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## Overview

This standard covers the competences you need to contribute to health, safety and security procedures in jetty operations in accordance with approved procedures and practices.

You will be required to demonstrate that you can:

- 1 Maintaining the health and safety of self and others
- 2 Maintaining the security of the area of operation
- 3 Establishing and maintaining effective working relationships
- 4 Exchanging information on work area at handover

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

The activity is likely to be undertaken by someone in petro-chemical work setting, including individuals working in refineries, chemical plants and tank storage.

## Performance criteria

### *You must be able to:*

- P1 identify safety hazards and take the appropriate action
- P2 ensure that safe access to and egress from working area is maintained at all times
- P3 keep working area clean and tidy at all times in accordance with requirements
- P4 keep clear all escape routes and access to emergency and safety equipment
- P5 ensure that only authorised people are allowed access to the work area
- P6 obtain relevant safety equipment and approved tools
- P7 use all relevant safety equipment and approved tools
- P8 use the appropriate manual handling methods
- P9 return safety equipment and approved tools to designated areas after use and report any defects
- P10 obtain security procedure information relevant to ship and shore operations
- P11 ensure that correct security procedures are followed, including the requirements of the ISPS Code
- P12 ensure that appropriate method of contact is used with security personnel
- P13 check security at prescribed intervals
- P14 ensure that only authorised personnel are allowed access
- P15 treat relevant others in a manner which promotes and maintains goodwill
- P16 promptly and willingly meet reasonable requests from appropriate personnel
- P17 provide clear, accurate and prompt information regarding daily work schedules to relevant others
- P18 support and offer help to relevant others when requested
- P19 ensure that the information exchanged provides a full, clear and accurate description of the current status of the work area
- P20 clarify and confirm any information that is unclear or conflicting before acceptance
- P21 identify the implications of changing plant conditions on further work
- P22 complete all relevant documentation
- P23 carry out the handover with appropriate people at the designated time and location
- P24 deal promptly and effectively with problems that are your responsibility, and report those that you cannot solve and/or are not your responsibility to the relevant person
- P25 communicate all relevant information to the appropriate people
- P26 work safely in accordance with operational and environmental requirements

## Knowledge and understanding

### *You need to know and understand:*

- K1 how to identify safety hazards in your working area
- K2 the appropriate action to take on identification of hazards
- K3 how to keep the working area clean and tidy
- K4 why it is important to keep the working area clean and tidy
- K5 why it is important to keep the access to escape routes and safety equipment clear
- K6 how to obtain the correct safety equipment and approved tools
- K7 how to ensure that the safety equipment and approved tools are fit for purpose
- K8 the appropriate manual handling methods to use
- K9 who are the appropriate/relevant personnel
- K10 what relevant information should be communicated
- K11 emergency procedures for the site
- K12 the potential hazards associated with the particular working area
- K13 the position of other relevant areas outside the site
- K14 the types of activity occurring, and possible hazards, in areas adjacent to site
- K15 your own responsibilities and duties and your duties under current environmental legislation
- K16 the reasons for use of safety equipment and devices and protective clothing
- K17 the procedures for obtaining medical assistance
- K18 the safety roles of immediate supervisors, colleagues and safety representatives
- K19 the location and position of emergency exits, muster points and emergency equipment
- K20 the appropriate responses to fire and gas alarms on adjacent site
- K21 how to obtain security procedures relevant to ship and shore operations
- K22 how to ensure that the correct security procedures are followed including the requirements of the ISPS Code
- K23 the methods that should be used to contact security personnel
- K24 the correct method of contact to use for the security procedure
- K25 where are the locations of security personnel
- K26 the prescribed intervals when the security procedure needs to be checked
- K27 why it is important to check the security procedure at irregular intervals
- K28 how to ensure that only authorised personnel are allowed access to the operation
- K29 why is it important to be authorised, and who to obtain authorisation from
- K30 who are the relevant others

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- K31 how to treat the relevant others
  - K32 what are reasonable requests from relevant others
  - K33 what is considered essential information concerning the daily work schedule
  - K34 the methods of handling and resolving difficulties in working relationships
  - K35 your responsibilities in relation to your work area
  - K36 how the handover log relates to the equipment and transfer processes
  - K37 the relevance of each log item to the operation of the equipment
  - K38 the reasons for taking particular readings and measurements and their significance
  - K39 how to ensure that all resources required are available and appropriate
  - K40 your own responsibilities and duties and your duties under current environmental legislation
  - K41 the problems that may occur and how to deal with them
  - K42 who to refer to with problems that are not your responsibility and/or you cannot solve
  - K43 the appropriate methods of communication (including documentation) to use
  - K44 how and when to obtain and use the appropriate PPE (Personal Protective Equipment) and how to select, use and care for PPE (to include sight and hearing protection, gloves, footwear, hard hats, respirators, Personal Floatation Device - PFD)
  - K45 the implications of statutory and organisational requirements
  - K46 how to interpret operational requirements (e.g. policies, procedures, Permit To Work, instructions, codes of practice, standards, schedules)
  - K47 the risks and hazards associated with the activity
  - K48 all relevant rules, regulations and guidelines

## Scope/range

1. Obtain and use all relevant safety equipment/approved tools, to include all of the following:

- 1.1. safety showers
- 1.2. eye baths
- 1.3. gas detection equipment
- 1.4. fire fighting equipment

2. Identify safety hazards in your area to include:

- 2.1. housekeeping
- 2.2. trip and fall hazard
- 2.3. open access
- 2.4. gas/toxic release
- 2.5. source of ignition
- 2.6. slip hazard

3. Take the appropriate action to include at least one of the following:

- 3.1. rectification of hazard
- 3.2. prompt reporting
- 3.3. discontinuation of work
- 3.4. making affected others (including contractors, company personnel and visitors) aware
- 3.5. directing affected others to a safe area

4. Ensure that all relevant security procedures are followed. This may include:

- 4.1. watch keeping
- 4.2. security permits
- 4.3. swiped access – ID
- 4.4. visitor pass
- 4.5. ISPS

5. Establish and maintain working relationships in your working environment. This may include:

- 5.1. colleagues in the same work group
- 5.2. colleagues in other work groups
- 5.3. immediate supervisors
- 5.4. those for whom you have responsibility
- 5.5. personnel in other departments
- 5.6. external contacts/contractors

6. Exchange all relevant information at handover:

6.1. to next shift/operator, from previous shift/operator

COGJO15

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<b>Developed by</b>	Cogent
<b>Version Number</b>	2
<b>Date Approved</b>	30 Mar 2020
<b>Indicative Review Date</b>	30 Mar 2026
<b>Validity</b>	Current
<b>Status</b>	Original
<b>Originating Organisation</b>	Cogent
<b>Original URN</b>	COGJO15
<b>Relevant Occupations</b>	Engineering, Engineering and Manufacturing Technologies, Engineering Professionals, Professional Occupations
<b>Suite</b>	Jetty Operations
<b>Keywords</b>	contribute, health, safety, security, jetty, operations, area, information, handover

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