

CURRICULUM of COMPETENCY UNIT (CoCU)

Sub Sector	FOOD AND BEVERAGES					
Job Area	PASTRY PRODUCTION					
Competency Unit Title	SAFETY, HEALTH AND HYGIENE PRACTICES					
Competency Unit Descriptor	Safety, health and hygiene practices is to provide workers with a safe and health working environment, handling, preparation, and storage of pastry product correctly from food contamination in accordance with production requirement, standing order, Hazard Analysis and Critical Control Points (HACCP), Good Manufacturing Practices (GMP) and Halal requirements. The personnel who are competent in safety, health and hygiene practices shall be able to carry out safety, health and hygiene practices to meet required production quality.					
Competency Unit ID		Level	2	Training Duration	60 Hours	Credit Hours
Work Activities	Related Knowledge	Applied Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
1. Identify safety, health and hygiene practices requirements	i. Safety, health and hygiene practices guidelines such as; <ul style="list-style-type: none"> • OSHA • Environmental Quality Act 1974 (Act127) • Halal food compliance • HACCP ii. Regulatory body / agency related such as; <ul style="list-style-type: none"> • Bomba • National Solid Waste Management Department (NSWMD) 			3 hours	Lecture	i. Safety, health and hygiene practices guidelines listed out ii. Housekeeping schedule and checklist interpreted iii. Types of housekeeping works determined iv. Types of sanitation works determined v. Function of

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	<ul style="list-style-type: none"> • Department of Occupational Safety and Health (DOSH) iii. Housekeeping schedule iv. Types of housekeeping works such as; <ul style="list-style-type: none"> • Cleanliness • Rearrangement equipments v. Area of kitchen such as; <ul style="list-style-type: none"> • Production area • Store area vi. Types of sanitation works such as; <ul style="list-style-type: none"> • Utensils • Equipments vii. Purpose of sanitation works viii. First aid kit checklist ix. Types of first aid kit items such as; <ul style="list-style-type: none"> • Sterilised gauze • Antiseptic • Plaster • Small scissor x. Function of first aid kit items xi. Classes and cause of fire <ul style="list-style-type: none"> • Class A - Solid 					<ul style="list-style-type: none"> first aid kit items determined vi. Causes of fire determined vii. Classes and sources of fire determined viii. Environmental rule and regulation on waste disposal listed out

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	<ul style="list-style-type: none"> • Class B - Liquid • Class C - Gases • Class D - Metal xii. Classes of waste xiii. Purpose to dispose waste xiv. Environmental rule and regulation on waste disposal xv. Waste disposal schedule xvi. Safety, health and hygiene practices workflow					

Work Activities	Related Knowledge	Applied Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
		<ul style="list-style-type: none"> i. Determine safety, health and hygiene practices guidelines ii. Interpret housekeeping schedule and checklist iii. Determine types of housekeeping works iv. Determine area of kitchen v. Interpret sanitation checklist vi. Determine types of sanitation works vii. Determine purpose of sanitation works viii. Interpret first aid kit checklist ix. Determine function of first aid kit items x. Determine causes of fire xi. Determine classes and sources of fire xii. Interpret waste disposal schedule xiii. Determine classes of waste xiv. Determine purpose to dispose waste xv. Determine environmental rule and regulation on waste 		2 hours	Demonstration & Observation	

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		disposal	<p><u>Attitude:</u> i. Awareness of safety, health and hygiene practices requirements</p> <p><u>Safety:</u> -Not applicable-</p>			
2. Plan safety, health and hygiene practices activities	<p>i. Types of Personnel Protective Equipment (PPE)</p> <p>ii. Element of checking first aid kit items such as;</p> <ul style="list-style-type: none"> • Condition • Expiry date • Change of colour • Appearance <p>iii. Types of fire extinguishers such as;</p> <ul style="list-style-type: none"> • Powder • Carbon dioxide 			3 hour	Lecture	<p>i. Sanitation materials and equipment arranged</p> <p>ii. Expiry date of first aid kit items determined</p> <p>iii. Checking element of first aid kit items condition</p>

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	<ul style="list-style-type: none"> • Water • Foam iv. Function of fire extinguishers related to classes of fire v. Fire extinguisher location vi. Classification of waste materials vii. Purpose to classify waste materials					applied iv. First aid items condition confirmed v. Function of fire extinguishers related to classes of fire determined vi. Fire extinguisher location determined
		i. Determine types of sanitation utensils and equipment ii. Determine type of Personnel Protective Equipment (PPE) iii. Arrange sanitation materials and equipment iv. Determine expiry date of first aid kit items v. Apply checking method of first aid kit items condition vi. Confirm first aid items condition vii. Determine type of fire extinguishers viii. Determine function of		4 hours	Demonstration & Observation	vii. Fire extinguisher acquired viii. Classification of waste materials determined ix. Waste materials segregated

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		fire extinguishers related to classes of fire ix. Determine fire extinguisher location x. Acquire fire extinguisher xi. Determine classification of waste materials xii. Segregate waste materials	<p><u>Attitude:</u></p> i. Resourceful in planning safety, health and hygiene practices			
			<p><u>Safety:</u></p> i. Adhere to safety practices			

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3. Carry out safety, health and hygiene practices	i. Types of cleaning materials, tools and equipment such as; <ul style="list-style-type: none"> • Detergent • Mop • Broom • Bucket ii. Type of Personnel Protective Equipment (PPE) such as; <ul style="list-style-type: none"> • Hand glove • Face mask iii. Method of cleaning kitchen area iv. Methods of sanitising kitchen utensils and equipments v. Technique of sanitising kitchen utensils and equipments vi. Method of storing sanitation material, implements and equipment vii. Replacement/replenishment of expired/finish first aid kit items viii. Safe, visible and accessible location for first aid kit ix. Technique of using fire extinguishers			12 hour	Lecture	i. Method of cleaning and sanitising kitchen area applied ii. Technique of cleaning and sanitising kitchen area applied iii. First aid kit at accessible location located iv. Technique of using fire extinguishers applied v. Methods to dispose waste applied vi. Standard Operating Procedure of safety, health and hygiene practices followed

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	<ul style="list-style-type: none"> x. Methods to dispose waste materials xi. Safety procedure on disposal waste materials 					
		<ul style="list-style-type: none"> i. Determine types of cleaning materials, tools and equipment ii. Wear Personnel Protective Equipment (PPE) iii. Apply method of cleaning and sanitising kitchen area iv. Apply technique of cleaning and sanitising kitchen area v. Perform basic first aid function vi. Restock first aid kit items vii. Locate first aid kit at accessible location viii. Apply technique of using fire extinguishers ix. Apply methods to dispose waste x. Follow Standard Operating Procedure of safety, health and 		22 hours	Demonstration & Observation	

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		hygiene practices	<p><u>Attitude:</u></p> <ul style="list-style-type: none"> i. Careful in executing safety, health and hygiene practices ii. Adhere to hygiene practices <p><u>Safety:</u></p> <ul style="list-style-type: none"> i. Wear appropriate Personal Protective Equipment (PPE) ii. Careful when handling sharp utensils and electrical equipment iii. Adhere to kitchen safety, hygiene and health procedure 			

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4. Check safety, health and hygiene practices conformance	<ul style="list-style-type: none"> i. Cleanliness specification of kitchen area ii. Cleanliness specification of utensils and equipment iii. Compliance of safety, health and hygiene practices 			2 hours	Lecture	<ul style="list-style-type: none"> i. Cleanliness of kitchen area confirmed ii. Cleanliness of utensils and equipment confirmed iii. Safety, health and hygiene practices complied
		<ul style="list-style-type: none"> i. Check cleanliness of kitchen area ii. Check cleanliness of utensils and equipment iii. Check compliance of safety, health and hygiene practices 	<p><u>Attitude:</u></p> <ul style="list-style-type: none"> i. Responsible in checking safety, health and hygiene practices ii. Adhere to hygiene practices <p><u>Safety:</u></p> <ul style="list-style-type: none"> i. Wear appropriate Personal Protective Equipment 	3 hours	Demonstration & Observation	

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			(PPE) ii. Adhere to kitchen safety, hygiene and health procedure			
5. Produce safety, health and hygiene practices activities report	i. Flow of reporting line ii. safety, health and hygiene practices reporting format iii. Method of reporting safety, health and hygiene practices activities such as; <ul style="list-style-type: none"> • Verbal • Checklist • Written iv. Procedure of reporting safety, health and hygiene practices activities			1 hour	Lecture	i. Safety, health and hygiene practices activities reporting format determined ii. Method of reporting safety, health and hygiene practices activities applied iii. Safety, health and hygiene practices activities report generated
		i. Determine personnel involved ii. Determine safety, health and hygiene practices activities reporting format iii. Apply method of reporting safety, health and hygiene practices		1 hours	Demonstration & Observation	

Work Activities	Related Knowledge	Applied Skills	Attitude / Safety / Environmental	Training Hours	Delivery Mode	Assessment Criteria
		activities iv. Generate safety, health and hygiene practices activities report v. Follow procedure of reporting safety, health and hygiene practices activities	<u>Attitude:</u> i. Meticulous in writing report ii. Clarity and responsible in reporting safety, health and hygiene practices activities iii. Adhere to report submission dateline <u>Safety:</u> -Not applicable-			

Employability Skills

Core Abilities	Social Skills
<p>01.01 Identify and gather information. 01.02 Document information procedures or processes. 02.01 Interpret and follow manuals, instructions and SOP's. 02.03 Communicate clearly. 02.04 Prepare brief reports and checklist using standard forms. 02.05 Read/Interpret flowcharts and pictorial information. 03.01 Apply cultural requirement to the workplace. 03.02 Demonstrate integrity and apply practical practices. 03.03 Accept responsibility for own work and work area. 03.04 Seek and act constructively upon feedback about work performance. 03.05 Demonstrate safety skills. 03.06 Respond appropriately to people and situations. 03.07 Resolve interpersonal conflicts. 06.01 Understand systems. 06.02 Comply with and follow chain of command. 06.03 Identify and highlight problems. 06.04 Adapt competencies to new situations/systems. 01.04 Analyse information. 04.01 Organize own work activities. 04.02 Set and revise own objectives and goals. 04.03 Organize and maintain own workplace. 04.04 Apply problem solving strategies. 04.05 Demonstrate initiative and flexibility.</p>	<ol style="list-style-type: none"> 1. Communication skills 2. Conceptual skills 3. Interpersonal skills 4. Multitasking and prioritizing 5. Self-discipline 6. Teamwork

Tools, Equipment and Materials (TEM)

ITEMS	RATIO (TEM : Trainees)
1. Stationery	As required
2. Kitchen utensils	1:4
3. Working table	1:4
4. Stove	1:4
5. Mixer	1:4
6. Food processor	1:4
7. Chillers	1:20
8. Freezer	1:20
9. OSHA Act and guidelines	1:1
10. Halal guidelines	1:1
11. Environmental Quality Act 1974 (Act 127) guidelines	1:1
12. HACCP guidelines	1:1
13. Sanitary facilities (Hand wash dispenser, tissue dispenser)	1:20
14. Personal Protective Equipment (safety boot, Chef hat, apron, disposable glove)	1:1

References

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