|  |  |  |  |
| --- | --- | --- | --- |
| Title | **Apply health and safety measures at work** | | |
| Level | **2** | **Credits** | **1** |

|  |  |
| --- | --- |
| Purpose | This module ensures that the trainee is able to maintain a safe and healthy environment and is capable of combating risks and hazards at the work place. It also discusses personal hygiene and health checkup. |

|  |  |
| --- | --- |
| Classification ISCED | 0611 Computer use |

|  |  |
| --- | --- |
| Available grade | Competent / Not yet competent |

|  |  |
| --- | --- |
| Modification history | N/A |

|  |  |  |
| --- | --- | --- |
| **Competency Unit** | **Performance Criteria** | **Knowledge and Understanding** |
| **G1**. Identify health and safety hazards and carry out risk assessment. | **P1**. Identify a safe and healthy environment.  **P2.** Manage a safe and healthy surrounding.  **P3.** Assess possible risks/ hazards at the work place.  **P4.** Take safety measure to avoid a risk/hazard by carrying out a risk assessment. | **K1.** Understand what a safe and healthy environment is.  **K2.** Know how you can create a safe and healthy environment and how it can be maintained.  **K3.** Recognize the possible risks and hazards at work place.  **K4.** Comprehend safety measures against the risks/ hazards.  **K5.** Explain the procedure of carrying out a risk assessment |
| **G2**. Learn to use safety equipment. | **P1**. Identify the types of safety equipment present at workplace.  **P2**. Use the right type of equipment as per the situation. | **K1.** List down safety equipment  **K2.** Know when and how to use the safety equipment for  e.g. fire-fighting and the evacuation drill. |

|  |  |  |
| --- | --- | --- |
| **G3**. Understand and perform first aid. | **P1**. Use the first aid kit equipment. | **K1.** Define the term first aid.  **K2.** Know the importance of first aid.  **K3.** Recognise the first aid kit equipment |
| **G4**. Ensure Personal hygiene and health checkup. | **P1**. Maintain personal hygiene.  **P2.** Review and perform quarterly health check-up.  **P3.** Promote and adopt healthy activities.  **P4.** Promote and adopt equipment hygiene | **K1.** Know the importance of personal hygiene and oral health.  **K2.** Understand the importance of quarterly medical check- up programme.  **K3.** Relate to why health and fitness activities assist in work and life balance.  **K4.** Understand the importance of system hygiene |