

DEMONSTRATE OCUPATIONAL SAFETY AND HEALTH PRACTICES

UNIT CODE: IT/OS/ICTA/BC/07/4/A

UNIT DESCRIPTION

This unit specifies the competencies required to practice safety and health, and comply with OSH requirements relevant to work

ELEMENTS AND PERFORMANCE CRITERIA

ELEMENT	PERFORMANCE CRITERIA
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. <i>Bold and italicized terms are elaborated in the Range</i>
1. Observe workplace procedures for hazards and risk prevention	1.1 Arrangement of work area and items in accordance with Company housekeeping procedures is followed 1.2 Work standards and procedures are followed 1.3 <i>Prevention and control measures</i> , including use of <i>safety gears/PPE</i> are applied 1.4 Standards and procedures for <i>incidents and emergencies</i> are studied and applied, as needed
2. Participate in arrangements for workplace safety and health maintenance	2.1 Orientations on <i>OSH requirements/regulations</i> of tasks is participated 2.2 Feedback on health, safety, and security concerns are provided to appropriate personnel as required in a sufficiently detailed manner. 2.3 Workplace procedures for reporting hazards, incidents, injuries and sickness are practiced 2.4 OSH requirements/ regulations and workplace safety and hazard control procedures are reviewed, and compliance reported to appropriate personnel, as needed 2.5 Needed <i>OSH-related trainings</i> are identified and proposed to appropriate personnel

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. Prevention and control measures may include but are not limited to:	1.1 Eliminate the hazard (i.e., get rid of the dangerous machine) 1.2 Isolate the hazard (i.e. keep the machine in a closed room and operate it remotely; barricade an unsafe area off) 1.3 Substitute the hazard with a safer alternative (i.e., replace the machine with a safer one) 1.4 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) 1.5 Use engineering controls to reduce the risk (i.e. use safety guards to machine) 1.6 Use personal protective equipment 1.7 Safety, Health and Work Environment Evaluation 1.8 Periodic and/or special medical examinations of workers
2. Safety gears /PPE (Personal Protective Equipment's) may include but are not limited to:	2.1 Arm/Hand guard, gloves 2.2 Eye protection (goggles, shield) 2.3 Hearing protection (ear muffs, ear plugs) 2.4 Hair Net/cap/bonnet 2.5 Hard hat 2.6 Face protection (mask, shield) 2.7 Apron/Gown/coverall/jump suit 2.8 Anti-static suits 2.9 High-visibility reflective vest

<p>3. Incidents and emergencies may include but are not limited to:</p>	<p>3.1 Chemical spills 3.2 Equipment/vehicle accidents 3.3 Explosion 3.4 Fire 3.5 Gas leak 3.6 Injury to personnel 3.7 Structural collapse 3.8 Toxic and/or flammable vapors emission.</p>
<p>4. OSH requirements / regulations may include but are not limited to:</p>	<p>4.2 Building code 4.5 Permit to Operate</p>
<p>5. OSH-related trainings may include but are not limited to:</p>	<p>5.1 Safety Orientations relevant to tasks 5.2 Safe and Correct Operation of Tools and Equipment 5.3 Health Orientations/trainings (Healthy Lifestyle, Prevention of drug/alcohol dependence, violence in the workplace, work-stress) 5.4 Prevention and Control of OSH Hazards in the workplace 5.5 Chemical Handling 5.6 Safety Trainings (Fire Safety, Construction Safety, Confined Space) 5.7 Prevention and Control of Work-related Injuries and Illness 5.8 Basic First-aid Trainings 5.9 Emergency Response Trainings 5.10 Trainings on use of fire-extinguisher</p>

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
- Collaborating skills
- Interpersonal Skills
- Troubleshooting skills
- Critical thinking Skills
- Observation Skills

Required Knowledge

The individual needs to demonstrate knowledge of:

- General OSH principles and legislations
- Principles of good housekeeping (5S)
- Company/workplace policies/ guidelines
- Standards and safety requirements of work process and procedures
- Standard Workplace emergency plan and procedures
- Safety and health requirements of tasks
- Workplace guidelines on providing feedback on OSH and security concerns
- OSH regulations
- Hazard control procedures
- OSH trainings relevant to work

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 Follows work and housekeeping procedures, and complies with its requirements 1.2 Follows work standards and procedures 1.3 Applies OSH preventive and control measures, including emergency plan, standards and procedures 1.4 Participates in orientations on OSH requirements of tasks
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	<p>1.5 Provides feedback on health, safety, and security concerns in a sufficiently detailed manner.</p> <p>1.6 Practices workplace procedures for reporting hazards, incidents, injuries and sickness</p> <p>1.7 Reviews and reports compliance to workplace OSH regulations and hazard control procedures</p> <p>1.8 Identifies and proposes OSH trainings relevant to work</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> <p>3.3 Written exam</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>