

## DEMONSTRATE OCCUPATIONAL SAFETY AND HEALTH PRACTICES

**UNIT CODE:** BUS/OS/BF/BC/07/6/A

### UNIT DESCRIPTION

This unit specifies the competencies required to demonstrate occupational health and safety practices. It involves identifying workplace hazards and risks, identifying and implementing appropriate control measures to hazards and risks and implementing OSH programs, procedures and policies/guidelines.

### ELEMENTS AND PERFORMANCE CRITERIA

<b>ELEMENT</b>	<b>PERFORMANCE CRITERIA</b>
These describe the key outcomes which make up workplace function.	These are assessable statements which specify the required level of performance for each of the elements. <b><i>Bold and italicized terms are elaborated in the Range</i></b>
1. Identify workplace hazards and risk	1.1 <b><i>Hazards</i></b> in the workplace are identified <b><i>based their indicators</i></b> 1.2 Risks and hazards are evaluated based on legal requirements. 1.3 <b><i>OSH concerns</i></b> raised by workers are addressed as per legal requirements.
2. Control OSH hazards	2.1 Hazard prevention <b><i>and control measures</i></b> are implemented as per legal requirement. 2.2 Risk assessment is conducted and a risk matrix developed based on likely impact. 2.3 <b><i>Contingency measures</i></b> , including <b><i>emergency procedures</i></b> during workplace <b><i>incidents and emergencies</i></b> are recognized and established in accordance with organization procedures.
3. Implement OSH programs	3.1 Company OSH program are identified, evaluated and reviewed based on legal requirements. 3.2 Company OSH programs are implemented as per legal requirements. 3.3 Workers are capacity built on OSH standards and procedures as per legal requirements 3.4 <b><i>OSH-related records</i></b> are maintained as per legal requirements.

## 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 not limited to:	<ul style="list-style-type: none"><li>• Physical hazards – impact, illumination, pressure, noise,</li><li>• vibration, extreme temperature, radiation</li><li>• Biological hazards- bacteria, viruses, plants, parasites, mites, molds, fungi, insects</li><li>• Chemical hazards – dusts, fibers, mists, fumes, smoke, gasses, vapors</li><li>• Ergonomics</li><li>• Psychological factors – over exertion/ excessive force, awkward/static positions, fatigue, direct pressure,</li><li>• varying metabolic cycles</li><li>• Physiological factors – monotony, personal relationship, work out cycle</li><li>• Safety hazards (unsafe workplace condition) – confined space, excavations, falling objects, gas leaks, electrical, poor storage of materials and waste, spillage, waste and debris</li><li>• Unsafe workers’ act (Smoking in off-limited areas, Substance and alcohol abuse at work)</li></ul>
2. Indicators may include but not limited to:	<ul style="list-style-type: none"><li>• Increased of incidents of accidents, injuries</li><li>• Increased occurrence of sickness or health complaints/ symptoms</li><li>• Common complaints of workers related to OSH</li><li>• High absenteeism for work-related reasons</li></ul>

<p>3. OSH concerns may include but not limited to:</p>	<ul style="list-style-type: none"> <li>• Workers' experience/observance on presence of work hazards</li> <li>• Unsafe/unhealthy administrative arrangements (prolonged work hours, no break time, constant overtime, scheduling of tasks)</li> <li>• Reasons for compliance/non-compliance to use of PPEs or other OSH procedures/policies/guidelines</li> </ul>
<p>4. Safety gears /PPE (Personal Protective Equipment) may include but not limited to:</p>	<ul style="list-style-type: none"> <li>• Arm/Hand guard, gloves</li> <li>• Eye protection (goggles, shield)</li> <li>• Hearing protection (ear muffs, ear plugs)</li> <li>• Hair Net/cap/bonnet</li> <li>• Hard hat</li> <li>• Face protection (mask, shield)</li> <li>• Apron/Gown/coverall/jump suit</li> <li>• Anti-static suits</li> <li>• High-visibility reflective vest</li> </ul>
<p>5. Appropriate risk controls may include but not limited to:</p>	<ul style="list-style-type: none"> <li>• Appropriate risk controls in order of impact are as follows:</li> <li>• Eliminate the hazard altogether (i.e., get rid of the dangerous machine)</li> <li>• 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)</li> <li>• Substitute the hazard with a safer alternative (i.e., replace the machine with a safer one)</li> <li>• 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)</li> <li>• Use engineering controls to reduce the risk (i.e., attach guards to the machine to protect users)</li> <li>• Use personal protective equipment (i.e., wear gloves and goggles when using the machine)</li> </ul>
<p>6. Contingency measures may include but not limited to:</p>	<ul style="list-style-type: none"> <li>• Evacuation</li> <li>• Isolation</li> <li>• Decontamination</li> <li>• (Calling designed) emergency personnel</li> </ul>

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

## 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.

<p>1. Critical Aspects of Competency</p>	<p>Assessment requires evidence that the candidate:</p> <ul style="list-style-type: none"> <li>1.1 Identified hazards in the workplace based their indicators</li> <li>1.2 Evaluated workplace hazards based on legal requirements.</li> <li>1.3 Addressed OSH concerns raised by workers as per legal requirements.</li> <li>1.4 Implemented hazard prevention and control measures as per legal requirement.</li> <li>1.5 Conducted risk assessment as per legal requirement.</li> <li>1.6 Developed risk matrix based on likely impact.</li> <li>1.7 Recognized and established contingency measures in accordance with organization procedures.</li> <li>1.8 Identified, evaluated and reviewed company OSH program based on legal requirements.</li> <li>1.9 Implemented company OSH programs as per legal requirements.</li> <li>1.10 Capacity built workers on OSH standards and procedures as per legal requirements</li> <li>1.11 Maintained OSH-related records as per legal requirements.</li> </ul>
<p>2. Resource Implications</p>	<p>The following resources should be provided:</p> <ul style="list-style-type: none"> <li>2.3 Access to relevant workplace where assessment can take place</li> <li>2.4 Appropriately simulated environment where assessment can take place</li> </ul>
<p>3. Methods of Assessment</p>	<p>Competency in this unit may be assessed through:</p> <ul style="list-style-type: none"> <li>3.1 Observation</li> <li>3.2 Oral questioning</li> <li>3.3 Written test</li> <li>3.4 Portfolio of Evidence</li> <li>3.5 Interview</li> <li>3.6 Third party report</li> </ul>
<p>4. Context of Assessment</p>	<p>Competency may be assessed:</p> <ul style="list-style-type: none"> <li>4.1 On-the-job</li> <li>4.2 Off-the –job</li> </ul>

	4.3 During Industrial attachment
5. Guidance information for assessment	Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended.

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