

**Specification of Competency Standards**  
**for the Automotive Industry**  
**Unit of Competency**

Functional Area - Common Competency

Title	Formulate comprehensive occupational safety and health policy for the enterprise
Code	108811L6
Range	This unit of competency is applicable to the managerial staff of sizable enterprises in automotive industry. Practitioners should be able to formulate comprehensive occupational safety and health policy for the enterprise.
Level	6
Credit	9 (For Reference Only)
Competency	<p>Performance Requirements</p> <p>1. Knowledge (Statutory requirements on occupational safety and health)</p> <ul style="list-style-type: none"> <li>• Master the statutory requirements on occupational safety and health, related knowledge and future trend.</li> <li>• Master the overall operation strategy of the enterprise, market positioning and corporate image.</li> <li>• Good understanding of the key of success for organisations with distinctive achievements in occupational safety and health.</li> </ul> <p>2. Performance (Formulate comprehensive occupational safety and health policy for the enterprise)</p> <ul style="list-style-type: none"> <li>• Fully understand the internal and external factors when formulating the comprehensive occupational safety and health policy for the enterprise: <ul style="list-style-type: none"> <li>◦ Select the appropriate occupational safety and health system for the enterprise</li> <li>◦ Define relevant performance indicators</li> <li>◦ Establish long-term and short-term objectives</li> </ul> </li> <li>• Understand the discrepancy between the expected achievement and current performance by analysing so as to set up relevant management systems, such as: <ul style="list-style-type: none"> <li>◦ Prepare the required resources</li> <li>◦ Monitor the operation of the systems</li> <li>◦ Establish internal communication channels</li> <li>◦ Review effectiveness and suggest improvement measures when appropriate</li> </ul> </li> <li>• Take appropriate actions ensuring that the occupational safety and health policy and its effectiveness can meet relevant statutory requirements.</li> </ul>
Assessment Criteria	<p>The integrated outcome requirements of this unit of competency are that the practitioner being assessed shall prove that he/she is:</p> <ul style="list-style-type: none"> <li>• Capable of fully understanding the statutory requirements of occupational safety and health and related knowledge to formulate the occupational safety and health policy to meet the practical need of the enterprise in a forward-looking manner; and</li> <li>• Capable of taking appropriate actions to ensure that the occupational safety and health policy of the enterprise and its effectiveness shall meet relevant statutory requirements.</li> </ul>
Remark	<p>The relevant legislations involved in this unit of competency are as follows:</p> <ul style="list-style-type: none"> <li>• Occupational Safety and Health Ordinance</li> <li>• Factories and Industrial Undertakings Ordinance</li> <li>• Factories and Industrial Undertakings (Safety Management) Regulation</li> <li>• Code of Practice on Safety Management</li> </ul>