

# COGSS8

Contribute to the maintenance of working environment to conform with statutory and organisational requirements within safety services



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## Overview

This unit is about contributing to the maintenance of the working environment in order to conform to the statutory and organisational requirements.

It deals with the following:

- 1 Preparing to inspect and monitor the workplace
- 2 Inspecting the workplace
- 3 Monitoring the working environment
- 4 Contributing to the statutory and regulatory inspections of the workplace

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

### Previous version:

Unit SS2 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 the area to be inspected
- P2 effectively confirm the inspection schedule with relevant personnel
- P3 effectively select the appropriate documentation and equipment
- P4 ensure, with relevant personnel, that the relevant Permits to work are available
- P5 effectively obtain and correctly prepare the portable monitoring equipment
- P6 work safely in accordance with operational requirements
- P7 effectively carry out all relevant inspections
- P8 accurately identify and prioritise real/potential risks/hazards and take appropriate action
- P9 ensure that safety regulations and recommendations are implemented and maintained
- P10 ensure that operating instructions are available, in place and use by the relevant personnel
- P11 accurately identify deviations from requirements and take appropriate action
- P12 provide accurate report to relevant personnel where working practices deviate from requirements
- P13 accurately and effectively obtain measuring and sampling results
- P14 effectively record all relevant information
- P15 accurately identify the need for monitoring and make appropriate preparations
- P16 select and use equipment which is fit for purpose
- P17 accurately identify defective and faulty equipment and take appropriate remedial action
- P18 effectively monitor the working environment
- P19 accurately compare the readings to the specified limits
- P20 take appropriate remedial action where the results are not within the specified limits
- P21 accurately identify and prepare for statutory inspections
- P22 maintain effective working relationships with relevant inspecting authorities
- P23 effectively satisfy all actions requested
- P24 accurately identify any deviation from the requirements and take appropriate action
- P25 effectively facilitate the authorities' access to relevant information and areas

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## Knowledge and understanding

*You need to know and understand:*

- K1 how to interpret the schedule (to include parameters to measure; scope and range of information and data required for meaningful assessments to be made)
- K2 how to operate the Installation Safety Management System and the Organisational Safety Management System
- K3 the relevant personnel to deal with (to include line manager; line function personnel; offshore installation manager; safety representatives)
- K4 how to work with and within the Permit to Work system
- K5 types and operation of portable monitoring equipment
- K6 The parameters you are to measure
- K7 safe working practices on the installation scope, range and limitations of equipment
- K8 how to apply the appropriate timing, frequency to inspection of equipment used
- K9 the equipment criteria (to include location, suitability, maintenance)
- K10 methods for estimating, calculating and judging risks (ALARP)
- K11 how to identify and prioritise real and potential risks/hazards (to include those associated with; handling, transport, use and storage of equipment and materials, process, housekeeping)
- K12 the relevant procedures (e.g. statutory and organisational requirements, health and safety, fire, installation specific requirements)
- K13 the actions available to you on identification of risks/hazards (to include assess, report, record)
- K14 the relevant personnel (to include line function personnel, support function personnel)
- K15 the organisational requirements (e.g. policies, procedures, instructions, standards, installation specific)
- K16 the working practices (to include use of (PPE), use of equipment associated with process/plant/environment, use of materials, personal conduct)
- K17 the inspection requirements and implications of non-conformance
- K18 methods of resolving conflict between working practices and organisational requirements
- K19 record keeping requirements
- K20 materials range and associated physical and chemical characteristics
- K21 scope and range of equipment and its limitations
- K22 sampling and testing techniques
- K23 the relevance of monitoring through and the need for accurate and relevant readings

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- K24 the operating principles and limitations of monitoring equipment
- K25 how to select the appropriate monitoring equipment
- K26 the meaning of fit for purpose (to include need for calibration)
- K27 how to identify faulty and defective equipment and the remedial action open to you (to include report, record, reject, isolate, replace)
- K28 how to monitor effectively (to include test type, frequency, limits)
- K29 how to record all relevant information
- K30 the statutory and regulatory inspection requirements (to include visits by enforcing authorities, inspections required by statutory regulations)
- K31 how to maintain effective working relationships with the relevant authorities
- K32 how to identify deviations from the requirements, their implications, and actions open to you

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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 the difference between monitoring and inspecting

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**Suite** Safety Services Oil & Gas Extraction

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