

DEMONSTRATE OCCUPATIONAL SAFETY AND HEALTH PRACTICES

UNIT CODE: BUS/OS/SC/BC/07/5

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

Element <i>These describe the key outcomes which make up workplace function</i>	Performance Criteria <i>These are assessable statements which specify the required level of performance for each of the elements. Bold and italicized terms are elaborated in the Range</i>
1. Identify workplace hazards and risk	1.1 Hazards in the workplace and/or its indicators of its presence, are identified 1.2 Evaluation and/or work environment measurements of OSH hazards/risk existing in the workplace is conducted by Authorized personnel or agency 1.3 OSH issues and/or concerns raised by workers are gathered

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2. Identify and implement appropriate control measures	2.1 Prevention and control measures , including use of safety gears / PPE (personal protective equipment) for specific hazards identified and implemented 2.2 Appropriate risk controls based on result of OSH hazard evaluation is recommended. 2.3 Contingency measures , including emergency procedures during workplace incidents and emergencies 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 3.2 Implementation of OSH procedures and policies/ guidelines are participated 3.3 Team members are trained and advised on OSH standards and

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	<p>procedures 3.4 Procedures for maintaining <i>OSH-related records</i> are implemented</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 <i>May include but are not limited to:</i>
1. Hazards	<p>1.1 Physical hazards – impact, illumination, pressure, noise, vibration, extreme temperature, radiation</p> <p>1.2 Biological hazards- bacteria, viruses, plants, parasites, mites, molds, fungi, insects</p> <p>1.3 Chemical hazards – dusts, fibers, mists, fumes, smoke, gasses, vapors</p> <p>1.4 Ergonomics</p>

Variable	Range <i>May include but are not limited to:</i>
	<ul style="list-style-type: none"> • Psychological factors – over exertion/ excessive force Awkward / static positions, fatigue, direct pressure, varying metabolic cycles • Physiological factors – monotony, personal relationship, work out cycle <p>1.5 Safety hazards (unsafe workplace condition) – confined space, excavations, falling objects, gas leaks, electrical, poor storage of materials and waste, spillage, waste and debris</p> <p>1.6 Unsafe workers’ act (Smoking in off-limited areas, Substance and alcohol abuse at work)</p>
2. Indicators	<p>2.1 Increased of incidents of accidents, injuries</p> <p>2.2 Increased occurrence of sickness or health complaints/ symptoms</p> <p>2.2 Common complaints of workers related to OSH</p> <p>2.3 High absenteeism for work-related reasons</p>

Variable	Range <i>May include but are not limited to:</i>
3. Evaluation and/or Work Environment Measurements	3.1 Health Audit 3.2 Safety Audit 3.3 Work Safety and Health Evaluation 3.4 Work environment measurements of physical and chemical hazards
4. OSH Issues and/or Concerns	4.1 Workers' experience/observance on presence of work hazards 4.2 Unsafe/unhealthy administrative arrangements (prolonged work hours, no break time, constant overtime, scheduling of tasks) 4.3 Reasons for compliance/non-compliance to use of PPEs or other OSH procedures/policies/guidelines
5. Prevention and control measures	5.1 Eliminate the hazard (i.e., get rid of the dangerous machine) 5.2 Isolate the hazard (i.e. keep the machine in a closed room and operate it remotely; barricade an unsafe area off) 5.3 Substitute the hazard with a safer alternative (i.e., replace the machine with a safer one) 5.4 Use administrative controls to reduce the risk (i.e. give trainings on how to use equipment safely; OSH-

Variable	Range <i>May include but are not limited to:</i>
	<p>related topics, issue warning signage, rotation/shifting work schedule)</p> <p>5.5 Use engineering controls to reduce the risk (i.e. use safety guards to machine)</p> <p>5.6 Use personal protective equipment</p> <p>5.7 Safety, Health and Work Environment Evaluation</p> <p>5.8 Periodic and/or special medical examinations of workers</p>
6. Safety gears / PPE (Personal Protective Equipment)	<p>6.1 Arm/Hand guard, gloves</p> <p>6.2 Eye protection (goggles, shield)</p> <p>6.3 Hearing protection (ear muffs, ear plugs)</p> <p>6.4 Hair Net/cap/bonnet</p> <p>6.5 Hard hat</p> <p>6.6 Face protection (mask, shield)</p> <p>6.7 Apron/Gown/coverall/jump suit</p> <p>6.8 Anti-static suits</p> <p>6.9 High-visibility reflective vest</p>
7. Appropriate Risk Controls	<p>Appropriate risk controls in order of impact are as follows:</p> <p>7.1 Eliminate the hazard altogether (i.e., get rid of the dangerous machine)</p>

Variable	Range <i>May include but are not limited to:</i>
	<p>7.2 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)</p> <p>7.3 Substitute the hazard with a safer alternative (i.e., replace the machine with a safer one)</p> <p>7.4 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)</p> <p>7.5 Use engineering controls to reduce the risk (i.e., attach guards to the machine to protect users)</p> <p>7.6 Use personal protective equipment (i.e., wear gloves and goggles when using the machine)</p>
8. Contingency measures	<p>8.1 Evacuation</p> <p>8.2 Isolation</p> <p>8.3 Decontamination</p> <p>8.4 (Calling designed) emergency personnel</p>
9. Emergency procedures	<p>9.1 Fire drill</p> <p>9.2 Earthquake drill</p>

Variable	Range <i>May include but are not limited to:</i>
	9.3 Basic life support/CPR 9.4 First aid 9.5 Spillage control 9.6 Decontamination of chemical and toxic 9.7 Disaster preparedness/management 9.8 Use of fire-extinguisher
10. Incidents and Emergencies	10.1 Chemical spills 10.2 Equipment/vehicle accidents 10.3 Explosion 10.4 Fire 10.5 Gas leak 10.6 Injury to personnel 10.7 Structural collapse 10.8 Toxic and/or flammable vapors emission.
11. OSH-related Records	11.1 Medical/Health records 11.2 Incident/accident reports 11.3 Sickness notifications/sick leave application 11.4 OSH-related trainings obtained

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:

- Following storage methods of environmentally hazardous materials
- Following disposal methods of hazardous wastes
- Using PPE
- Practicing OSHS
- Complying environmental pollution control
- Observing solid waste management
- Complying methods of minimizing noise Pollution
- Complying methods of minimizing wastage
- Employing waste management procedures
- Economizing resource consumption
- Listing of resources used
- Measuring current usage of resources
- Identifying and reporting workplace environmental hazards
- Conveying all environmental issues
- Following environmental regulations
- Identifying environmental regulations
- Assessing procedures for assessing compliance
- Collecting information on environmental and resource efficiency systems and procedures and providing information to the work group
- Measuring and recording current resource usage
- Analyzing and recording current purchasing strategies.

- Analyzing current work processes to access information and data and Assisting identifying areas for improvement
- Analyzing resource flow
- Determining efficiency of use/conversion of resources
- Determining causes of low efficiency of use
- Developing plans for increasing the efficiency of resource use
- Checking resource use plans
- Complying to regulations/licensing requirements
- Determining benefit/cost of plans
- Ranking proposals based on benefit/cost compared to limited resources
- Checking proposals meet regulatory requirements
- Monitoring implementation
- Adjusting plan and implementation
- checking new resource usage

Required Knowledge

The individual needs to demonstrate knowledge of:

- Storage methods of environmentally hazardous materials
- Disposal methods of hazardous wastes
- Usage of PPE Environmental regulations
- OSHS
- Types of pollution
- Environmental pollution control measures
- Different solid wastes
- Solid waste management

- Different noise pollution
- Methods of minimizing noise pollution
- Solid Waste Act
- Methods of minimizing wastage
- Waste management procedures
- Economizing of resource consumption
- 3Rs principle
- Types of resources
- Techniques in measuring current usage of resources
- Calculating current usage of resources
- Types of workplace environmental hazards
- Environmental regulations
- Environmental regulations applying to the enterprise.
- Procedures for assessing compliance with environmental regulations.
- Collection of information on environmental and resource efficiency systems and procedures,
- Measurement and recording of current resource usage
- Analysis and recording of current purchasing strategies.
- Analysis current work processes to access information and data Analysis of data and information
- Identification of areas for improvement
- Resource consuming processes
- Determination of quantity and nature of resource consumed
- Analysis of resource flow of different parts of the resource flow process

- Use/conversion of resources

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- Causes of low efficiency of use
- Increasing the efficiency of resource use
- Inspection of resource use plans
- Regulations/licensing requirements
- Determine benefit/cost for alternative resource sources
- Benefit/costs for different alternatives
- Components of proposals
- Criteria on ranking proposals
- Regulatory requirements
- Proposals for improving resource efficiency
- Implementation of resource efficiency plans
- Procedures in monitor implementation
- Adjustments of implementation plan
- Inspection of new resource usage