

# COGOC1

## Monitor and maintain health, environment and safety systems in offshore crane operations



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### Overview

This unit is for the operator to contribute to an efficient and effective work environment. It provides the background to operating efficiently. It provides for the exchange of information, the developing and maintaining of effective working relationships with colleagues, associates and visitors. It recognises the importance of organising one's own work to operate effectively, efficiently, to maintain standards in work and, where required, to be complementary with the work of others.

The unit deals with the following:

1. Contributing to efficiency in the workplace
2. Developing and maintaining effective working relationships
3. Organising own work and maintain standards

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

### **Previous version:**

Unit PR1 – National Occupational Standards for Offshore Crane Operations  
– January 2003

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### Performance criteria

- You must be able to:*
- P1 organise work and the operational area in an orderly way to minimise hazards
  - P2 locate and use work materials to meet the needs of the work activity and in line with approved procedures and practices
  - P3 maintain tools and equipment when ready for use and store them in designated places when not required
  - P4 communicate any restrictions on progress of the work to the appropriate person(s) for appropriate action
  - P5 communicate clearly and in accordance with operational, organisational and emergency procedures
  - P6 refer problems and conditions outside your responsibility to an authorised person
  - P7 maintain records in accordance with operational and organisational requirements
  - P8 carry out work to approved procedures and practices and in compliance with statutory requirements
  - P9 treat work colleagues and associates in a manner that promotes goodwill and maintains good working practices
  - P10 respond positively and willingly to reasonable working requests
  - P11 offer or seek appropriate support for colleagues and associates who appear to be in work related difficulties
  - P12 communicate clearly in a style and language appropriate to the situation and comply with approved procedures and practices
  - P13 carry out all exchanging and recording of information in accordance with organisational procedures
  - P14 respond to personnel courteously and in a manner appropriate to the situation
  - P15 organise work to comply with instructions and the agreed schedules
  - P16 use work methods which comply with approved procedures and practices and optimise the use of time
  - P17 coordinate work with other relevant personnel and related activities as required
  - P18 refer any suggestions for improvements to work methods to an authorised person for confirmation and agreement on the action to be taken
  - P19 ensure that work is done to the agreed standards and is in accordance with the specification and the organisational policy
  - P20 agree deviations in standard or specification with an authorised person
  - P21 refer work that may be detrimental to safety or the environment to the

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appropriate person(s) in accordance with organisational and operational procedures

- P22 remove and dispose of waste and debris in accordance with approved procedures and practices
- P23 carry out work to approved procedures and practices in compliance with statutory requirements

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### Knowledge and understanding

*You need to know and understand:*

- K1 the characteristics of work materials relevant to the work activity
- K2 the types of tools and equipment used within the operation and work activity
- K3 what arrangements, designated places and working procedures you need to comply with when storing tools and equipment
- K4 relevant methods for the storing work materials
- K5 the relevant means of communication used in the work activity.
- K6 the procedures for reporting problems
- K7 what the following types of approved procedures and practices require in the context of the operations, the work activity and the workplace environment: organisational, regulatory, emergency, operational
- K8 what the individual's responsibilities under relevant statutory, regulatory and operational requirements
- K9 what the responsibilities are of the following types of work colleagues and associates in relation to the work activity: personnel worked with on a day to day basis, occasional
- K10 what your responsibilities of the individual are to work colleagues, associates and visitors in relation to the work activity
- K11 use of the following types and methods of communication: oral, visual.
- K12 the procedures involved in exchanging and recording information
- K13 what your responsibilities are under relevant statutory, regulatory and operational requirements
- K14 the work requirement and specifications
- K15 the terminology used within the work activity
- K16 work methods employed in the context of the work activity involved.
- K17 the categories and uses of materials in the work activity
- K18 what processes and sequence of events to be followed for the work activity
- K19 the following types of standards relative to the work activity and the workplace environment: organisational, work specified, quality and quantity

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