

# COGJO15

## Contribute to health, safety and security of operations in jetty operations



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### Overview

You will be involved in activities such as:

- 1 Maintaining the health and safety of self and others
- 2 Maintaining the security of the area of operation
- 3 Establishing and maintaining effective working relationships
- 4 Exchanging information on work area at handover

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

### **Previous Version:**

Liquid Transfer & Storage National Occupational Standards – July 2005

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### Performance criteria

- You must be able to:*
- P1 identify safety hazards and take the appropriate action
  - P2 ensure that safe access to and egress from working area is maintained at all times
  - P3 keep working area clean and tidy at all times in accordance with requirements
  - P4 keep clear all escape routes and access to emergency and safety equipment
  - P5 ensure that only authorised people are allowed access to the work area
  - P6 obtain relevant safety equipment and approved tools
  - P7 use all relevant safety equipment and approved tools
  - P8 use the appropriate manual handling methods
  - P9 return safety equipment and approved tools to designated areas after use and report any defects
  - P10 obtain security procedure information relevant to ship and shore operations
  - P11 ensure that correct security procedures are followed, including the requirements of the ISPS Code
  - P12 ensure that appropriate method of contact is used with security personnel
  - P13 check security at prescribed intervals
  - P14 ensure that only authorised personnel are allowed access
  - P15 treat relevant others in a manner which promotes and maintains goodwill
  - P16 promptly and willingly meet reasonable requests from appropriate personnel
  - P17 provide clear, accurate and prompt information regarding daily work schedules to relevant others
  - P18 support and offer help to relevant others when requested
  - P19 ensure that the information exchanged provides a full, clear and accurate description of the current status of the work area
  - P20 clarify and confirm any information that is unclear or conflicting before acceptance
  - P21 identify the implications of changing plant conditions on further work
  - P22 complete all relevant documentation
  - P23 carry out the handover with appropriate people at the designated time and location
  - P24 deal promptly and effectively with problems that are your responsibility, and report those that you cannot solve and/or are not your responsibility to the relevant person
  - P25 communicate all relevant information to the appropriate people
  - P26 work safely in accordance with operational and environmental requirements

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### Knowledge and understanding

*You need to know and understand:*

- K1 how to identify safety hazards in your working area
- K2 the appropriate action to take on identification of hazards
- K3 how to keep the working area clean and tidy
- K4 why it is important to keep the working area clean and tidy
- K5 why it is important to keep the access to escape routes and safety equipment clear
- K6 how to obtain the correct safety equipment and approved tools
- K7 how to ensure that the safety equipment and approved tools are fit for purpose
- K8 the appropriate manual handling methods to use
- K9 who are the appropriate/relevant personnel
- K10 what relevant information should be communicated
- K11 emergency procedures for the site
- K12 the potential hazards associated with the particular working area
- K13 the position of other relevant areas outside the site
- K14 the types of activity occurring, and possible hazards, in areas adjacent to site
- K15 your own responsibilities and duties and your duties under current environmental legislation
- K16 the reasons for use of safety equipment and devices and protective clothing
- K17 the procedures for obtaining medical assistance
- K18 the safety roles of immediate supervisors, colleagues and safety representatives
- K19 the location and position of emergency exits, muster points and emergency equipment
- K20 the appropriate responses to fire and gas alarms on adjacent site
- K21 how to obtain security procedures relevant to ship and shore operations
- K22 how to ensure that the correct security procedures are followed including the requirements of the ISPS Code
- K23 the methods that should be used to contact security personnel
- K24 the correct method of contact to use for the security procedure
- K25 where are the locations of security personnel
- K26 the prescribed intervals when the security procedure needs to be checked
- K27 why it is important to check the security procedure at irregular intervals
- K28 how to ensure that only authorised personnel are allowed access to the operation
- K29 why is it important to be authorised, and who to obtain authorisation from
- K30 who are the relevant others
- K31 how to treat the relevant others

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- K32 what are reasonable requests from relevant others
- K33 what is considered essential information concerning the daily work schedule
- K34 the methods of handling and resolving difficulties in working relationships
- K35 your responsibilities in relation to your work area
- K36 how the handover log relates to the equipment and transfer processes
- K37 the relevance of each log item to the operation of the equipment
- K38 the reasons for taking particular readings and measurements and their significance
- K39 how to ensure that all resources required are available and appropriate
- K40 your own responsibilities and duties and your duties under current environmental legislation
- K41 the problems that may occur and how to deal with them
- K42 who to refer to with problems that are not your responsibility and/or you cannot solve
- K43 the appropriate methods of communication (including documentation) to use
- K44 how and when to obtain and use the appropriate PPE (Personal Protective Equipment) and how to select, use and care for PPE (to include sight/hearing protection, gloves, footwear, hard hats, respirators)
- K45 the implications of statutory and organisational requirements
- K46 how to interpret operational requirements (e.g. policies, procedures, Permit To Work, instructions, codes of practice, standards, schedules)
- K47 the risks and hazards associated with the activity
- K48 all relevant rules, regulations and guidelines

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### Additional Information

#### Scope/range related to performance criteria

1. Obtain and use all relevant safety equipment/approved tools, to include all of the following:
  - 1.1. safety showers
  - 1.2. eye baths
  - 1.3. gas detection equipment
  - 1.4. fire fighting equipment
2. Identify safety hazards in your area to include:
  - 2.1. housekeeping
  - 2.2. trip and fall hazard
  - 2.3. open access
  - 2.4. gas/toxic release
  - 2.5. source of ignition
  - 2.6. slip hazard
3. Take the appropriate action to include at least one of the following:
  - 3.1. rectification of hazard
  - 3.2. prompt reporting
  - 3.3. discontinuation of work
  - 3.4. making affected others (including contractors, company personnel and visitors) aware
  - 3.5. directing affected others to a safe area
4. Ensure that all relevant security procedures are followed. This may include:
  - 4.1. watch keeping
  - 4.2. security permits
  - 4.3. swiped access – ID
  - 4.4. visitor pass
  - 4.5. ISPS
5. Establish and maintain working relationships in your working environment. This may include:
  - 5.1. colleagues in the same work group
  - 5.2. colleagues in other work groups
  - 5.3. immediate supervisors
  - 5.4. those for whom you have responsibility
  - 5.5. personnel in other departments
  - 5.6. external contacts/contractors
6. Exchange all relevant information at handover:
  - 6.1. to next shift/operator, from previous shift/operator

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**Relevant occupations** Professional Occupations; Engineering Professionals; Engineering and manufacturing technology; Engineering

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**Suite** Jetty Operations

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**Key words** contribute, health, safety, security, jetty, operations, area, information, handover