

COGSS7

Contribute to the maintenance of health and safety systems to conform with statutory and organisational requirements within safety services



Overview

This unit is about contributing to the maintenance of Health and Safety systems in order to conform with statutory and organisational requirements.

This unit deals with the following:

- 1 Maintaining a Health and Safety information system
- 2 Implementing and monitoring the safety management systems

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

Previous Version:

Unit SS1 National Occupational Standards in Safety Services Oil & Gas Extraction – January 2003

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Performance criteria

- You must be able to:*
- P1 effectively assess the sources of information for availability and relevance to the operation and self development needs
 - P2 effectively collect and collate the relevant information to meet particular need
 - P3 effectively seek and update information on developments in safety related areas
 - P4 ensure that relevant publications concerning statutory requirements are current and available to all interested parties
 - P5 effectively implement safety management systems
 - P6 effectively implement and maintain appropriate monitoring systems
 - P7 accurately identify deviations from the requirements of the system and record and report them
 - P8 supply complete and accurate reports on request to relevant personnel
 - P9 effectively record the information required
 - P10 work safely in accordance with operational requirements

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Knowledge and understanding

You need to know and understand:

- K1 the information requirements of relevant personnel (to include line manager, safety representatives, line function personnel, emergency response teams, support department personnel, offshore installation manager)
- K2 the relevant publications to consider (e.g. Acts of Parliament, regulations, approved codes of practice, Health and Safety Executive, guidance notes, published standards, operating notices, industry guidelines)
- K3 your responsibilities in terms of making information available both reactively and pro- actively
- K4 the requirements of the safety management system
- K5 the principles and application of the monitoring techniques
- K6 the significance and application of the different methods of monitoring the safety systems
- K7 implications of deviations from the requirements of the system
- K8 the reporting requirements (to include how to prepare effective oral and written reports)

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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)
- 4 how to access and interpret the sources of information
- 5 the methods of assessing and evaluating information in terms of its
- 6 reliability, relevance, sufficiency and implications
- 7 the ways in which the information is required to be collected,
- 8 collated and made available
- 9 how to differentiate between statutory requirements and
- 10 organisational advice and guidance
- 11 the implications of statutory requirements and organisational advice
- 12 and guidance
- 13 how to deal with a manual and a computer based information
- 14 system

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