

COGFO1

Contribute to health and safety within the fuel dispensing area



Overview

This unit is about your competence in maintaining health and safety within the fuel dispensing area. It includes identifying and controlling potential hazards and risks on the premises and surrounding environment which may have an impact on the fuel dispensing area. Note that in this context 'fuel' includes petroleum spirit, diesel and liquid petroleum gas (LPG). Employees will need to know how to take emergency action for fire, explosion, accidents, toxic fumes and spillage situations - including major and minor spills.

The unit deals with the following:

1. Monitoring and maintaining the health and safety of self, colleagues and members of the public within the fuel dispensing area
2. Monitoring forecourt activities to control risks to the fuel dispensing area
3. Taking emergency action

During this work you must take account of the relevant operational requirements and safe working practices AS THEY APPLY TO YOU.

Previous version:

Unit 1 National Occupational Standards in Forecourt Operations – August 2003

COGFO1

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Performance criteria

- You must be able to:*
- P1 ensure that aspects of health and safety within your responsibility are free from hazards and safe systems of work are followed
 - P2 identify discrepancies, damage and potentially unsafe features within the fuel dispensing area accurately and take relevant action
 - P3 carry out routine health and safety checks and fire drills correctly
 - P4 report accidents accurately and completely
 - P5 use and handle equipment, fixtures and materials safely and correctly
 - P6 use approved safe methods and techniques when lifting heavy or bulky items
 - P7 dispose of waste materials and potentially environmentally damaging materials safely in an approved location
 - P8 maintain vigilance of fuel and non-fuel dispensing area operations and monitor safety of customers, visitors and personnel
 - P9 identify risk situations accurately and take relevant remedial action
 - P10 identify hazardous incidents accurately and take relevant action
 - P11 comply with instructions relating to exposure to fuel
 - P12 complete all relevant documentation accurately
 - P13 raise the alarm promptly and immediately implement any necessary action to prevent further incident occurring
 - P14 identify the requirements for emergency services correctly and take the relevant action
 - P15 follow evacuation procedures promptly and safely
 - P16 use the correct equipment for the emergency according to its use and limitations
 - P17 report accidents in accordance with legal and organisational procedures
 - P18 report injuries involving individuals accurately to competent first aider or authorised person and maintain appropriate interim support when necessary to minimise further injury

COGFO1

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Knowledge and understanding

You need to know and understand:

- K1 how to use equipment and fixtures safely, in accordance with relevant organisational and manufacturers' instructions
- K2 what relevant action to take, this includes rectify, report recording
- K3 the safe lifting procedures
- K4 the potentially environmentally damaging materials. These should include fuel, oils, automotive fluids, cleaning and their disposal requirements
- K5 specific organisational risk assessment details
- K6 what constitutes a risk situation. This includes to the buildings and equipment; to the environment; on-site; off-site; sources of ignition; those using forecourt and dispensing equipment; extraneous hazards; and toxic fumes. The risk may be identify visually or report.
- K7 the remedial action options open to you. This includes report; rectify; shutdown; put emergency procedures into effect; record.
- K8 what constitutes a hazardous incident. This includes fuel spillage; personal contamination; fire.
- K9 how to deal with exposure to fuel according to instructions for fuel on clothes and on skin/hair
- K10 potentially environmentally damaging materials. This includes fuel; oils; automotive fluids; cleaning and their disposal requirements
- K11 the physical characteristics of petroleum
- K12 how to identify emergency situations and the action to be taken. These should involve fire, explosion, accidents, toxic fumes and spillage
- K13 the methods used to prevent further incidents, including fuel shutdown procedures
- K14 the location, use and limitations of fire fighting equipment and first aid equipment
- K15 the evacuation procedures. This includes location of fire exits, assembly points, discipline associated with emergency procedures
- K16 who the designated first aiders are and how to contact them and request assistance. This should also include fire, police, ambulance
- K17 how to provide interim support to minimise further injury

COGFO1

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Additional Information

Scope/range related to performance criteria

- 1 the site safety requirements and procedures
- 2 how to select, use and care for Personal Protective Equipment (PPE) including sight/hearing protection, gloves, footwear, hard hats, appropriate work wear
- 3 the implications of statutory and organisational requirements
- 4 emergency shutdown procedures
- 5 limits of own authority and procedures in the event of breaching those limits
- 6 how to interpret operational requirements e.g. policies, procedures, instructions, codes of practice, standards, schedules
- 7 your own responsibilities as they relate to Organisational Safety Policy, Workplace Safety Policy, Evacuation Procedures, Fire Procedures

COGFO1

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