

DEMONSTRATE OCCUPATIONAL SAFETY AND HEALTH PRACTICES

UNIT CODE: TO/OS/TM/BC/07/6

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 These describe the key outcomes which make the workplace function.	PERFORMANCE CRITERIA 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. Identify workplace hazards and risk	1.1. <i>Hazards</i> in the workplace and/or <i>indicators</i> of its presence, are identified 1.2. <i>Evaluation and/or work environment</i> measurements of OSH hazards/risk existing in the workplace is conducted by authorized personnel or agency 1.3. <i>OSH issues and/or concerns</i> raised by workers are gathered
2. Identify and implement	2.1. Prevention and <i>control measures</i> , including use of <i>safety gears/PPE</i>

<p>appropriate control measures</p>	<p>(Personal Protective Equipment) for specific hazards identified and implemented</p> <p>2.2. Appropriate risk controls based on result of OSH hazard evaluation is recommended</p> <p>2.3. Contingency measures, including emergency procedures during workplace incidents and emergencies are recognized and established in accordance with organization procedures</p>
<p>3. Implement OSH programs, procedures and policies/guidelines</p>	<p>3.1. Information to work team about company OSH program, procedures and policies/guidelines are provided</p> <p>3.2. Implementation of OSH procedures and policies/guidelines</p> <p>3.3. Team members are trained and advised on OSH standards and procedures</p> <p>3.4. Procedures for maintaining OSH related records 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 May include but is not limited to:
1. Hazards	1.1. Physical hazards – impact, illumination, pressure, noise, vibration, extreme temperature, radiation 1.2. Biological hazards – bacteria, viruses, plants, parasites, mites, moulds, fungi, insects 1.3. Chemical hazards – dusts, fibres, mists, fumes, smoke, gases, vapours 1.4. Ergonomics 1.5. Psychological factors – over exertion/ excessive force, awkward/static positions, fatigue, direct pressure, varying metabolic cycles 1.6. Physiological factors – monotony, personal relationships, work out cycles 1.7. Safety hazards (unsafe workplace condition) – confined spaces, excavations, falling objects, gas leaks, electrical, poor storage of materials and waste, spillage, waste and debris 1.8. Unsafe workers’ act (smoking in off-limited areas, substance and alcohol abuse at work)
2. Indicators	2.1. Increased incidents of accidents, injuries

	<p>2.2. Increased occurrence of sickness or health complaints/symptoms</p> <p>2.3. Common complaints of workers' related to OSH</p> <p>2.4. High absenteeism for work related reasons</p>
3. Evaluation and/or work environment measurements	<p>3.1. Health audit</p> <p>3.2. Safety audit</p> <p>3.3. Work safety and health evaluation</p> <p>3.4. Work Environment Measurements of physical and chemical hazards</p>
4. OSH issues and/or concerns	<p>4.1. Workers' experience/observation on presence of work hazards</p> <p>4.2. Unsafe/unhealthy administrative arrangements (prolonged work hours, no break time, constant overtime, scheduling of tasks)</p> <p>4.3. Reasons for compliance/non-compliance to use of PPEs or other OSH procedures/policies/guidelines</p>
5. Prevention and control measures	<p>5.1. Eliminate the hazard (i.e. get rid of the dangerous machine)</p> <p>5.2. Isolate the hazard (i.e. keep the machine in a closed room and operate it remotely; barricade an unsafe area)</p> <p>5.3. Substitute the hazard with a safer alternative (i.e., replace the machine with a safer one)</p>

	<p>5.4. Use administrative controls to reduce the risk (i.e. give trainings on how to use equipment safely; OSH 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>
<p>6. Safety gears /PPE (Personal Protective Equipment)</p>	<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 ves</p>
<p>7. Appropriate risk controls</p>	<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> <p>7.2. Isolate the hazard from anyone who could be harmed (i.e. keep the machine</p>

	<p>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 on 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 designated emergency personnel</p>
9. Emergency procedures	<p>9.1. Fire drill</p> <p>9.2. Earthquake drill</p> <p>9.3. Basic life support/CPR</p> <p>9.4. First aid</p> <p>9.5. Spillage control</p> <p>9.6. Decontamination of chemical and toxic</p> <p>9.7. Disaster preparedness/management</p> <p>9.8. Use of fire-extinguisher</p>

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 vapours 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:

- Skills on preliminary identification of workplace hazards/risks
- Knowledge management
- Critical thinking skills
- Observation skills
- Coordination skills
- Communication skills
- Inter-personal 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 counselling 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.

1. Critical aspects of Competency	Assessment requires evidence that the candidate: 1.1. Identified hazards/risks in the workplace and/or its indicators
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	<ol style="list-style-type: none"> 1.2. Requested for evaluation and/or work environment measurements of OSH hazards/risk in the workplace 1.3. Gathered OSH issues and/or concerns raised by workers 1.4. Identified and implemented prevention and control measures, including use of PPE (Personal Protective Equipment) for specific hazards 1.5. Recommended appropriate risk controls based on result of OSH hazard evaluation and OSH issues gathered 1.6. Established contingency measures, including emergency procedures in accordance with organization procedures 1.7. Provided information to work team about company OSH program, procedures and policies/guidelines 1.8. Participated in the implementation of OSH procedures and policies/guidelines 1.9. Trained and advised team members on OSH standards and procedures 1.10. Implemented procedures for maintaining OSH-related records
<p>2. Resource Implications</p>	<p>The following resources should be provided:</p> <ol style="list-style-type: none"> 2.1. Workplace or assessment location 2.2. OSH personal records

	<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. Interviews</p> <p>3.3. Case Study/Situation</p> <p>3.4. Observation/Demonstration</p> <p>3.5. 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>