

COMMUNITY CARE SKILLS STANDARDS FRAMEWORK FOR SUPPORT CARE ROLES

Skills Domain	Administration and Operations
Skills Category	Workplace Safety
Skills Standard Title	Comply with Workplace Safety and Health (WSH) Procedures
Skills Standard Descriptor	Comply and maintain safe working environment in line with Workplace Safety and Health (WSH) procedures
Skills Proficiency Level	Level 1 (Previously 'Basic I' under CCSSF)
Source Code	CCSSF-AAO-WS-1001-1
Knowledge <i>This refers to the gathering and cognitive processing of facts and information required to perform work tasks and activities.</i>	Underpinning Knowledge: • Workers' responsibilities as stipulated under the Workplace Safety and Health Act. • Roles and responsibilities of the WSH Committee as stipulated under the WSH (Safety Committee) Regulations. • WSH Act and its subsidiary legislation. • Workplace Safety and Health Guidelines (Workplace Safety and Health Council) • Fire safety requirement as stipulated in Fire Safety Act. • Workplace Safety for Nursing Home • Related authorities which handle counselling and follow-up care for work-related injuries, which may include (not limited to): ○ Ministry of Manpower ○ Singapore Counselling Centre ○ Singapore Legal Advice ○ TAFEP ○ Singapore Civil Defense Force • Difference between risk and hazard. • Types and examples of workplace hazards, which may include (not limited to): ○ Safety hazards ○ Chemical hazards ○ Biological hazards ○ Physical hazards ○ Ergonomic hazards ○ Needle stick hazards ○ Fire hazards • The consequences and ways to manage workplace hazards. • Organisational policies and procedures in relating to ○ Transfer and handle big equipment ○ Transfer of clients

	○ Safeguard employees from infections and illness ○ Report workplace safety and health issues ○ Use of Personal Protective Equipment ○ Safe work facilities and arrangement ○ Safety in machinery, equipment, plant, articles, substances and work processes ○ Workplace safety and health issues ○ Personal hygiene ○ Safety signs ○ Risk control measures ○ Report potential hazards and risks • Types of Personal Protective Equipment (PPE) and their applications, which may include (not limited to): ○ Gloves ○ Gown/Aprons ○ Surgical masks ○ Respiratory masks ○ Head coverings ○ Shoes coverings • Types of safety signs, which may include (not limited to): ○ Prohibition signs ○ Warning signs ○ Mandatory signs ○ Safe condition signs ○ Fire equipment signs ○ Supplementary signs • Provisions of National Infection Prevention and Control Guidelines for Long Term Care Facilities (2018), which may include (not limited to): ○ Use of personal protective equipment ○ Hygiene practices ○ Handling patients with infection ○ Cluster ○ Hand Hygiene • Relevant legal and/or industrial requirements in relation to support the maintenance of machines and equipment, which may include: ○ Implementation Guide to Guidelines for Home Care (Agency for Integrated Care, Singapore) ○ Implementation Guide to Guidelines for Centre-Based Care (Agency for Integrated Care, Singapore) ○ Workplace Safety and Health Guidelines (Workplace Safety and Health Council) ○ Allied Health Professions Council (AHPC) guidelines on supervision and delegation of tasks to therapy support staff
Ability <i>This refers to the ability to perform</i>	The ability to: • Comply with safe work arrangements and safety requirements for workers at work in accordance to organizational policies and

<i>the work tasks and activities required of the occupation, and the ability to react to and manage the changes at work.</i>	procedures. • Maintain safety in machinery, equipment, substances and work processes in the workplace in accordance to organizational policies and procedures. • Report workplace safety and health issues to supervisors in accordance with the organizational policies and procedures and WSH Act. • Practice standard precaution in the workplace in accordance to organizational policies and procedures. • Use Personal Protective Equipment (PPE) in accordance to manufacturer's specifications and organizational policies and procedures. • Use safety and firefighting equipment in accordance with organizational procedures or the manufacturer's instructions. • Follow safety signs, instructions and workplace risk control measures in accordance with organizational policies and procedures. • Report potential hazards and risks associated with the work areas and work practice in accordance with organizational policies and procedures. • Operate big equipment in a safe manner according to organizational policies and procedures. • Identify call points, evacuation points and fire fighting equipment locations to render prompt response to fire incident.
Person Centred Care <i>This refers to having a person centred care mind set to drive the care giver to respect and recognise the decisions/choices of the person they are taking care of.</i>	Underlying principles: • Treating clients with dignity and respecting by being aware of the supporting personal perspectives, values, beliefs, culture and preferences; respecting their privacy while encouraging independence of the individual; and listening to each other and working in partnership to design and deliver services.
Performance Outcome <i>This refers to the outcome of the task on the care recipient as indication of workplace success</i>	The support care staff is able to: • Comply with Workplace Safety and Health (WSH) policies and procedures by following safe work practices and participate in WSH management activities.