

## DEMONSTRATE OCCUPATIONAL SAFETY AND HEALTH PRACTICES

**UNIT CODE: HOS/OS/FP/BC/07/ 3**

### UNIT DESCRIPTION

This unit specifies the competencies required to practice and promote safety and health at work.

### ELEMENTS AND PERFORMANCE CRITERIA

<b>ELEMENT</b>	<b>PERFORMANCE CRITERIA</b>
<p>These describe the key outcomes which make up workplace function.</p>	<p>These are assessable statements which specify the required level of performance for each of the elements.</p> <p><b><i>Bold and italicized terms are elaborated in the Range</i></b></p>
<p>1. Prepare to practice safety and health at work</p>	<p>1.1 Awareness of legislation that outlines the minimum standards for occupational safety and health requirements/ regulations are emphasized</p> <p>1.2 Benefits of implementing an occupational safety and health program are identified</p> <p>1.3 <b><i>Safety requirements/ regulations</i></b> of own work and of other workers are familiarized</p> <p>1.4 Workplace standards and procedures for incidents and Emergencies are determined</p> <p>1.5 <b><i>Prevention and control measures</i></b>, including use of <b><i>safety gears/PPE</i></b> (Personal Protective Equipment) to avoid accident, injuries and sickness are identified</p>
<p>2. Comply and promote compliance of workers to organization's occupational safety and health instructions and requirements</p>	<p>2.1 Safety instructions and safety signs are followed and disseminated to co-workers</p> <p>2.2 Safe handling of tools, equipment and materials is learned and shared with co-workers</p> <p>2.3 Execution of own work and of co-workers is monitored in according to safe work procedures</p> <p>2.4 Use of safe guards and safety devices is monitored</p> <p>2.5 Hazards, incidents, injuries and sickness in the workplace are reported properly following standards and procedures</p>

## 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. <i>Safety requirements / regulations</i> include but are not limited to:	<ul style="list-style-type: none"> <li>• Building code</li> <li>• Permit to Operate</li> <li>• Occupational Safety and Health Standards</li> </ul>
2. <i>Incidents and emergencie</i> include but are 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>
3. <i>Prevention and control measures</i> include but are not limited to:	<ul style="list-style-type: none"> <li>• Eliminate the hazard (i.e., get rid of the dangerous machine)</li> <li>• Isolate the hazard (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. give trainings on how to use equipment safely; OSH-related topics, issue warning signages, rotation/shifting work schedule)</li> <li>• Use engineering controls to reduce the risk (i.e. use safety guards to machine)</li> <li>• Use personal protective equipment</li> <li>• Safety, Health and Work Environment Evaluation</li> <li>• Periodic and/or special medical examinations of workers</li> </ul>
4. <i>Safety devices/ PPEs</i> (personal protective equipment) include but are not limited to:	<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>

## 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 skills
- Knowledge management
- Interpersonal skills
- Troubleshooting skills
- Critical thinking skills
- Observation skills
- Monitoring skills
- Reporting skills

### Required Knowledge

The individual needs to demonstrate knowledge of:

- Elements of an effective occupational safety and health program
- Benefits of implementing an occupational safety and health program
- Safety requirements of own work and of other workers
- Standard emergency plan and procedures in the workplace
- Different OSH control measures
- General OSH principles
- Work standards and procedures
- Safe handling procedures of tools, equipment's and materials
- Standard emergency plan and procedures in the workplace
- Different OSH control measures
- Standard accident and illness reporting procedures in the workplace
- Monitoring system on compliance to work safety and health

## 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 Emphasizes awareness of OSH legislations 1.2 Identifies benefits of implementing OSH program
-----------------------------------	---

	<p>1.3 Identifies safety requirements of own work and of co-workers</p> <p>1.4 Identifies and shares with co-workers OSH control measures and emergency plan in the workplace</p> <p>1.5 Identifies and shares with co-workers the <b>control measures</b> to prevent accident, injuries and sickness</p> <p>1.6 Follows and disseminate to co-workers the safety instructions and safety signs at work</p> <p>1.7 Learns and shares with co-workers the learnings on safe handling of tools, equipment and materials</p> <p>1.8 Monitors safe execution of own work and of co-workers</p> <p>1.9 Monitors compliance to safety measures</p> <p>1.10 Reports hazards, incidents, injuries and sickness following workplace procedures</p>
2. Resource Implications	<p>The following resources should be provided:</p> <p>2.1 Facilities, materials tools and equipment necessary for the activity</p>
3. Methods of Assessment	<p>Competency in this unit may be assessed through:</p> <p>3.1 Observation/Demonstration with oral questioning</p> <p>3.2 Third party report</p>
4. Context of Assessment	<p>Competency may be assessed on the job, off the job or a combination of these. Off the job assessment must be undertaken in a closely simulated workplace environment.</p>
5. Guidance information for assessment	<p>Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended.</p>