

## Carry out emergency procedures in jetty operations

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### Overview

This standard covers the competences you need to carry out emergency procedures in jetty operations in accordance with approved procedures and practices.

You will be required to demonstrate that you can:

- 1 Establishing and agreeing normal and emergency communications
- 2 Reporting incidents, hazardous conditions and emergencies
- 3 Minimising incidents, hazardous conditions and emergencies
- 4 Ensuring effective environmental protection is in place
- 5 Testing, monitoring and evaluating emergency preparedness of personnel, systems and equipment

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.

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### Performance criteria

- You must be able to:*
- P1 confirm the method of communication to be used for both normal and emergency use between ship and shore
  - P2 establish and test back-up communications procedures between ship and shore
  - P3 confirm signals to be used between ship and shore
  - P4 identify ship and shore key personnel
  - P5 confirm the location of key personnel
  - P6 follow ship and shore's emergency plans and procedures
  - P7 verify the nature, location and scope of incident
  - P8 raise the appropriate alarms
  - P9 report the incident to the appropriate people in accordance with site reporting procedures
  - P10 follow appropriate procedures after the situation has been assessed
  - P11 take the correct actions, in accordance with procedures, to deal with the incident
  - P12 minimise the incident, hazard or emergency
  - P13 where appropriate, minimise waste and loss
  - P14 act promptly, either individually and/or with other people
  - P15 modify actions in response to changing conditions
  - P16 identify any product, material and/or equipment used in any part of your job role which could cause harm to the environment
  - P17 obtain and use the appropriate PPE
  - P18 obtain and follow prescribed procedures for dealing with any product, material and or equipment which could cause harm to the environment
  - P19 ensure that you control the environmental hazards which you are responsible for
  - P20 report promptly any hazards which present risks to the relevant personnel using the appropriate methods
  - P21 contribute to the planning of emergency exercises to test personnel, systems and equipment
  - P22 contribute to the planned emergency exercises to test the performance of personnel, systems and equipment
  - P23 contribute to the monitoring and evaluation of the performance of personnel, systems and equipment
  - P24 communicate all relevant information to the appropriate people
  - P25 deal promptly and effectively with problems that are your responsibility, and report those that you cannot solve, and/or not your responsibility, to the relevant person
  - P26 work safely in accordance with operational requirements

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### Knowledge and understanding

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

- K1 how to confirm the method of communication to be used between ship and shore
- K2 how to establish back-up communication procedures between ship and shore
- K3 how to test back-up communication procedures between ship and shore
- K4 the signals that should be used between ship and shore
- K5 how to confirm the signals that will be used between ship and shore
- K6 how to identify and locate key personnel
- K7 how to follow emergency plans and procedures as defined and agreed
- K8 how to verify the scope, nature and location of the incident
- K9 the range of incidents that may occur in your working environment
- K10 how to raise the alarm by the appropriate method
- K11 how to report the incident to the appropriate people in accordance with reporting procedures
- K12 the relevant information that should be communicated
- K13 the emergency procedures for the site
- K14 the plant layout in the working area
- K15 the potential hazards associated with the particular working area
- K16 the position of other relevant areas outside the site
- K17 the types of activity occurring, and possible hazards, in areas adjacent to site
- K18 the reasons for use of safety equipment and devices and protective clothing
- K19 the procedures for obtaining medical assistance
- K20 the procedures for obtaining spillage response support
- K21 the safety roles of immediate supervisors, colleagues and safety representatives
- K22 the location and position of emergency exits, muster points and emergency equipment
- K23 the appropriate responses to fire and gas alarms on adjacent site
- K24 the range of incidents that may occur in your working environment
- K25 how to assess the incident
- K26 how to access, interpret and implement site emergency plans, environmental procedures, and plant emergency procedures
- K27 the correct procedures that need to be followed
- K28 how to access and use specified emergency equipment
- K29 the appropriate action to take and why should it be taken promptly
- K30 how to minimise the situation
- K31 when it is appropriate, and how to minimise waste and /or loss
- K32 how to modify the action taken according to changing conditions
- K33 the information you need to provide to the appropriate people
- K34 the types of activity occurring, and possible hazards, in areas adjacent to the site
- K35 your own responsibilities and duties and your duties under current

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- environmental legislation
- K36 the reasons for use of safety equipment and devices and protective clothing
- K37 the procedures for obtaining medical and fire assistance
- K38 the procedures for obtaining spillage response support
- K39 the safety roles of immediate supervisors, colleagues and safety representatives
- K40 the location and position of emergency exits, muster points and emergency equipment
- K41 the appropriate responses to fire and gas alarms on adjacent site
- K42 the potential hazards associated with work procedures and the safety precautions required
- K43 how to identify any product, material and/or equipment used in any part of your job role which could cause harm to the environment
- K44 how to obtain and use the appropriate PPE
- K45 how to obtain and follow prescribed procedures for dealing with any product, material and/or equipment which could cause harm to the environment
- K46 why it is important to check that the requirements are up to date for your job role
- K47 your job role and what environmental hazards may occur in your job role
- K48 how to control the environmental hazards that you are responsible for
- K49 what environmental hazards present high risks
- K50 the appropriate/relevant personnel and why is it important to report environmental hazards promptly
- K51 the relevant information that should be communicated
- K52 what environmental protection procedures are in place and where to obtain spillage response emergency support
- K53 the potential environmental hazards associated with the particular working area
- K54 the position of other relevant areas outside the site
- K55 the types of activity occurring, and possible environmental hazards, in areas adjacent to site
- K56 the potential environmental hazards (e.g. use of products hazardous to the environment, disposal of waste hazardous to the environment, emission of gases, vapours etc.)
- K57 how to plan emergency exercises to test personnel, systems and equipment
- K58 how to conduct exercises to test personnel, systems and equipment
- K59 how to monitor the performance of personnel, systems and equipment
- K60 how to analyse and evaluate the performance of personnel, systems and equipment
- K61 what is the appropriate actions to take based on the evaluation
- K62 how to ensure that all resources required are available and appropriate
- K63 your own responsibilities and duties and your duties under current environmental legislation

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K64 the problems that may occur and how to deal with them

K65 who to refer to with problems that are not your responsibility and or you cannot solve

K66 the appropriate methods of communication (including documentation) to use

K67 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)

K68 the implications of statutory and organisational requirements

K69 how to interpret operational requirements (e.g. policies, procedures, Permit To Work, instructions, codes of practice, standards, schedules)

K70 the risks and hazards associated with the activity

K71 all relevant rules, regulations and guidelines

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**Scope/range**

- 1 Identify and confirm the location of key personnel
  
- 2 Follow emergency plans and procedures to cover all of the following:
  - 2.1 safety
  - 2.2 fire
  - 2.3 occupational health
  - 2.4 pollution control
  - 2.5 ship's breakout from berth
  - 2.6 security
  - 2.7 gas/toxic release
  
- 3 Verify the nature, location and scope of the incident. Incident to include at least one of the following:
  - 3.1 fire
  - 3.2 flood
  - 3.3 uncontrolled release/spillage of product/s
  - 3.4 explosion, hazardous vapours
  - 3.5 discovery of suspect package
  - 3.6 discovery of injured person
  - 3.7 accident involving person/equipment
  - 3.8 major services failure, gas/toxic release
  
- 4 Raise the appropriate alarm by the appropriate method to include all of the following:
  - 4.1 mechanical/electrical means
  - 4.2 notifying someone else
  - 4.3 verbal
  - 4.4 audio
  - 4.5 visual
  
- 5 Follow appropriate site emergency plans, environmental procedures, plant emergency procedures in the event of one of the following situations taking place:
  - 5.1 flood
  - 5.2 uncontrolled release/spillage of product/s
  - 5.3 explosion
  - 5.4 hazardous vapours
  - 5.5 discovery of suspect package
  - 5.6 discovery of injured person
  - 5.7 accident involving person/equipment
  - 5.8 major services failure
  
- 6 Identify products, materials and/or equipment that are hazardous to the Environment. This may include:
  - 6.1 air contamination
  - 6.2 water contamination

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### 6.3 ground contamination

7 Follow prescribed procedures for dealing with products, materials, and/or Equipment. To include prescribed procedures covering all of the following:

- 7.1 up to date legal requirements
- 7.2 Environmental Protection Act
- 7.3 specific environmental procedures
- 7.4 workplace instructions
- 7.5 suppliers' instructions
- 7.6 manufacturers' instructions

8 Plan, conduct, monitor and evaluate the performance of personnel, systems and equipment in emergency scenarios covered by the emergency preparedness plans for all of the following areas:

- 8.1 safety
- 8.2 fire
- 8.3 occupational health
- 8.4 environmental protection
- 8.5 pollution control
- 8.6 pollution response
- 8.7 security
- 8.8 gas/toxic release
- 8.9 rescue

There use to be a section covering potential environmental hazards covering use of products, disposal of waste and emissions.

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