

## DEMONSTRATE OCCUPATIONAL SAFETY AND HEALTH PRACTICES

UNIT CODE: CON/OS/PL/BC/06/5/A

### UNIT DESCRIPTION

This unit specifies the competencies required to identify workplace hazards and risk, identify and implement appropriate control measures and implement OSH programs, procedures and policies/ guidelines

### ELEMENTS AND PERFORMANCE CRITERIA

| ELEMENT   | PERFORMANCE CRITERIA  |
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| 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.<br><i>Bold and italicized terms are elaborated in the Range</i>   |
| 1. Identify workplace hazards and risk                            | 1.1 <i>Hazards</i> in the workplace are identified <i>based their indicators</i><br>1.2 Risks and hazards are evaluated based on legal requirements.<br>1.3 <i>OSH concerns</i> raised by workers are addressed as per legal requirements.  |
| 2. Control OSH hazards  | 2.1 Hazard prevention <i>and control measures</i> are implemented as per legal requirement.<br>2.2 Risk assessment is conducted and a risk matrix developed based on likely impact.<br>2.3 <i>Contingency measures</i> , including <i>emergency procedures</i> during workplace <i>incidents and emergencies</i> 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.   |

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|  | <p>3.2 Company OSH programs are implemented as per legal requirements.</p> <p>3.3 Workers are capacity built on OSH standards and procedures as per legal requirements</p> <p>3.4 <i>OSH-related records</i> are maintained as per legal requirements.</p> |
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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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| 1. Hazards may include but are not limited to:    | <ul style="list-style-type: none"> <li>• Physical hazards</li> <li>• Biological hazards</li> <li>• Chemical hazards</li> <li>• Ergonomics</li> <li>• Psychological factors</li> <li>• Physiological factors</li> <li>• Safety hazards</li> <li>• Unsafe workers' act</li> </ul>          |
| 2. Indicators may include but are 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> |

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| <p>3. Evaluation and/or work environment measurements may include but are not limited to:</p>     | <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>   |
| <p>4. OSH issues and/or concerns may include but are 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>5. Prevention and control measures may include but are not limited to:</p>                     | <ul style="list-style-type: none"> <li>• Eliminate the hazard</li> <li>• Isolate the hazard</li> <li>• Substitute the hazard with a safer alternative</li> <li>• Use administrative controls to reduce the risk</li> <li>• Use engineering controls to reduce the risk</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> |
| <p>6. Safety gears /PPE (Personal Protective Equipment's) may include but are 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>   |

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| <p>7. Appropriate risk controls</p>                                      | <ul style="list-style-type: none"> <li>• Eliminate the hazard altogether</li> <li>• Isolate the hazard from anyone who could be harmed</li> <li>• Substitute the hazard with a safer alternative</li> <li>• Use administrative controls to reduce the risk</li> <li>• Use engineering controls to reduce the risk</li> <li>• Use personal protective equipment</li> </ul> |
| <p>8. Contingency measures may include but are not limited to:</p>       | <ul style="list-style-type: none"> <li>• Evacuation</li> <li>• Isolation</li> <li>• Decontamination</li> <li>• Emergency personnel</li> </ul>   |
| <p>9. Emergency procedures may include but are not limited to:</p>       | <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</li> <li>• Set of fire-extinguisher</li> </ul>  |
| <p>10. Incidents and emergencies may include but are not limited to:</p> | <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>  |
| <p>11. OSH-related Records may include but are not limited to:</p>       | <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.

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| <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>          | <ul style="list-style-type: none"> <li>2.1 The following resources should be provided:</li> <li>2.2 Access to relevant workplace where assessment can take place</li> <li>2.3 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> </ul>  |

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|  | 4.2 Off-the –job<br>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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