

## COGSS5

### Contribute to the effectiveness of work activities within safety services



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#### Overview

This unit is about your contribution to work effectiveness by developing your own competence and contributing to effective working relations with others. Your responsibility is limited to achieving self development within the overall development system of the organisation and ensuring that appropriate and effective relationships are achieved in line with the working culture of the group and organisation. In some cases, you may still be expected to refer to others for final authorisations, even though responsibility for identifying and implementing decisions remains with you.

It deals with the following:

- 1 Developing oneself in the work role
- 2 Contributing to 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:**

Unit 5 National Occupational Standards in Safety Services Oil & Gas Extraction – January 2003

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### Performance criteria

- You must be able to:*
- P1 accurately identify own current competence and areas for development using relevant models
  - P2 set, record and regularly update own realistic and achievable objectives for development
  - P3 review performance and progress on a regular basis and use results as a basis for planning future development
  - P4 actively seek constructive feedback and advice from relevant people and use this to maintain and enhance performance and progress
  - P5 agree time and other resources needed to achieve development objectives with relevant personnel
  - P6 work safely in accordance with operational requirements
  - P7 make clear efforts to establish and maintain productive working relationships
  - P8 provide opportunities to discuss work-related matters with relevant people
  - P9 provide opportunities to discuss personal problems
  - P10 provide useful advice within limits of own responsibility and expertise
  - P11 refer individuals to specialists where appropriate
  - P12 deal effectively with differences
  - P13 effectively communicate changes in operational requirements
  - P14 encourage individuals to offer ideas and views and afford them due recognition
  - P15 provide clear reasons to individuals where ideas and views are not progressed

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### Knowledge and understanding

*You need to know and understand:*

- K1 which models are available for identifying competence (to include occupational standards, work requirements, occupational requirements)
- K2 what are the potential areas and objectives (to include those relating to: your current work role, your future work role) for development
- K3 how often should development objectives be updated
- K4 which methods can be used to review (to include formal, informal) performance
- K5 why constructive feedback is important to development
- K6 what are the resources required to achieve specific development objectives
- K7 who has to agree the resources used for development
- K8 the main features of productive working relationships
- K9 the limits of your own responsibility and expertise
- K10 how to deal with differences of view
- K11 how to communicate effectively
- K12 how to progress ideas and views on behalf of individuals

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## Additional Information

### Scope/range related to knowledge and understanding

Within the limits of your responsibility you must demonstrate that you know and understand:

- 1 how to select, use and care for Personal Protective Equipment (PPE) (to include sight/hearing protection, gloves, footwear, hard hats, respirators)
- 2 the implications of statutory and organisational requirements
- 3 how to interpret operational requirements (e.g. policies, procedures, instructions, codes of practice, standards, schedules)

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### Glossary

You may find the following definition to be useful:

#### **Development**

Self development takes place within development opportunities offered by the organisation, and requires the determination of relevant objectives and the review of achievement and progress against those objectives, usually through discussion and negotiation with others.

Typical mechanisms by which self development objectives, achievements and progress may be agreed could be through:

- 1 regular performance appraisals
- 2 informal discussions with supervisors and other more experienced colleagues or training specialists
- 3 participation in sector workgroups
- 4 access to vocational qualifications

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