

Overview

This standard covers the competence required to manage marine employee health and safety.

The main focus is on the land-side activities of marine department personnel and others to whom the Harbour Master owes a duty of care. However, this standard may also apply to on-water operations. The land-side focus differentiates this standard from standard PSS HM101 Manage port marine safety, which has a wider remit and is primarily marine (on-water) focussed. The standard includes conducting a risk assessment; producing, documenting, operating and reviewing safety systems.

The role requires the interpretation and application of, and compliance with, relevant international and national regulations; codes of practice, standards, frameworks and industry guidance.

Target Group

This standard applies to individuals who have a duty to facilitate the safe and efficient use of the harbour. Typically, this will be the Harbour Master or Authorised Deputies with delegated powers.

Note that in this NOS, unless otherwise specified, the term port may also mean harbour. However, the term harbour does not necessarily mean port.

Performance criteria

You must be able to:

1. conduct a formal risk assessment to identify all hazards associated with land-side marine employee work place activities, in consultation with stakeholders; including hazards on land, on-water and at the land/water interface
2. assess level of risk associated with hazards using a recognised process
3. document hazards and risks in a formal workplace risk assessment
4. identify and formally document suitable and sufficient workplace control measures
5. implement control measures that reduce risks to As Low As Reasonably Practicable (ALARP)
6. operate a formally documented Safety Management System (SMS) ensuring controls are monitored and maintained and risks remain as low as reasonably practicable
7. ensure that safety policies, plans, procedures and systems information are circulated to affected stakeholders
8. monitor and maintain control mechanisms according to the standards documented in the Safety Management System (SMS)
9. set key performance indicators in relation to land-side safety performance
10. measure and routinely report on land-side safety performance to the organisation management/duty holder

Knowledge and understanding

You need to know and understand:

1. international and national regulations; codes of practice, standards, frameworks and industry guidance
2. the port marine operations and activities typically undertaken in the physical environment for which the harbour master has responsibility and authority and/or which might impact on the safety of:
 1. marine staff
 2. other port employees
 3. others accessing the port
3. how to locate and select information, relevant to the area of responsibility and authority, concerning port:
 1. hazards
 2. risks
 3. regulatory changes
 4. incidents and accidents
 5. organisation safety and port industry good practice
4. operations and activities
5. how to conduct a formal safety risk assessment
6. the types of control measures appropriate to port hazards and their respective benefits/constraints
7. how to assess the risk mitigation effect of control measures
8. the As Low As Reasonably Practicable (ALARP) principle
9. the principles, content and format of port marine safety documentation:
 1. Risk Register
 2. Safety Management System (SMS)
10. how to promulgate policies, plans, procedures and systems
11. where and how to locate appropriate information in relation to organisational Key Performance Indicators

Manage marine employee workplace health and safety

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Relevant Occupations Harbour Masters, Harbour Masters and those with delegated Harbour Master powers

Suite Harbour Masters

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