PSSSPO107
Take action to reduce risks to health, safety and security within a port environment

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Overview

This standard covers the competence required to take action to reduce risks to health safety and security within a port environment. It is about working effectively to maintain the health, safety and security of oneself and of others ensuring that health, safety and security systems are procedures are complied with:

Target Group

This standard applies to authorised Port Operations supervisors and first line managers.

There are 6 elements in this standard:

1. Take action to reduce risks to health, safety and security in ports
2. Conduct an assessment of risks in the workplace
3. Promote health, safety and security in ports
4. Develop procedures to control risks to health, safety and security in ports
5. Monitor procedures to control health, safety and security risks in ports
6. Undertake port health, safety and security inspections

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You must be able to:

P1 implement own organisation's policies, procedures and working practices relevant to own area of operations

P2 identify the principle types of hazard and risk likely to be found in own area of operations

P3 assess and prioritise levels of risk using a formal methodology

P4 identify and implement the proper precautionary measures to address potential hazards in own area of operations

P5 report those hazards representing a significant risk, or which are beyond own responsibility, to the appropriate person

P6 wear, use and maintain personal protective equipment, relevant to own area of operations

P7 identify your role(s) and responsibilities and those of others, relevant to own area of operations

P8 locate, use and maintain the principle types of safety and incident response equipment relevant to own area of operations

P9 implement the accident and emergency procedures relevant to own area of operations

P10 locate and operate alarm systems correctly in own area of operations

P11 locate and use the approved escape routes and assembly points, relevant to own area of operations

P12 report accidents and emergencies, within own limits of responsibility

P13 keep within the designated areas when walking and when operating plant and vehicles

P14 establish and maintain contact with others involved in, or affected by, operations within own area of responsibility

P15 communicate clearly, precisely and unambiguously and check understanding

P16 work safely at all times, taking into account any changes to operational and environmental conditions

P17 maintain work areas, ensuring that they are kept clean, tidy and free of obstructions

P18 identify defective equipment and report it in line with the organisation's policies and procedures

P19 deal with waste materials and spillages, using specified equipment and materials

P20 identify and respond to any breaches of health and safety regulations according to own organisation's procedures

P21 identify the implications or consequences of an action

P22 take personal responsibility for making things happen

P23 ensure that ID badges are displayed correctly and prominently in all required areas, including restricted zones

P24 address security risks, advising security personnel correctly of potential risks

P25 identify those individuals whose presence in the port area should be challenged, and where necessary, ask them to justify their presence and to explain their activities

P26 maintain accurate records of health, safety and security incidents, according to organisation procedures

P27 prioritise work to make the best use of time and resources

P28 make information available to those who need it

P29 recognise changes in circumstances and adjust plans and activities accordingly

P30 seek opportunities to safely improve working procedures and practices

Conduct an assessment of risks in the workplace

You must be able to:

P31 define clearly, why and where, the risk assessment will be carried out

P32 confirm that the information available on statutory health, safety and security regulations is up-to-date and from valid sources

P33 recognise limitations of own skills, knowledge and experience and seek expert advice and guidance on risk assessment when appropriate

P34 select a method of identifying hazards and risks appropriate to the workplace being assessed

P35 investigate fully to identify the significant hazards and risks in the workplace

P36 identify hazards which could result in serious harm to people at work or other persons including: plant and equipment, substances hazardous to health, workplace layout, working practices, job role, people with special needs and security

P37 record hazards and risks in a way which meets legal, good practice and workplace requirements

P38 report the results of the process to the responsible persons in an agreed format and timescale

Promote health, safety and security in ports

You must be able to:

P39 promote a safe working culture through own behaviour and supervision of others, responding quickly to problems with a proposed course of action

P40   ensure that the information is up to date and sets out clearly the benefits
       derived from supporting health safety and security procedures and is
       accessible to the appropriate people

P41   check that team members understand the importance of health, safety
       and security, and their statutory responsibilities, and address any gaps in
       understanding

P42   provide practical opportunities for regular communications on health
       safety and security issues, and ways for encouraging ideas regarding
       good practice

P43   identify and address any concerns regarding health safety and security
       procedures and the methods by which health and safety is
       communicated

P44   recognise and praise good practice in maintaining health safety and
       security

P45   review how health safety and security is promoted, and identify
       opportunities for enhancing the health safety and security culture within
       the workplace

P46   develop plans to promote health, safety and security, including
       performance measures, review dates and resources

P47   measure the effectiveness of health and safety plans against past and
       present performance

P48   prioritise work to make the best use of time and resources

**Develop procedures to control risks to health, safety and security in
ports**

You must be able to: P49   develop procedures designed to enhance health safety and security in
                                  the workplace, in line with legal and organisational requirements

P50   agree clear methods and measures for checking the effectiveness of
       workplace procedures

P51   agree the training requirements for individuals required to comply with
       health, safety and security procedures

P52   inform the relevant person(s) of training requirements and arrange
       training

P53   identify changes in the workplace affecting current workplace health,
       safety and safety procedures assess their implications and make
       reasoned suggestions for action

P54   review reports and data for opportunities to improve procedures

P55   contribute to reviewing working practices, identifying any health and
       safety hazards which could result in serious harm in the workplace

P56   prioritise health and safety regulation and procedure non-compliance, in

consultation with relevant person(s)

P57 make reasoned suggestions to control identified hazards, including
actions for improving health and safety

P58 agree with the relevant person(s) a follow-up plan for monitoring
implementation of agreed actions

P59 maintain accurate and up to date records of the outcomes of reviews and
the workplace health and safety procedures

P60 provide health and safety information and advice, in line with legal
requirements

P61 record the details of all formal health and safety reviews carried out

Monitor procedures to control health, safety and security risks in ports

You must be able to:

P62 conduct monitoring of the workplace at agreed intervals and in
accordance with organisation requirements

P63 confirm that the information available on statutory health, safety and
security regulations is up-to-date and from valid sources

P64 check routinely that other persons possess up-to-date information and
instructions about hazards and how to deal with risks which may arise

P65 confirm that relevant individuals have received relevant training on how
to deal with health safety and security

P66 report hazards representing a significant risk, or which are beyond own
responsibility, to the appropriate person

P67 respond to any breaches of health, safety and security procedures in a
way which meets workplace and legal requirements

P68 make recommendations for changes to workplace procedures, clearly, to
the responsible person

P69 check that records relating to health, safety and security matters comply
with legal and workplace requirements and are accessible to those who
are authorised to use them

P70 keep accurate and legible records of identified or reported workplace
risks

P71 confirm that appropriate precautions to control risks have been agreed
with the persons responsible

P72 confirm that precautions are in accordance with legal and workplace
requirements

P73 confirm that others are aware of the risks and understand the action to
be taken to reduce the risks which can arise

P74 review precautions on a regular basis to ensure that risks are minimized
to as low as reasonably practicable

P75 report promptly and accurately any conflicts which exist between

workplace and statutory requirements to the persons responsible

P76   ensure reports contain accurate details about the cause of hazards with
high risks and make suitable recommendations to minimize their
occurrence

P77   prioritise work to make the best use of time and resources

P78   make information available promptly to those who need it

P79   recognise changes in circumstances promptly and adjust plans and
activities accordingly

P80   seek opportunities to safely improve working procedures and practices

Undertake port health, safety and security inspections

You must be able to: P81   prepare and agree a work schedule for the inspection, correctly
identifying methods and a prioritised schedule

P82   identify correctly the types of hazards likely to be encountered within the
working area and the practices to be inspected

P83   review available records from previous inspections and identify correctly
any actions agreed previously for assessment in the proposed review

P84   identify correctly any working practices that are likely to require detailed
inspection

P85   obtain authorisation for the inspection correctly from the person
responsible for the work area to be inspected

P86   obtain the agreed resources for the inspection

P87   brief all those involved regarding the purpose and process of the
inspection

P88   inspect working practices and the workplace itself

P89   identify and address any areas of risk

P90   identify and address non-compliance with the requirements of the
organisation and of legislation

P91   prioritise areas of risk or non-compliance

P92   present prioritised risks and non-compliances, with a clear rationale for
their order of priority, to the person responsible for the work area

P93   agree recommendations and an action plan for controlling, and where
possible removing identified risks

P94   agree with the person responsible for the area a plan for monitoring the
implementation and outcomes of the recommendations

P95   ensure that the plan is progressed correctly

P96   record the outcome of the inspection correctly and accurately

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Knowledge and understanding

You need to know and understand:

K1   the legal responsibilities for maintaining own and others' health and safety in your workplace

K2   the requirements placed upon the individual and the organisation by current legislation, directions and bye-laws related to workplace health, safety and security

K3   current industry guidance, relating to workplace health, safety and security

K4   own organisation's policies, procedures and working practices that relate to workplace health, safety and security

K5   the principle types of hazard and risk associated with ports

K6   the precautions appropriate for minimising the risks associated with ports

K7   how to correctly wear, use and maintain personal protective equipment, relevant to port operations

K8   how to locate, correctly use and maintain the principle types of safety and incident response equipment in the port

K9   the accident and emergency procedures of the organisation and individual roles and responsibilities, relevant to ports

K10 location of and how to operate alarm systems

K11 procedures for contacting the emergency services

K12 location of the approved escape routes and assembly points

K13 own responsibilities for reporting accidents and emergencies

K14 the limits of own responsibilities when involved in port operations

K15 roles and responsibilities of others in own area of operations, relating to port operations

K16 the person(s) to whom health safety and security matters should be referred

K17 the information needs of the people in own workplace

K18 why it is important to gain an appreciation of the level of understanding of health, safety and security within the workplace

K19 how to monitor and assess the level of understanding of workplace health, safety and security data

K20 the available sources of valid health, safety and security information relevant to own workplace

K21 how to interpret health, safety and security data kept in the workplace, including that concerning: risk assessments, incidents and complaints

K22 the workplace procedures for communicating with those involved in or affected by own area of operations

K23 the importance of keeping people regularly informed and discussing their involvement in maintaining health, safety and security

K24 how to prepare and write effective policies and procedures

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K25   the appropriate measures for checking different types of health, safety and security procedures

K26   what would constitute a breach of health, safety or security regulations

K27   the different working practices present in own area of operations

K28   the work areas and people for whom you are responsible

K29   the appropriate circumstances for reviewing procedures, including: routinely and post incident

K30   the difference between a hazard and a risk

K31   how to maintain effective health, safety and security records

K32   how to communicate effectively

K33   the reasons for maintaining clean and tidy working environments

K34   the principal types and causes of accidents within ports

K35   the role of the health, safety and security enforcing bodies

K36   the principal types of security risk within ports and the potential threat to security which they create

K37   the reasons for maintaining confidentiality when dealing with security

K38   the reasons for wearing and displaying a security badge

K39   the reciprocal procedures required in maintaining security when boarding a vessel alongside

K40   the circumstances when it is appropriate to challenge individuals to justify their presence within the port

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Additional Information

This standard is applicable to taking action to reduce risks to health, safety and security, conducting an assessment of workplace risks, promoting health, safety and security, developing procedures to control risks, monitoring procedures to control risks and undertaking health, safety and security inspections, in a port environment.

The performance criteria, knowledge and understanding requirements are related to the individual's own organisation, job role and area of operations. This includes but is not limited to the individual's immediate place of work. It extends to areas, operations and persons that may be impacted upon by the individual's activity in the workplace.

The performance criteria, knowledge and understanding requirements are specific to the: regulations, industry and other guidance recognised by the individual's employer, employing organisation's objectives, policies, procedures, and working practices; that relate to the elements covered in this standard.

The performance criteria, knowledge and understanding requirements are specific to the individual's own level of authority and responsibility.

Ports and the activities which take place there vary. Employers and any other duty holders must comply with the legal duties imposed on them by health and safety legislation, including the Health and Safety at Work Act 1974. This will also involve careful and continuing risk assessments to enable duty holders to plan, implement, manage and review policies and procedures which address the risks associated with the conduct of their business. The statutory duty of the employee to take reasonable care for the health and safety of themselves and other persons who may be affected by their acts or omissions at work and to cooperate with the employer with regard to the employer's health and safety duties, are an essential part of this standard.

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