

## DEMONSTRATE OCCUPATIONAL SAFETY AND HEALTH PRACTICES

**UNIT CODE: IT/OS/ICT/BC/07/6/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>	<b>PERFORMANCE CRITERIA</b>
<p>These describe the key outcomes which make up workplace function.</p>	<p>These are assessable statements which specify the required level of performance for each of the elements. <i><b>Bold and italicized terms are elaborated in the Range</b></i></p>
<p>1. Identify workplace hazards and risk</p>	<p>1.1 <i><b>Hazards</b></i> in the workplace and/or its <i><b>indicators</b></i> of its presence, are identified                      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                      1.3 <i><b>OSH issues and/or concerns</b></i> raised by workers are Gathered</p>
<p>2. Identify and implement appropriate control measures</p>	<p>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                      2.2 <i><b>Appropriate risk controls</b></i> based on result of OSH hazard evaluation is recommended.                      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.</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                      3.2 Implementation of OSH procedures and policies/ guidelines are participated                      3.3 Team members are trained and advised on OSH standards and procedures                      3.4 Procedures for maintaining <i><b>OSH-related records</b></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
1. <b>Hazards may include</b> but are not limited to:	1.1. Physical hazards – impact, illumination, pressure, noise, vibration, extreme temperature, radiation 1.2 Biological hazards- bacteria, viruses, plants, parasites, mites, molds, fungi, insects 1.3 Chemical hazards – dusts, fibers, mists, fumes, smoke, gasses, vapors 1.4 Ergonomics Psychological factors – over exertion/ excessive force, awkward/static positions, fatigue, direct pressure, varying metabolic cycles Physiological factors – monotony, personal relationship, work out cycle 1.6 Safety hazards (unsafe workplace condition) – confined space, excavations, falling objects, gas leaks, electrical, poor storage of materials and waste, spillage, waste and debris 1.7 Unsafe workers’ act (Smoking in off-limited areas, Substance and alcohol abuse at work)
2. <b>Indicators may include</b> but are not limited to:	2.1 Increased of incidents of accidents, injuries 2.2 Increased occurrence of sickness or health complaints/ symptoms 2.3 Common complaints of workers related to OSH 2.4 High absenteeism for work-related reasons
3. <b>Evaluation and/or work environment measurements</b> may include but are not limited to:	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. <b>OSH issues and/or concerns</b> may include but are not limited to:	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

<p>5. <b>Prevention and control measures</b> may include but are not limited to:</p>	<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 off)</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 signages, 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. <b>Safety gears /PPE (Personal Protective Equipments)</b> may include but are not limited to:</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 vest</p>
<p>7. <b>Appropriate risk controls</b></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 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>
<p>8. <b>Contingency measures</b> may include but are not limited to:</p>	<p>8.1 Evacuation</p> <p>8.2 Isolation</p> <p>8.3 Decontamination</p> <p>8.4 (Calling designed) emergency personnel</p>

<p>9. <b>Emergency procedures</b> may include but are not limited to:</p>	<p>9.1 Fire drill            9.2 Earthquake drill            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</p>
<p>10. <b>Incidents and emergencies</b> may include but are not limited to:</p>	<p>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.</p>
<p>11. <b>OSH-related Records</b> may include but are not limited to:</p>	<p>11.1 Medical/Health records            11.2 Incident/accident reports            11.3 Sickness notifications/sick leave application            11.4 OSH-related trainings obtained</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:

- 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.

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