

Specification of Competency Standards
for the Automotive Industry
Unit of Competency

Functional Area - Common Competency

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| Title | Monitor occupational safety and health systems |
| Code | 108806L4 |
| Range | This unit of competency is applicable to middle managerial staffs in various servicing workshops and warehouses in the automotive industry. Practitioners should be able to monitor the daily work and working procedure of the staffs in their departments according to working instructions on occupational safety and health. |
| Level | 4 |
| Credit | 3 (For Reference Only) |
| Competency | <p>Performance Requirements</p> <p>1. Knowledge (Relevant occupational safety and health ordinances as well as organisational instructions)</p> <ul style="list-style-type: none"> • Good understanding of organisational guidelines on occupational safety and health. • Good understanding of Occupational Safety and Health Ordinance, Factories and Industrial Undertakings Ordinance as well as related labour regulations. • Good understanding of the daily operation and detailed working procedures in one's department. <p>2. Performance (Monitor the daily work and safety equipment in their departments)</p> <ul style="list-style-type: none"> • Inspect the daily works and working procedures of the staffs in their department to ensure that organisational guidelines on occupational safety and health have been met, such as the authorities on use of various facilities or equipment and its operating systems, the applications of personal protection equipment, the ventilation within the premises and its potential danger, working underneath the car, working at height, handling of pollutants and dangerous chemicals, waste disposal, the cleanliness of workshops and warehouses, methods of manual lifting, blasting by abrasives or the use of abrasive wheels, painting with flammable liquids, machine operation and protection, the use of lifting appliances and lifting gear as well as gas welding and flame cutting. • Participate in the investigation of accidents/incidents occurred within the area that one monitors and follow up the improvement proposals. • Review the incident reporting mechanism, report to supervisors when appropriate and complete relevant records. • Inspect the emergency exit to make sure the passageway is free from obstacle and firefighting devices are installed. • Inspect the first-aid equipment in one's department. • Review to ensure that incidents are properly reported according to statutory requirements, such as injury at work and serious incidents. • Record cases not complying with respective rules/instructions and notify the people concerned; formulate improvement mechanism and compile comprehensive report regularly. |
| 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"> • Capable of understanding Occupational Safety and Health Ordinance, Factories and Industrial Undertakings Ordinance, labour legislations, detailed working procedures in one's department and organisational instructions on occupational safety and health; • Capable of monitoring various working procedures in one's department to see if they can meet organisational instructions on occupational safety and health, so as to safeguard the well-being and safety of staff to avoid injury at work or occupational diseases; and |

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| | <ul style="list-style-type: none">• Capable of formulating improvement mechanisms and compiling comprehensive report on non-compliance cases. |
| Remark | |