**MARKING SCHEME/ASSESSOR’S GUIDE**



**QUALIFICATION CODE : 102104T4HSS**

**QUALIFICATION : HEALTH SERVICES SUPPORT PROVIDER- LEVEL 5**

**UNIT CODE :** MED/OS/HSS/BC/07/5/A

### UNIT OF COMPETENCY :DEMONSTRATE OCUPATIONAL SAFETY AND

### HEALTH PRACTICES

**WRITTEN ASSESSMENT ASSESSOR’S GUIDE**

**INSTRUCTIONS TO CANDIDATE**

1. In this assessment, you will be required to answer **WRITTEN** questions.
2. You have **TWO** hours to answer all the questions.
3. In section A and B, indicate your answer by WRITING THE CORRECT CHOICE ON THE PROVIDED ANSWER BOOKLET.
4. ANSWER ALL QUESTIONS in section A, B and C
5. Use BLUE INK only when answering your answer
6. The paper consists of **TWO** sections: **A**, B **and C**
7. Candidates should answer the questions in **English**

**SECTION A: Multiple Choice Questions (20 marks)**

***Answers are bolded***

1. Which statement aligns with Company housekeeping procedures

A) Following safety regulations

**B) Arranging work area and items accordingly**

C) Reporting incidents promptly

D) Ignoring safety gear requirements

1. What does "Work standards and procedures are followed" primarily emphasize

A) Completing tasks quickly

**B) Consistency in work practices**

C) Skipping safety protocols

D) Avoiding feedback

1. What is the purpose of using safety gears/PPE according to OSH regulations

A) Enhancing comfort

**B) Applying prevention measures**

C) Aesthetic appeal

D) Reducing work efficiency

1. When are standards and procedures for incidents and emergencies applied

A) Occasionally

B) During audits

**C) As needed**

D) Never

1. What does participation in orientations on OSH requirements involve

A) Providing feedback

B) Reviewing compliance

**C) Attending training**

D) Organizing hazards

1. How should feedback on health, safety, and security concerns be provided

A) In a vague manner

**B) In a detailed manner**

C) Rarely

D) With minimal information

1. What is a crucial aspect of workplace procedures for reporting hazards

A) Ignoring incidents

**B) Acting promptly**

C) Delaying reports

D) Sharing selectively

1. Why is reviewing OSH requirements and workplace safety procedures essential

A) To avoid compliance

B) To report incidents

**C) To ensure compliance**

D) To reduce hazards

1. How are needed OSH-related trainings identified

A) By ignoring feedback

**B) By proposing to appropriate personnel**

C) By reducing standards

D) By skipping procedures

1. What is the primary focus when applying prevention and control measures

A) Avoiding PPE

**B) Following procedures**

C) Reporting emergencies

D) Ignoring standards

1. In what manner should standards for incidents and emergencies be studied and applied

A) Occasionally

**B) As needed**

C) Rarely

D) Never

1. What does orienting on OSH requirements/regulations involve

A) Providing feedback

**B) Attending training**

C) Reviewing compliance

D) Organizing hazards

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**SECTION B: 40 marks.**

*This acts as a guide to the questions*

**Instructions:** Answer each question briefly and concisely.

1. Explain the importance of arranging the work area according to Company housekeeping procedures. (5 marks)

* Arranging the work area according to Company housekeeping procedures is important to maintain cleanliness, organization, and safety.
* It reduces hazards, enhances efficiency, and promotes a positive work environment.

1. Discuss the significance of following work standards and procedures. (5 marks)

* Following work standards and procedures ensures consistency, quality, and safety in tasks.
* It helps in achieving operational goals, minimizing errors, and adhering to regulatory requirements.

1. How do prevention and control measures, including the use of safety gears/PPE, contribute to workplace safety. (5 marks)

* Prevention and control measures, including safety gears/PPE, contribute to workplace safety by reducing the risk of accidents and injuries.
* They create barriers against hazards and promote compliance with safety protocols.

1. Outline the key elements of standards and procedures for incidents and emergencies.

( 5 marks)

* Standards and procedures for incidents and emergencies outline protocols for responding effectively to unexpected situations.
* This includes reporting, evacuation, first aid, and communication to mitigate risks.

1. Why is participation in orientations on OSH requirements/regulations crucial for employees. (5 marks)

* Participation in orientations on OSH requirements/regulations is crucial as it educates employees on safety practices, legal obligations, and hazard identification,
* foster a safer work environment.

1. How should feedback on health, safety, and security concerns be effectively provided to appropriate personnel. (5 marks)

* Feedback on health, safety, and security concerns should be provided to appropriate personnel in a detailed manner,
* Ensuring all relevant information is communicated promptly for necessary actions.

1. Describe the workplace procedures for reporting hazards, incidents, injuries, and sickness. (5 marks)

* Workplace procedures for reporting hazards, incidents, injuries, and sickness involve documenting details accurately, notifying supervisors, and initiating corrective actions to prevent recurrence.

1. How needed OSH-related training identified and proposed to appropriate personnel.

(5 marks)

* The process for reviewing OSH requirements/regulations and workplace safety procedures includes regular audits, assessments, and updates to ensure compliance, identify gaps, and improve safety practices.

1. Explain the relevance of OSH requirements/regulations and workplace safety procedures in ensuring a safe work environment. (5 marks)

* Needed OSH-related trainings are identified by assessing skill gaps, regulatory changes, incident trends, and employee feedback.
* Proposals are then made to management for training implementation.

OSH requirements/regulations and workplace safety procedures are relevant in ensuring a safe work environment by setting standards, preventing injuries, and protecting the health of employees.

**Section C: (40 marks.)**

*This acts as a guide to the questions*

**Instructions:** Provide detailed responses to each essay question.

1. Discuss the importance of arranging the work area and items according to Company housekeeping procedures. (20 marks)

* Arranging the work area as per housekeeping procedures ensures safety by reducing hazards such as slips, trips, and falls.
* It enhances efficiency as tools and materials are organized and readily accessible.
* Cleanliness promotes a positive workplace culture and compliance with health and safety regulations.

1. Discuss the effective use of safety gears/PPE, in enhancing workplace safety. (20 marks)
   * 1. Control measures
     2. Preventive measures

* Prevention measures and PPE create physical barriers against workplace hazards, reducing the likelihood of accidents.
* They promote worker safety by providing protection from physical, chemical, and biological risks.
* Regular inspections and proper use ensure effectiveness in hazard control.

1. Analyze the role of OSH requirements/regulations and workplace safety procedures in preventing incidents and emergencies. (20 marks)

* OSH requirements set standards for hazard identification, risk assessment, and safety practices.
* Workplace safety procedures outline protocols for emergency preparedness, incident reporting, and response actions.
* Compliance with these regulations mitigates risks, prevents accidents, and minimizes the impact of emergencies.

1. Outline strategies for identifying, proposing, and implementing OSH-related training to enhance workplace safety and compliance. (20 marks)

* Conducting training needs assessments,
* analyzing incident data, and aligning training programs with regulatory updates.
* Proposals should emphasize the benefits of training, such as improved safety culture and compliance.
* Implementation involves scheduling sessions, evaluating outcomes, and incorporating feedback for continuous improvement.