and control measures , including use of safety gears / PPE (personal protective equipment) for specific hazards are identified and implemented. 2.2 Appropriate risk controls based on result of OSH hazard evaluation is recommended. 2.3 Contingency measures , including emergency procedures during workplace incidents and emergencies are recognized and established in accordance with organization procedures.
3. Implement OSH programs, procedures and policies/guidelines	3.1 Information to work team about company OSH program, procedures and policies/guidelines are provided. 3.2 Implementation of OSH procedures and policies/

	<p>guidelines are conducted.</p> <p>3.3 Team members are trained and advised on OSH standards and procedures.</p> <p>3.4 Procedures for maintaining <i>OSH-related records</i> are implemented</p>
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RANGE

This section provides work environments and conditions to which the performance criteria apply. It allows for different work environments and situations that will affect performance.

Variable	Range
1. Hazards may include but are not limited to:	<ul style="list-style-type: none"> • Physical hazards • Biological hazards • Chemical hazards • Ergonomics • Psychological factors • Physiological factors • Safety hazards • Unsafe workers' act
2. Indicators may include but are not limited to:	<ul style="list-style-type: none"> • Increased of incidents of accidents, injuries • Increased occurrence of sickness or health complaints/ symptoms • Common complaints of workers related to OSH • High absenteeism for work-related reasons
3. Evaluation and/or work environment measurements may include but are not limited to:	<ul style="list-style-type: none"> • Health Audit • Safety Audit • Work Safety and Health Evaluation • Work Environment Measurements of Physical and Chemical Hazards
4. OSH issues and/or concerns may include but are not limited to:	<ul style="list-style-type: none"> • Workers' experience/observance on presence of work hazards • Unsafe/unhealthy administrative arrangements (prolonged work hours, no break time, constant overtime, scheduling of tasks) • Reasons for compliance/non-compliance to use of PPEs or other OSH procedures/policies/guidelines

<p>5. Prevention and control measures may include but are not limited to:</p>	<ul style="list-style-type: none"> • Eliminate the hazard • Isolate the hazard • Substitute the hazard with a safer alternative • Use administrative controls to reduce the risk • Use engineering controls to reduce the risk • Use personal protective equipment • Safety, Health and Work Environment Evaluation • Periodic and/or special medical examinations of workers
<p>6. Safety gears /PPE (Personal Protective Equipment's) may include but are not limited to:</p>	<ul style="list-style-type: none"> • Arm/Hand guard, gloves • Eye protection (goggles, shield) • Hearing protection (ear muffs, ear plugs) • Hair Net/cap/bonnet • Hard hat • Face protection (mask, shield) • Apron/Gown/coverall/jump suit • Anti-static suits • High-visibility reflective vest
<p>7. Appropriate risk controls</p>	<ul style="list-style-type: none"> • Eliminate the hazard altogether • Isolate the hazard from anyone who could be harmed • Substitute the hazard with a safer alternative • Use administrative controls to reduce the risk • Use engineering controls to reduce the risk • Use personal protective equipment
<p>8. Contingency measures may include but are not limited to:</p>	<ul style="list-style-type: none"> • Evacuation • Isolation • Decontamination • Emergency personnel
<p>9. Emergency procedures may include but are not limited to:</p>	<ul style="list-style-type: none"> • Fire drill • Earthquake drill • Basic life support/CPR • First aid • Spillage control • Decontamination of chemical and toxic • Disaster preparedness/management • Set of fire-extinguisher

<p>10. Incidents and emergencies may include but are not limited to:</p>	<ul style="list-style-type: none"> • Chemical spills • Equipment/vehicle accidents • Explosion • Fire • Gas leak • Injury to personnel • Structural collapse • Toxic and/or flammable vapors emission.
<p>11. OSH-related Records may include but are not limited to:</p>	<ul style="list-style-type: none"> • Medical/Health records • Incident/accident reports • Sickness notifications/sick leave application • OSH-related trainings obtained

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit of competency.

Required Skills

The individual needs to demonstrate the following skills:

- Communication
- Interpersonal
- Presentation
- Risk assessment
- Evaluation
- Critical thinking
- Problem solving
- Negotiation

Required Knowledge

The individual needs to demonstrate knowledge of:

- General OSH Principles
- Occupational hazards/risks recognition
- OSH organizations providing services on OSH evaluation and/or work environment measurements (WEM)
- National OSH regulations; company OSH policies and protocols
- Systematic gathering of OSH issues and concerns
- General OSH principles
- National OSH regulations
- Company OSH and recording protocols, procedures and policies/guidelines

- Training and/or counseling methodologies and strategies

EVIDENCE GUIDE

This provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge and range.

Critical aspects of competency	<p>Assessment requires evidence that the candidate:</p> <ol style="list-style-type: none"> 1.1 Identified hazards/risks in the workplace and/or its indicators. 1.2 Requested for evaluation and work environment measurements of OSH hazards/risk in the workplace. 1.3 Identified and implemented prevention and control measures, including use of PPE (personal protective equipment) 1.4 Recommended appropriate risk controls based on result of OSH hazard evaluation and OSH issues gathered. 1.5 Established contingency measures, including emergency procedures in accordance with organization procedures. 1.6 Provided information to work team about company OSH program, procedures and policies/guidelines. 1.7 Participated in the implementation of OSH procedures and policies/guidelines.
2. Resource implications	<p>The following resources should be provided:</p> <ol style="list-style-type: none"> 2.1 Workplace or assessment location. 2.2 OSH personal records. 2.3 PPE. 2.4 Health records
3. Methods of assessment	<p>Competency may be assessed through:</p> <ol style="list-style-type: none"> 3.1 Portfolio Assessment. 3.2 Interview. 3.3 Case Study/Situation. 3.4 Observation/Demonstration and oral questioning.
4. Context of assessment	<p>Competency may be assessed in workplace or in a simulated workplace setting</p>
5. Guidance information for assessment	<p>Holistic assessment with other units relevant to the industry sector and workplace job role is recommended.</p>