

**Specification of Competency Standards**  
**for the Logistics**  
**Unit of Competency.**

**Functional Area - Occupational Safety and Health**

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| <b>Title</b>               | Implement safety management in the workplace                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>Code</b>                | 111029L4                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>Range</b>               | This unit of competency is applicable to all logistics companies. Practitioners should be capable to implement safety management in the workplace to reduce industrial accidents and risks in the workplace.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>Level</b>               | 4                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>Credit</b>              | 4 ( <i>Indicative Only</i> )                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>Competency</b>          | <p><b>Performance Requirements</b></p> <ol style="list-style-type: none"> <li>Knowledge of safety management in the workplace <ul style="list-style-type: none"> <li>Understand the concepts of safety management in the workplace</li> <li>Understand relevant occupational safety and health legislations, guidelines of regulators and industrial standards</li> <li>Understand the logistics activities and working procedures in the workplace</li> <li>Understand the materials, machinery, facilities, equipment and tools used in the working procedures</li> <li>Understand the responsibilities of all the staff in the workplace</li> <li>Understand the methods of safety management in the workplace, such as 5S and risk management</li> </ul> </li> <li>Implement safety management in the workplace <ul style="list-style-type: none"> <li>Arrange appropriate number of safety officers or staff</li> <li>Arrange appropriate number of staff in the workplace who can give first aid</li> <li>Arrange appropriate and adequate protection equipment and facilities</li> <li>Conduct pre- and post-work briefings</li> <li>Inspect the workplace to see whether the environment is suitable, including the lighting and air circulation</li> <li>Inspect the workplace to see whether the warning signs, fire escapes and other instructions are adequate</li> <li>Inspect the workplace to see whether the safety facilities and equipment, such as fences and ladders, are suitable</li> <li>Conduct general safety inspections</li> <li>Formulate standard procedures for the staff to follow</li> <li>Streamline and rationalize operation procedure according to the operational procedures or guidelines of the company</li> <li>Establish the culture of safety in the workplace</li> <li>Plan and implement relevant safety drills</li> <li>Collect routine data and views of the staff on the performance of occupational safety and health measures</li> <li>Compile guidelines or procedures on daily safety management so that the relevant staff could work effectively</li> </ul> </li> </ol> |
| <b>Assessment Criteria</b> | The integrated outcome requirements of this unit of competency are:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |

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|               | <ul style="list-style-type: none"><li>• Capable to arrange sufficient manpower, equipment and facilities, according to working guidelines formulated, for effective implementation of safety management in the workplace; and</li><li>• Capable to compile guidelines or procedures on daily safety management so that the staff could work effectively.</li></ul> |
| <b>Remark</b> | This UoC is adopted from the Logistics UoC LOCUSH403B. The QF credit is adjusted from 6 to 4.                                                                                                                                                                                                                                                                      |