

## COGJO6

# Contribute to health and safety operations in jetty operations



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### Overview

You will be involved in activities such as:

- 1 Maintain the safety of self and others
- 2 Maintain the security of the area of operation
- 3 Establish and maintain effective working relationships

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 tool.
- P8 use the appropriate manual handling methods
- P9 return safety equipment and approved tools to designated areas after use and report any defects
- P10 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
- P11 communicate all relevant information to the appropriate people
- P12 work safely in accordance with operational and environmental requirements
- P13 obtain security procedure information
- P14 ensure that correct security procedures are followed
- P15 ensure that appropriate method of contact is used with security personnel
- P16 check security at prescribed intervals
- P17 use appropriate documentation and observe confidentiality
- P18 treat relevant others in a manner which promotes and maintains goodwill
- P19 promptly and willingly meet reasonable requests from appropriate personnel
- P20 provide clear, accurate and prompt information regarding daily work schedules to relevant others
- P21 support and offer help to relevant others when requested

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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
- K22 how to ensure that the correct security procedures are followed
- 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 appropriate/relevant personnel
- K31 who are the relevant others
- K32 how to treat the relevant others

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- K33 what are reasonable requests from relevant others
- K34 what is considered essential information concerning the daily work schedule
- K35 the methods of handling and resolving difficulties in working relationships
- K36 the relevant information that should be communicated

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### Additional Information

#### Scope/range related to performance criteria

- 5 Obtain and use all relevant safety equipment/approved tools, to include all of the following:
  - 5.1 safety showers
  - 5.2 eye baths
  - 5.3 gas detection equipment
  - 5.4 fire fighting equipment
  
- 6 Identify safety hazards in your area to include:
  - 6.1 housekeeping
  - 6.2 trip and fall hazard
  - 6.3 open access
  - 6.4 gas/toxic release
  - 6.5 source of ignition
  - 6.6 slip hazard
  
- 7 Take the appropriate action to include at least one of the following:
  - 7.1 rectification of hazard
  - 7.2 prompt reporting
  - 7.3 discontinuation of work
  - 7.4 making affected others, including contractors, company personnel and visitors, aware
  - 7.5 directing affected others to a safe area
  
- 8 Ensure that all relevant security procedures are followed. This may include:
  - 8.1 watch keeping
  - 8.2 security permits
  - 8.3 swiped access – ID
  - 8.4 visitor pass
  
- 9 Establish and maintain working relationships in your working environment. This may include:
  - 9.1 colleagues in the same work group
  - 9.2 colleagues in other work groups
  - 9.3 immediate supervisors
  - 9.4 those for whom you have responsibility
  - 9.5 personnel in other departments
  - 9.6 external contacts/contractors

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### Contribute to health and safety operations in jetty operations

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**Suite** Jetty Operations

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