DEMONSTRATE OCCUPATIONAL SAFETY AND HEALTH PRACTICES

UNIT CODE: ENG/OS/MLF/BC/07/4/B

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

ELEMENTS AND PERFORMANCE CRITERIA

ELEMENT These describe the key outcomes which make up workplace function.	PERFORMANCE CRITERIA These are assessable statements which specify the required level of performance for each of the elements. ***Bold and italicized terms are elaborated in the Range***
1. Identify workplace hazards and risk	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 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/ guidelines are participated 3.3 Team members are trained and advised on OSH standards and procedures 3.4 Procedures for maintaining ***OSH-related records*** are implemented

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
Hazards include but are not limited to:	● Physical hazards – impact, illumination, pressure, noise, vibration, extreme temperature, radiation ● Biological hazards- bacteria, viruses, plants, parasites, mites, molds, fungi, insects ● Chemical hazards – dusts, fibers, mists, fumes, smoke, ● gasses, vapors ● Ergonomics Psychological factors – over exertion/ excessive force, awkward/static positions, fatigue, direct pressure ● varying metabolic cycles ● Physiological factors – monotony, personal ● relationship, work out cycle ● Safety hazards (unsafe workplace condition) – ● confined space, excavations, falling objects, gas ● leaks, electrical, poor storage of materials and waste, spillage, waste and debris ● Unsafe workers' act (Smoking in off-limited areas, Substance and alcohol abuse at work)
Indicators include but are not limited to:	● 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
Evaluation and/or work environment measurements include but are not limited to:	● Health Audit ● Safety Audit ● Work Safety and Health Evaluation ● Work Environment Measurements of Physical and Chemical Hazards
OSH issues and/or concerns include but are not limited to:	● 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

Prevention and control measures include but are not limited to:	• Eliminate the hazard (i.e., get rid of the dangerous machine • Isolate the hazard (i.e. keep the machine in a closed room and operate it remotely; barricade an unsafe area off) • Substitute the hazard with a safer alternative (i.e., replace the machine with a safer one) • Use administrative controls to reduce the risk (i.e. give trainings on how to use equipment safely; OSH-related topics, issue warning signages, rotation/shifting work schedule) • Use engineering controls to reduce the risk (i.e. use safety guards to machine) • Use personal protective equipment • Safety, Health and Work Environment Evaluation • Periodic and/or special medical examinations of workers
Safety gears /PPE (Personal Protective Equipment's) include but are not limited to:	• 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

Appropriate risk controls include but not limited to:	• Appropriate risk controls in order of impact are as follows:
	  o Eliminate the hazard altogether (i.e., get rid of the dangerous machine)
	  o Isolate the hazard from anyone who could be harmed (i.e., keep the machine in a closed room and operate it remotely; barricade an unsafe area off)
	  o Substitute the hazard with a safer alternative (i.e., replace the machine with a safer one)
	  o Use administrative controls to reduce the risk (i.e., train workers how to use equipment safely; train workers about the risks of harassment; issue signage)
	  o Use engineering controls to reduce the risk (i.e., attach guards to the machine to protect users)
	  o Use personal protective equipment (i.e., wear

	gloves and goggles when using the machine)
Contingency measures include but are not limited to:	● Evacuation ● Isolation ● Decontamination ● (Calling designed) emergency personnel
Emergency procedures include but are not limited to:	● Fire drill ● Earthquake drill ● Basic life support/CPR ● First aid ● Spillage control ● Decontamination of chemical and toxic ● Disaster preparedness/management ● Se of fire-extinguisher
Incidents and emergencies include but are not limited to:	● Chemical spills ● Equipment/vehicle accidents ● Explosion ● Fire ● Gas leak ● Injury to personnel ● Structural collapse ● Toxic and/or flammable vapour emission.
OSH-related Records include but are not limited to:	● 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:
● Skills on preliminary identification of workplace hazards/risks
● Knowledge management
● Critical thinking skills
● Observation skills
● Coordinating skills
● Communication skills
● Interpersonal skills

- Troubleshooting skills
- Presentation skills
- Training skills

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 counselling 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.

1. Critical Aspects of Competency	Assessment requires evidence that the candidate:
	1.1 Identifies hazards/risks in the workplace and/or its indicators
	1.2 Requests for evaluation and/or work environment measurements of OSH hazards/risk in the workplace
	1.3 Gathers OSH issues and/or concerns raised by workers
	1.4 Identifies and implements prevention and control measures, including use of PPE (personal protective equipment) for specific hazards
	1.5 Recommends appropriate risk controls based on result of OSH hazard evaluation and OSH issues gathered
	1.6 Establish contingency measures, including emergency procedures in accordance with organization procedures
	1.7 Provides information to work team about company OSH program, procedures and policies/guidelines
	1.8 Participates in the implementation of OSH procedures and policies/guidelines
	1.9 Trains and advises team members on OSH standards and procedures
	1.10 Implements procedures for maintaining OSH-related records
2. Resource Implications	The following resources should be provided:
	2.1 Workplace or assessment location
	2.2 OSH personal records

	2.3 PPE
	2.4 Health records
3. Methods of Assessment	Competency may be assessed through: 3.1 Portfolio Assessment 3.2 Interview 3.3 Case Study/Situation 3.4 Observation/Demonstration and oral questioning

COMMON UNITS OF COMPETENCIES