

## COGOESR2

Provide safety information to constituents in the offshore oil and gas industry



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### Overview

This unit is about the information you should compile and distribute (including relevant legislation and company procedures) to maintain an open dialogue on all health and safety issues.

#### **Previous Version:**

This is a newly created NOS suite June 2008

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#### Performance criteria

*You must be able to:*

- P1 ensure safety information is available to constituents
- P2 confirm that all the information available to you on statutory health and safety regulations is up-to-date and from recognised and reliable information sources
- P3 respond in a helpful and positive manner to requests for information and **advice** ensuring that your help is current, accurate, complete and relevant to the enquiry
- P4 adopt a communication style appropriate to listeners and situations, including selecting an appropriate time and place
- P5 research health and safety information using the internet
- P6 collect and read safety data sheets providing information from designers, manufacturers or suppliers of any article or substance which is being used or proposed to be used
- P7 publicise new safety related information relevant to constituents
- P8 identify current relevant debates relating to health and safety
- P9 identify current government policy relating to health and safety
- P10 identify the location of records held by the OIM and the Safety Advisor to which the safety representative has full access

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### Knowledge and understanding

*You need to know and understand:*

- K1 the SI 1989/971 regulations
- K2 regulations used offshore and how to access them
- K3 the implications of statutory and organisational requirements
- K4 the requirements for the duty holders and employers' Safety Management Systems
- K5 how to interpret operational requirements (policies, procedures, instructions, standards, schedules)
- K6 how to identify key points in formal documents
- K7 the appropriate 'control of work' system
- K8 the importance of confidentiality and the Data Protection Act.
- K9 the installation's reporting procedures
- K10 the severity of incidents that require reporting
- K11 the documents a safety representative can view and the exclusions
- K12 the limits of your responsibility with regard to information and advice
- K13 the best means for bringing information to the attention of relevant people
- K14 why it is important to provide current, accurate and relevant information
- K15 how to access web-based resources and make use of ICT applications
- K16 how to deal with both formal and informal requests for information
- K17 how to structure letters and reports
- K18 how to communicate effectively with groups and individuals
- K19 procedures for setting up information storage
- K20 how to take notes

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### Additional Information

#### Scope/range related to performance criteria

**Advice** should be offered proactively, given to managers, colleagues, customers & suppliers and be based on knowledge, expertise, experience and position

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**Developed by** Cogent

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**Validity** Current

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**Status** Original

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**Originating organisation** Cogent

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**Original URN** OESR2

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**Relevant occupations** Engineering Professionals; Engineering and manufacturing technologi;  
Manufacturing technologies

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**Suite** Offshore S1971 Elected Safety Representatives

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**Key words** safety information, constituents, legislation, company procedures