



TECHNICAL EDUCATION AND SKILLS DEVELOPMENT AUTHORITY

BASIC COMPETENCIES



OCCUPATIONAL HEALTH AND SAFETY

DEFINITIONS

BASIC COMPETENCIES

Refer to non-technical skills (knowledge, skills and attitudes) that everybody will need in order to perform satisfactorily at work and in society and are considered portable and transferable irrespective of jobs and industrial settings.

OCCUPATIONAL HEALTH AND SAFETY

Competency which covers knowledge, skills and attitudes required when practicing, evaluating, leading, establishing and managing OHS programs in the workplace.

For Pilot Implementation

NC I

UNIT OF COMPETENCY : **Follow Occupational Safety and Health Procedures**
UNIT CODE :
UNIT DESCRIPTOR : This unit covers the knowledge, skills and attitudes required to follow work safety and health procedures.

Element	Performance Criteria	Required Knowledge	Required Skill
1. Prepare for safe and healthy work practices	1.1 Awareness of legislation that outlines the minimum standards for occupational safety and health requirements/regulations are emphasized 1.2 Benefits of implementing an occupational safety and health program are identified 1.3 Safety requirements/regulations of own work role are identified 1.4 Workplace's plan and procedures for incidents and emergencies are determined 1.5 Prevention and control measures to prevent accident and work injuries are identified	1.1 Terms related to occupational safety and health 1.2 Elements of an effective occupational safety and health program 1.3 Benefits of implementing an occupational safety and health program 1.4 Own work process and procedures 1.5 Standard emergency plan and procedures	1.1 Communication skills 1.2 Knowledge management 1.3 Interpersonal skills 1.4 Critical thinking skills 1.5 Observation skills
2. Obey safety and health instructions and requirements when performing tasks	2.1 Safety instructions, safety signs and symbols are followed 2.2 Tools,	2.1 Work standards and procedures 2.2 Safe handling procedures of tools, equipments and materials	2.1 Communication skills 2.2 Knowledge management 2.3 Organizing skills 2.4 Critical thinking

	<p>equipment and materials are handled safely according to OSH standards</p> <p>2.3 Work is performed according to work standards and procedures</p> <p>2.4 Safe guards and safety devices/PPEs (Personal Protective Equipments) are used properly following OSH standards</p> <p>2.5 Hazards, incidents, work injuries and sickness are reported following work standards and procedures</p>	<p>2.3 Standard emergency plan and procedures</p> <p>2.4 Different OSH control measures</p> <p>2.5 Standard accident and illness reporting procedures</p>	<p>skills</p> <p>2.5 Observation skills</p>
3. Maintain good housekeeping	<p>3.1 Reusable, recyclable materials are sorted in accordance with work standards and procedures</p> <p>3.2 Unnecessary items are removed and disposed of in accordance with work standards procedures</p> <p>3.3 Cleanliness and orderliness of work area are maintained in accordance with work standards</p>	<p>3.1 Principles of 5S</p> <p>3.2 Environmental requirements relative to industrial wastes disposal</p> <p>3.3 OSH requirements relative to safe handling and disposal of materials</p> <p>3.4 Personal hygiene practices</p> <p>3.5 If applicable, troubleshooting instructions of tools/equipment to be used</p> <p>2.6 Workplace's reporting procedures for defective tools/equipment</p>	<p>3.1 Communication skills</p> <p>3.2 Knowledge management</p> <p>3.3 Organizing skills</p> <p>3.4 Critical thinking skills</p> <p>3.5 Observation skills</p>

	<p>and procedures</p> <p>3.4 Tools and equipment are cleaned in accordance with manufacturer's manual</p> <p>3.5 Minor repairs are performed on tools and equipment in accordance with manufacturer's instruction/manual</p> <p>3.6 Defective tools and equipment are reported to immediate supervisor</p>		
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For Pilot Implementation

RANGE OF VARIABLES

VARIABLES	RANGE
1. Safety requirements/ regulations	May include but are not limited to: 1.1 Clean Air Act 1.2 Building code 1.3 National Electrical and Fire Safety Codes 1.4 Waste management statutes and rules 1.5 Permit to Operate 1.6 Philippine Occupational Safety and Health Standards 1.7 Department Order No. 13 (Construction Safety and Health) 1.8 ECC regulations
2. Incidents and emergencies	May include but are not limited to: 2.1 Chemical spills 2.2 Equipment/vehicle accidents 2.3 Explosion 2.4 Fire 2.5 Gas leak 2.6 Injury to personnel 2.7 Structural collapse 2.8 Toxic and/or flammable vapours emission.
3. Prevention and control measures	May include but are not limited to: 3.1 Eliminate the hazard (i.e., get rid of the dangerous machine) 3.2 Isolate the hazard (i.e. keep the machine in a closed room and operate it remotely; barricade an unsafe area off) 3.3 Substitute the hazard with a safer alternative (i.e., replace the machine with a safer one) 3.4 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) 3.5 Use engineering controls to reduce the risk (i.e. use safety guards to machine) 3.6 Use personal protective equipment 3.7 Safety, Health and Work Environment Evaluation 3.8 Periodic and/or special medical examinations of workers
4 Work injuries	May include but are not limited to: 4.1 Burns/scalds 4.2 Concussion 4.3 Cuts and abrasions 4.4 Foreign bodies in the eye 4.5 Fractures 4.6 Poisoning 4.7 Shock

5 Safety devices/PPEs (personal protective equipments)	May include but are not limited to: 5.1 Arm/Hand guard, gloves 5.2 Eye protection (goggles, shield) 5.3 Hearing protection (ear muffs, ear plugs) 5.4 Hair Net/cap/bonnet 5.5 Hard hat 5.6 Face protection (mask, shield) 5.7 Apron/Gown/coverall/jump suit 5.8 Anti-static suits 5.9 High-visibility reflective vest
5. Unnecessary items	May include but are not limited to: 5.1 Non-recyclable materials 5.2 Unserviceable tools and equipment 5.3 Pictures, posters and other materials not related to work activity 5.4 Waste materials
6. Minor repairs	May include: 6.1 Replacement of parts 6.2 Application of lubricants 6.3 Sharpening of tools 6.4 Tightening of nuts, bolts and screws

EVIDENCE GUIDE

1. Critical aspects of Competency	Assessment requires evidence that the candidate: 1.1 Emphasizes awareness of OSH legislations 1.2 Identifies benefits of implementing OSH program 1.3 Identifies and follows safety requirements of own work 1.4 Identifies and applies OSH control measures and emergency plan 1.1 Practices safety measures when handling tools, equipment and materials according to OHS requirements and company policies
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	<p>1.2 Reports hazards, incidents, injuries and sickness following workplace procedures</p> <p>1.3 Maintains cleanliness and orderliness of work area (5S procedures) including tools and equipment</p> <p>1.4 Removes and disposes unnecessary items in accordance with workplace procedures</p> <p>1.5 Reports defective tools/equipment and performs minor repairs (if necessary), in accordance with manufacturer's instruction/manual</p>
2. Resource Implications	<p>The following resources should be provided:</p> <p>2.1 Facilities, materials tools and equipment necessary for the activity</p>
3. Methods of Assessment	<p>Competency in this unit may be assessed through:</p> <p>3.1 Observation/Demonstration with oral questioning</p> <p>3.2 Third party report</p>
4. Context for Assessment	<p>4.1 Competency may be assessed in the work place or in a simulated work place setting</p>

For Pilot Implementation

NC II**UNIT OF COMPETENCY : Practice Occupational Safety and Health Procedures****UNIT CODE** :**UNIT DESCRIPTOR** : This unit covers the knowledge, skills and attitudes required to practice and promote safety and health at work.

Element	Performance Criteria	Required Knowledge	Required Skill
1. Prepare to practice health and safety at work	<p>1.1 awareness of legislation that outlines the minimum standards for occupational safety and health requirements/regulations are emphasized</p> <p>1.2 benefits of implementing an occupational safety and health program are identified</p> <p>1.3 safety requirements/regulations of own work and of other workers are familiarized</p> <p>1.4 Workplace standards and procedures for incidents and emergencies are determined</p> <p>1.5 Prevention and Control Measures, including use of safety</p>	<p>1.1 Elements of an effective occupational safety and health program</p> <p>1.2 Benefits of implementing an occupational safety and health program</p> <p>1.3 Safety requirements of own work and of other workers</p> <p>1.4 Standard emergency plan and procedures in the workplace</p> <p>1.6 Different OSH control measures</p>	<p>1.1 Communication skills</p> <p>1.2 Knowledge management</p> <p>1.3 Interpersonal skills</p> <p>1.4 Troubleshooting skills</p> <p>1.6 Critical thinking skills</p> <p>1.7 Observation skills</p>

	<p>gears/PPE (Personal Protective Equipments) to avoid accident, injuries and sickness are identified</p>		
<p>2. Comply and promote compliance of workers to organization's occupational health and safety instructions and requirements</p>	<p>2.1 Safety instructions and safety signs are followed and disseminated to co-workers</p> <p>2.2 Safe handling of tools, equipment and materials is learned and shared with co-workers</p> <p>2.3 Execution of own work and of co-workers is monitored if according to safe work procedures</p> <p>2.4 Use of safe guards and safety devices is monitored</p> <p>2.5 Hazards, incidents, injuries and sickness in the workplace are reported properly following standards and procedures</p>	<p>2.1 General OSH principles</p> <p>2.2 Work standards and procedures</p> <p>2.3 Safe handling procedures of tools, equipments and materials</p> <p>2.4 Standard emergency plan and procedures in the workplace</p> <p>2.5 Different OSH control measures</p> <p>2.6 Standard accident and illness reporting procedures in the workplace</p> <p>2.7 Monitoring system on compliance to work health and safety</p>	<p>2.1 Communication skills</p> <p>2.2 Knowledge management</p> <p>2.3 Interpersonal skills</p> <p>2.4 Troubleshooting skills</p> <p>2.5 Critical thinking skills</p> <p>2.6 Observation skills</p> <p>2.7 Monitoring skills</p> <p>2.8 Reporting skills</p>

RANGE OF VARIABLES

VARIABLES	RANGE
1. Safety requirements / regulations	May include but are not limited to: <ol style="list-style-type: none"> 1.1 Clean Air Act 1.2 Building code 1.3 National Electrical and Fire Safety Codes 1.4 Waste management statutes and rules 1.5 Permit to Operate 1.6 Philippine Occupational Safety and Health Standards 1.7 Department Order No. 13 (Construction Safety and Health) 1.8 ECC regulations
2. Incidents and emergencies	May include but are not limited to: <ol style="list-style-type: none"> 2.1 Chemical spills 2.2 Equipment/vehicle accidents 2.3 Explosion 2.4 Fire 2.5 Gas leak 2.6 Injury to personnel 2.7 Structural collapse 2.8 Toxic and/or flammable vapours emission.
3. Prevention and control measures	May include but are not limited to: <ol style="list-style-type: none"> 3.1 Eliminate the hazard (i.e., get rid of the dangerous machine) 3.2 Isolate the hazard (i.e. keep the machine in a closed room and operate it remotely; barricade an unsafe area off) 3.3 Substitute the hazard with a safer alternative (i.e., replace the machine with a safer one) 3.4 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) 3.5 Use engineering controls to reduce the risk (i.e. use safety guards to machine) 5.1 Use personal protective equipment 5.2 Safety, Health and Work Environment Evaluation 5.3 Periodic and/or special medical examinations of workers
4. Safety devices/PPEs (personal protective equipments)	May include but are not limited to: <ol style="list-style-type: none"> 4.1 Arm/Hand guard, gloves 4.2 Eye protection (goggles, shield) 4.3 Hearing protection (ear muffs, ear plugs) 4.4 Hair Net/cap/bonnet 4.5 Hard hat 4.6 Face protection (mask, shield) 4.7 Apron/Gown/coverall/jump suit 4.8 Anti-static suits 4.9 High-visibility reflective vest
5. Disseminate	Dissemination activities may be through the following: <ol style="list-style-type: none"> 5.1 Peer-to-peer 5.2 During small or group meetings 5.3 Signages

	5.4 Use of social media
4. Monitor	Monitoring activities may be done through: 4.1 Regular and random checks on safe execution of work 4.2 Observes proper handling tools, equipment and materials 4.3 Routine checks on functionality of tools and equipment 4.4 Gather and assess reported cases of work-related injuries and illnesses

For Pilot Implementation

EVIDENCE GUIDE

1. Critical aspects of Competency	<p>Assessment requires evidence that the candidate:</p> <ul style="list-style-type: none"> 1.1 Emphasizes awareness of OSH legislations 1.2 Identifies benefits of implementing OSH program 1.3 Identifies safety requirements of own work and of co-workers 1.4 Identifies and shares with co-workers OSH control measures and emergency plan in the workplace 1.5 Identifies and shares with co-workers the control measures to prevent accident, injuries and sickness 1.6 Follows and disseminate to co-workers the safety instructions and safety signs at work 1.7 Learns and shares with co-workers the learnings on safe handling of tools, equipment and materials 1.8 Monitors safe execution of own work and of co-workers 1.9 Monitors compliance to safety measures 1.10 Reports hazards, incidents, injuries and sickness following workplace procedures
2. Resource Implications	<p>The following resources should be provided:</p> <ul style="list-style-type: none"> 2.1 Facilities, materials tools and equipment necessary for the activity
3. Methods of Assessment	<p>Competency in this unit may be assessed through:</p> <ul style="list-style-type: none"> 3.1 Observation/Demonstration with oral questioning 3.2 Third party report
4. Context for Assessment	<ul style="list-style-type: none"> 4.1 Competency may be assessed in the work place or in a simulated work place setting

NC III

UNIT OF COMPETENCY : **Comply with Occupational Safety and Health Procedures**

UNIT CODE :

UNIT DESCRIPTOR : This unit covers the knowledge, skills and attitudes required to practice safety and health, and comply with OSH requirements relevant to work

Element	Performance Criteria	Required Knowledge	Required Skill
1. Observe workplace procedures for hazards and risk prevention	1.1 Arrangement of work area and items in accordance with company housekeeping procedures is followed 1.2 Work standards and procedures are followed 1.3 Preventive and control measures , including use of safety gears/PPE are applied 1.4 Standards and procedures for incidents and emergencies are studied and applied, as needed	1.1 General OSH principles and legislations 1.2 Principles of good housekeeping (5S) 1.3 Company/ workplace policies/ guidelines 1.4 Standards and safety requirements of work process and procedures 1.5 Standard Workplace emergency plan and procedures	1.1 Communication skills 1.2 Knowledge management 1.3 Interpersonal skills 1.4 Troubleshooting skills 1.5 Critical thinking skills 1.6 Observation skills
2. Participate in arrangements for workplace health and safety maintenance	2.1 Orientations on OSH requirements/ regulations of tasks is participated 2.2 Feedback on health, safety, and security concerns are provided to appropriate personnel as	5.5 Safety and health requirements of tasks 5.6 Workplace guidelines on providing feedback on OSH and security concerns 5.7 OSH regulations 5.8 Hazard control	2.1 Communication skills 2.2 Knowledge management 2.3 Collaborating skills 2.4 Troubleshooting skills 2.5 Critical thinking skills 2.6 Observation skills

	<p>required in a sufficiently detailed manner.</p> <p>2.3 Workplace procedures for reporting hazards, incidents, injuries and sickness are practiced</p> <p>2.4 OSH requirements/ regulations and workplace safety and hazard control procedures are reviewed and compliance reported to appropriate personnel, as needed</p> <p>2.5 Needed OSH-related trainings are identified and proposed to appropriate personnel</p>	<p>procedures</p> <p>5.9 OSH trainings relevant to work</p>	
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RANGE OF VARIABLES

VARIABLES	RANGE
1. Prevention and control measures	<p>May include but are not limited to:</p> <p>1.1 Eliminate the hazard (i.e., get rid of the dangerous machine)</p> <p>1.2 Isolate the hazard (i.e. keep the machine in a closed room and operate it remotely; barricade an unsafe area off)</p> <p>1.3 Substitute the hazard with a safer alternative (i.e., replace the machine with a safer one)</p> <p>1.4 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>1.5 Use engineering controls to reduce the risk (i.e. use safety guards to machine)</p> <p>1.6 Use personal protective equipment</p> <p>1.7 Safety, Health and Work Environment Evaluation</p> <p>1.8 Periodic and/or special medical examinations of workers</p>

<p>2. Safety gears /PPE (Personal Protective Equipments)</p>	<p>May include but are not limited to:</p> <ul style="list-style-type: none"> 2.1 Arm/Hand guard, gloves 2.2 Eye protection (goggles, shield) 2.3 Hearing protection (ear muffs, ear plugs) 2.4 Hair Net/cap/bonnet 2.5 Hard hat 2.6 Face protection (mask, shield) 2.7 Apron/Gown/coverall/jump suit 2.8 Anti-static suits 2.9 High-visibility reflective vest
<p>3. Incidents and emergencies</p>	<p>May include but are not limited to:</p> <ul style="list-style-type: none"> 3.1 Chemical spills 3.2 Equipment/vehicle accidents 3.3 Explosion 3.4 Fire 3.5 Gas leak 3.6 Injury to personnel 3.7 Structural collapse 3.8 Toxic and/or flammable vapours emission.
<p>4. OSH requirements / regulations</p>	<p>May include but are not limited to:</p> <ul style="list-style-type: none"> 4.1 Clean Air Act 4.2 Building code 4.3 National Electrical and Fire Safety Codes 4.4 Waste management statutes and rules 4.5 Permit to Operate 4.6 Philippine Occupational Safety and Health Standards 4.7 Department Order No. 13 (Construction SH) 4.8 ECC regulations
<p>5 OSH-related trainings</p>	<p>May include but are not limited to:</p> <ul style="list-style-type: none"> 5.1 Safety Orientations relevant to tasks 5.2 Safe and Correct Operation of Tools and Equipment 5.3 Health Orientations/trainings (Healthy Lifestyle, Prevention of drug/alcohol dependence, violence in the workplace, work-stress) 5.4 Prevention and Control of OSH Hazards in the Workplace 5.5 Chemical Handling 5.6 Safety Trainings (Fire Safety, Construction Safety, Confined Space) 5.7 Prevention and Control of Work-related Injuries and Illness 5.8 Basic First-aid Trainings 5.9 Emergency Response Trainings 5.10 Trainings on use of fire-extinguisher

1. Critical aspects of Competency	<p>Assessment requires evidence that the candidate:</p> <p>1.1 Follows work and housekeeping procedures, and complies with its requirements</p> <p>1.2 Follows work standards and procedures</p> <p>1.3 Applies OSH preventive and control measures, including emergency plan, standards and procedures</p> <p>1.4 Participates in orientations on OSH requirements of tasks</p> <p>1.5 Provides feedback on health, safety, and security concerns in a sufficiently detailed manner.</p> <p>1.6 Practices workplace procedures for reporting hazards, incidents, injuries and sickness</p> <p>1.7 Reviews and reports compliance to workplace OSH regulations and hazard control procedures</p> <p>1.8 Identifies and proposes OSH trainings relevant to work</p>
2. Resource Implications	<p>The following resources should be provided:</p> <p>2.1 Facilities, materials tools and equipment necessary for the activity</p>
3. Methods of Assessment	<p>Competency in this unit may be assessed through:</p> <p>3.1 Observation/Demonstration with oral questioning</p> <p>3.2 Third party report</p> <p>3.3 Written exam</p>
4. Context for Assessment	<p>4.1 Competency may be assessed in the work place or in a simulated work place setting</p>

NC IV

UNIT OF COMPETENCY : **Lead in implementation of Occupational Safety and Health (OSH) Program, Procedures and Policies/Guidelines**

UNIT CODE :

UNIT DESCRIPTOR : This unit covers the knowledge, skills and attitudes required to lead the implementation of workplace's safety and health program, procedures and policies/guidelines.

Element	Performance Criteria	Required Knowledge	Required Skills
1. Identify workplace hazards and risk	<p>1.1 Hazards in the workplace and/or its indicators of its presence, are identified</p> <p>1.2 Evaluation and/or work environment measurements of OSH hazards/risk existing in the workplace is conducted by authorized personnel or agency</p> <p>1.3 OHS issues and/or concerns raised by workers are gathered</p>	<p>1. General OSH Principles</p> <p>2. Occupational hazards/risks recognition</p> <p>3. OSH organizations providing services on OSH evaluation and/or work environment measurements (WEM)</p> <p>4. National OSH regulations; company OSH policies and protocols</p> <p>5. Systematic gathering of OSH issues and concerns</p>	<p>1. Skills on preliminary identification of workplace hazards/risks</p> <p>2. Knowledge management</p> <p>3. Critical thinking skills</p> <p>4. Observation skills</p>
2. Identify and implement appropriate control measures	<p>2.1 Prevention and control measures, including use of PPE (personal protective equipment) for specific hazards identified and implemented</p> <p>2.2 Appropriate risk controls</p>	<p>2.1 General OSH Principles</p> <p>2.2 Appropriate prevention and control measures for specific hazards</p> <p>2.3 Hierarchy of risk controls</p> <p>2.4 Familiarity on contingency measures established in the workplace</p>	<p>1. Knowledge management</p> <p>2. Analytic skills</p> <p>3. Critical thinking skills</p> <p>4. Coordinating skills</p> <p>5. Communication skills</p>

	<p>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 OHS program, procedures and policies/guidelines are provided</p> <p>3.2 Implementation of OSH procedures and policies/guidelines are participated</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>	<ol style="list-style-type: none"> 1. General OSH principles 2. National OSH regulations 3. Company OSH and recording protocols , procedures and policies/guidelines 4. Training and/or counselling methodologies and strategies 	<ol style="list-style-type: none"> 1. Knowledge management 2. Interpersonal skills 3. Coordinating skills 4. Communication skills 5. Troubleshooting skills 6. Presentation skills 7. Training skills

RANGE OF VARIABLES

VARIABLES	RANGE
1. Hazards	May include 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 <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 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. Indicators	May include but 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. Evaluation and/or work environment measurements	May include but 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. OHS issues and/or concerns	May include but not limited to 4.1 Workers’ experience/observance on presence of work hazards 4.2 Unsafe/unhealthy administrative arrangements (prolonged work hours, no breaktime, 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	May include but are not limited to: 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)

	<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. Safety gears /PPE (Personal Protective Equipments)</p>	<p>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. 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 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 Contingency measures</p>	<p>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 Emergency procedures</p>	<p>May include but are not limited to:</p> <ul style="list-style-type: none"> 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 9.10 Use of fire-extinguisher
<p>10 Incidents and emergencies</p>	<p>May include but are not limited to:</p> <ul style="list-style-type: none"> 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.
<p>11 OSH-related Records</p>	<p>May include but are not limited to:</p> <ul style="list-style-type: none"> 11.1 Medical/Health records 11.2 Incident/accident reports 11.3 Sickness notifications/sick leave application 11.4 OHS-related trainings obtained

For Pilot Implementation

EVIDENCE GUIDE

<p>1. Critical aspects of Competency</p>	<p>Assessment requires evidence that the candidate:</p> <ol style="list-style-type: none"> 1. Identifies hazards/risks in the workplace and/or its indicators 2. Requests for evaluation and/or work environment measurements of OSH hazards/risk in the workplace 3. Gathers OSH issues and/or concerns raised by workers 4. Identifies and implements prevention and control measures, including use of PPE (personal protective equipment) for specific hazards 5. Recommends appropriate risk controls based on result of OSH hazard evaluation and OSH issues gathered 6. Establish contingency measures, including emergency procedures in accordance with organization procedures 7. Provides information to work team about company OHS program, procedures and policies/guidelines 8. Participates in the implementation of OSH procedures and policies/guidelines 9. Trains and advises team members on OSH standards and procedures 10. Implements 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 OHS personal records 2.3 PPE 2.4 Health records
<p>3. Methods of Assessment</p>	<p>Competency may be assessed through:</p> <ol style="list-style-type: none"> 3.1 Portfolio Assessment 3.2 Interview 3.3 Case Study/Situation 3.4 Observation/Demonstration and oral questioning
<p>4. Context for Assessment</p>	<ol style="list-style-type: none"> 4.1 Competency may be assessed in the work place or in a simulated work place setting

UNIT OF COMPETENCY : **Establish and manage OHS program relevant to the Workplace**

UNIT CODE :

UNIT DESCRIPTOR : This unit covers the knowledge, skills and attitudes required to establish and manage safety and health program relevant to the workplace

Element	Performance Criteria	Required Knowledge	Required Skills
1. Organize OSH committee	1.1 Safety and health committee is convened/organized 1.2 Roles and responsibilities of OSH committee members are clarified 1.3 Relevant OSH plan and program, prevention and control measures , are formulated by the team 1.4 OSH recording system are established by the team	1.1 General OSH Principles 1.2 Occupational hazards/risks 1.3 National OSH regulations; company OSH policies and protocols 1.4 Systematic gathering of OSH issues and concerns 1.5 OSH programs and activities 1.6 OSH Management 1.7 OSH Planning and Programming	1.1 Skills on implementing workplace programs and policies/guidelines 1.2 Interpersonal skills 1.3 Coordinating skills 1.4 Communication skills 1.5 Expertise on OSH requirements of tasks 1.6 Familiarity of OSH legislations and company policies/guidelines 1.7 Management skills 1.8 Leadership skills 1.9 Knowledge management skills 1.10 Planning and organizing skills 1.11 Communication skills
2. Maintain OSH program implementation	2.1 Safety and health committee is met regularly for program update	2.1 General OSH Principles 2.2 Occupational hazards/risks 2.3 National OSH regulations;	2.1 Implementation skills 2.2 Interpersonal skills 2.3 Coordinating

	<p>and evaluation</p> <p>2.2 OSH concerns and issues are discussed and acted upon</p> <p>2.3 Necessary adjustments or modifications on OSH plan and program, prevention and control measures, are made</p>	<p>company OSH policies and protocols</p> <p>2.4 OSH programs and activities</p> <p>2.5 OSH Management</p> <p>2.6 OSH Planning and programming</p>	<p>skills</p> <p>2.4 Communication skills</p> <p>2.5 Planning skills</p> <p>2.6 Analytic skills</p> <p>2.7 Facilitation skills</p> <p>2.8 Familiarity of OSH legislations and company policies/guidelines</p> <p>2.9 Management skills</p> <p>2.10 Leadership skills</p>
<p>3. Monitor compliance to safe and healthy work procedures and processes</p>	<p>3.1 Work activities are monitored if done following safe and healthy procedures and processes</p> <p>3.2 Compliance to workplace procedures for reporting hazards, incidents and injuries is monitored</p> <p>3.3 Data on occurrence of workplace injuries and diseases/sickness are monitored to be used for program planning on OSH</p> <p>3.4 Inspections and safety audits are conducted in accordance with job requirements</p> <p>3.5 Counselling and/or</p>	<p>3.1 General OSH Principles</p> <p>3.2 Occupational hazards/risks</p> <p>3.3 National OSH regulations; company OSH policies and protocols</p> <p>3.4 OSH programs and activities</p> <p>3.5 OSH Management</p> <p>3.6 OSH Planning and programming</p> <p>3.7 Inspection or safety audit procedure</p> <p>3.8 Safety and Health issues/concerns</p> <p>3.9 OSH Promotion</p> <p>3.10 Monitoring system/procedures</p>	<p>3.1 Monitoring skills</p> <p>3.2 Interpersonal skills</p> <p>3.3 Coordinating skills</p> <p>3.4 Communication skills</p> <p>3.5 Analytic skills</p> <p>3.6 Facilitation skills</p> <p>3.7 Familiarity of OSH legislations and company policies/guidelines</p> <p>3.8 Leadership skills</p> <p>3.9 Decision-making skills</p>

	disciplining staff where safety issues are breached is recommended		
	3.6 Consistent safety messages are provided to others, through words, written documents and modeling correct safety		

RANGE OF VARIABLES

VARIABLES	RANGE
1. Safety and Health Committee	<p>Safety and Health Committee may include the following members :</p> <ol style="list-style-type: none"> 1. Management representative (Manager or official) 2. HR representative 3. Workers/Labor Union representative 4. Health Staff and/or First-aider 5. Safety Officer 6. Secretary
2. Prevention and control measures	<p>May include but are not limited to:</p> <ol style="list-style-type: none"> 2.1 Eliminate the hazard (i.e., get rid of the dangerous machine) 2.2 Isolate the hazard (i.e. keep the machine in a closed room and operate it remotely; barricade an unsafe area off) 2.3 Substitute the hazard with a safer alternative (i.e., replace the machine with a safer one) 2.5 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) 2.6 Use engineering controls to reduce the risk (i.e. use safety guards to machine) 2.7 Use personal protective equipment 2.8 Safety, Health and Work Environment Evaluation 2.9 Periodic and/or special medical examinations of workers

3. OHS concerns and issues	<p>May include but not limited to</p> <p>3.1 Workers' experience/observance on presence of work hazards</p> <p>3.2 Unsafe/unhealthy administrative arrangements (prolonged work hours, no breaktime, constant overtime, scheduling of tasks)</p> <p>3.3 Reasons for compliance/non-compliance to use of PPEs or other OSH procedures/policies/guidelines</p>
4. ata	<p>D</p> <p>May include but are not limited to:</p> <p>4.1 Statistics on incidence of accident and injuries</p> <p>4.2 Morbidity (type and number of sickness)</p> <p>4.3 Mortality (cause and number of deaths)</p> <p>4.4 Accident Rate</p>

For Pilot Implementation

EVIDENCE GUIDE

<p>1. Critical aspects of Competency</p>	<p>Assessment requires evidence that the candidate:</p> <ul style="list-style-type: none"> 1.1 Identifies hazards/risks in the workplace and/or its indicators 1.2 Requests for evaluation and/or work environment measurements of OSH hazards/risk in the workplace 1.3 Gathers OSH issues and/or concerns raised by workers Identifies and implements prevention and control measures, including use of PPE (personal protective equipment) for specific hazards 1.4 Recommends appropriate risk controls based on result of OSH hazard evaluation and OSH issues gathered 1.5 Establish contingency measures, including emergency procedures in accordance with organization procedures 1.6 Provides information to work team about company OHS program, procedures and policies/guidelines 1.7 Participates in the implementation of OSH procedures and policies/guidelines 1.8 Trains and advises team members on OSH concepts and procedures 1.9 Implements procedures for maintaining OSH-related records
<p>2. Resource Implications</p>	<p>The following resources should be provided:</p> <ul style="list-style-type: none"> 2.1 Workplace or assessment location 2.2 OHS personal records 2.3 PPE 2.4 Health records
<p>3. Methods of Assessment</p>	<p>Competency may be assessed through:</p> <ul style="list-style-type: none"> 3.1 Portfolio Assessment 3.2 Interview 3.3 Case Study/Situation 3.4 Observation/Demonstration and oral questioning
<p>4. Context for Assessment</p>	<ul style="list-style-type: none"> 4.1 Competency may be assessed in the work place or in a simulated work place setting