

**Specification of Competency Standards
for the Chinese Catering Industry
Unit of Competency**

1. Title	Formulate procedures for work safety, health and security
2. Code	CCZZGS403A
3. Level	4
4. Credit	3
5. Competency	<p style="text-align: center;"><u>Performance Requirements</u></p> <p>5.1 Formulate procedures for occupational safety and health</p> <ul style="list-style-type: none"> ◆ Master the relevant occupational safety and health laws ◆ Devise workflow and working environment in accordance with the relevant occupational safety and health laws ◆ Formulate correct working guidelines according to the relevant occupational safety and health laws and give all staff clear instructions to follow up and provide regular trainings ◆ Formulate proper guidelines for handling chemicals and heat objects to avoid incidents ◆ Review all procedures regularly, update or modify them as appropriate and order staff implement them properly <p>5.2 Formulate security procedures</p> <ul style="list-style-type: none"> ◆ Devise proper security procedures based on factors such as operational environment and time ◆ Formulate the relevant security procedures ◆ Keep close ties with the relevant sections, groups and companies ◆ Provide trainings to raise the awareness of staff on security
6. Range	While working in restaurants or relevant workplaces, practitioners should be able to observe occupational safety and health laws, formulate effective security procedures and apply them in the operations of Chinese restaurants.
7. Assessment Criteria	The integrated outcome requirements of this unit of competency are: (i) the abilities to observe occupational safety and health laws, formulate procedures for work safety, health and security.
8. Remarks	This unit of competency is applicable to all practitioners in Chinese restaurants.