

## DEMONSTRATE OCCUPATIONAL SAFETY AND HEALTH PRACTICES

**UNIT CODE:** ENG/OS/IPO/BC/06/5/A

### 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

| <b>ELEMENT</b><br>These describe the key outcomes which make up workplace function. | <b>PERFORMANCE CRITERIA</b><br>These are assessable statements which specify the required level of performance for each of the elements.<br><i><b>Bold and italicized terms are elaborated in the Range</b></i>  |
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| 1. Identify workplace hazards and risk  | 1.1 <i><b>Hazards</b></i> in the workplace and/or its <i><b>indicators</b></i> of its presence, are identified<br>1.2 <i><b>Evaluation and/or work environment</b></i> measurements of OSH hazards/risk existing in the workplace is conducted by Authorized personnel or agency<br>1.3 <i><b>OSH issues and/or concerns</b></i> raised by workers are Gathered  |
| 2. Identify and implement appropriate control measures                              | 2.1 Prevention <i><b>and control measures</b></i> , including use of <i><b>safety gears / PPE (personal protective equipment)</b></i> for specific hazards identified and implemented<br>2.2 Appropriate <i><b>risk controls</b></i> based on result of OSH hazard evaluation is recommended.<br>2.3 <i><b>Contingency measures</b></i> , including <i><b>emergency procedures</b></i> during workplace <i><b>incidents and emergencies</b></i> 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<br>3.2 Implementation of OSH procedures and policies/ guidelines are participated<br>3.3 Team members are trained and advised on OSH standards and procedures  |

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|  | 3.4 Procedures for maintaining <i>OSH-related records</i> are implemented |
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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   |
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| <ul style="list-style-type: none"> <li>Hazards may include but are not limited to:</li> </ul>   | <ul style="list-style-type: none"> <li>Physical hazards – impact, illumination, pressure, noise, 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, gases, vapors</li> <li>Ergonomics</li> <li>Psychological factors – over exertion/ excessive force, awkward/static positions, fatigue, direct pressure, 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> |
| <ul style="list-style-type: none"> <li>Indicators may include but are not limited to:</li> </ul>                                      | <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>  |
| <ul style="list-style-type: none"> <li>Evaluation and/or work environment measurements may include but are not limited to:</li> </ul> | <ul style="list-style-type: none"> <li>Health Audit</li> <li>Safety Audit</li> <li>Work Safety and Health Evaluation</li> <li>Work Environment Measurements of Physical and Chemical Hazards</li> </ul>   |

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| <ul style="list-style-type: none"> <li>• OSH issues and/or concerns may include but are not limited to:</li> </ul>                          | <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>   |
| <ul style="list-style-type: none"> <li>• Prevention and control measures may include but are not limited to:</li> </ul>                     | <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> |
| <ul style="list-style-type: none"> <li>• Safety gears /PPE (Personal Protective Equipment's) may include but are not limited to:</li> </ul> | <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>  |

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| <ul style="list-style-type: none"> <li>• Appropriate risk controls</li> </ul>                                     | <p>Appropriate risk controls in order of impact are as follows:</p> <ul style="list-style-type: none"> <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> |
| <ul style="list-style-type: none"> <li>• Contingency measures may include but are not limited to:</li> </ul>      | <ul style="list-style-type: none"> <li>• Evacuation</li> <li>• Isolation</li> <li>• Decontamination</li> <li>• (Calling designed) emergency personnel</li> </ul>   |
| <ul style="list-style-type: none"> <li>• Emergency procedures may include but are not limited to:</li> </ul>      | <ul style="list-style-type: none"> <li>• Fire drill</li> <li>• Earthquake drill</li> <li>• Basic life support/CPR</li> <li>• First aid</li> <li>• Spillage control</li> <li>• Decontamination of chemical and toxic</li> <li>• Disaster preparedness/management of fire-extinguisher</li> </ul>  |
| <ul style="list-style-type: none"> <li>• Incidents and emergencies may include but are not limited to:</li> </ul> | <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>   |

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| <ul style="list-style-type: none"> <li>• OSH-related Records may include but are not limited to:</li> </ul> | <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> |
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## 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 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.

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| 1. Critical Aspects of Competency | <p>Assessment requires evidence that the candidate:</p> <ul style="list-style-type: none"> <li>1.1 Identifies hazards/risks in the workplace and/or its indicators</li> <li>1.2 Requests for evaluation and/or work environment</li> </ul> |
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|  | <p>measurements of OSH hazards/risk in the workplace</p> <p>1.3 Gathers OSH issues and/or concerns raised by workers</p> <p>1.4 Identifies and implements prevention and control measures, including use of PPE (personal protective equipment) for specific hazards</p> <p>1.5 Recommends appropriate risk controls based on result of OSH hazard evaluation and OSH issues gathered</p> <p>1.6 Establish contingency measures, including emergency procedures in accordance with organization procedures</p> <p>1.7 Provides information to work team about company OSH program, procedures and policies/guidelines</p> <p>1.8 Participates in the implementation of OSH procedures and policies/guidelines</p> <p>1.9 Trains and advises team members on OSH standards and procedures</p> <p>1.10 Implements procedures for maintaining OSH-related records</p> |
| 2. Resource Implications               | <p>The following resources should be provided:</p> <p>2.1 Workplace or assessment location</p> <p>2.2 OSH personal records</p> <p>2.3 PPE</p> <p>2.4 Health records</p>  |
| 3. Methods of Assessment               | <p>Competency may be assessed through:</p> <p>3.1 Portfolio Assessment</p> <p>3.2 Interview</p> <p>3.3 Case Study/Situation</p> <p>3.4 Observation/Demonstration and oral questioning</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>  |