Work Safely and Securely in ports

Overview

This standard is about working effectively to maintain own and others' health, safety and security within your own area of operations in the port environment. There is a duty on the individual to take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions at work. This standard includes complying with health and safety systems and procedures, identifying hazards, evaluating the levels of the different risks in your workplace, monitoring activities around you, and taking relevant precautions to address the risks identified.
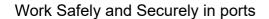
This standard also addresses particular hazards that might be present in a port. It includes working near water and includes assessing the risks involved and taking precautionary actions as well as following approved procedures when in the water, and/or retrieving another person from the water. The standard is also about assessing whether particular work can safely be undertaken by a lone worker, and then working safely when performing such tasks. This standard is also about working safely at heights, on land or when working aboard a vessel. It includes assessing the risks involved, taking all suitable precautions and following the approved procedures designed to control risks to health and safety. This standard is also about working safely in a confined space as defined in legislation. Such spaces, for example, may include the hold of a vessel or the inside of a freight container. This standard includes assessing risks and taking suitable precautions including adequate ventilation and safe access. Working practices in confined spaces are regulated and should be undertaken only where strictly necessary.

Target Group

This standard applies to workers and others entering a port environment. There is a duty on everyone to work safely at all times within a port environment, whether they are working around cargo, within a port or harbour or with members of the general public.
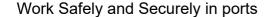
There are 7 elements in this standard:

- Work safely (Performance Criteria 1-8)

- Work safely with dangerous cargo (Performance Criteria 9-14)

- Work safely near water (Performance Criteria 15-24)

- Work safely when alone (Performance Criteria 25-32)

- Work safely at heights (Performance Criteria 33-44)

- Work safely in confined spaces (Performance Criteria 45-55)

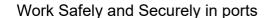- Maintain security in ports (Performance Criteria 56-61)

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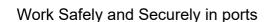
Performance criteria

You must be able to:

1. comply with the organisation's procedures and all relevant legal, safety and operating requirements relating to health and safety 2. provide support to colleagues to check that health, safety, and security procedures are followed at all times 3. use personal protective equipment 4. identify and assess health and safety hazards and risks 5. take immediate action to prevent injury or damage, and give priority to the protection of people over organisational performance 6. respond to incidents affecting health and safety by using the appropriate safety equipment and carrying out the safety procedures specified by the organisation 7. identify all circumstances where it would be necessary to evacuate the workplace, and use the approved escape routes and assembly points 8. report accidents and near misses to the responsible person and record them within the limits of own authority 9. assess cargo, including containers, for the potential hazard of fumigant and other dangerous substances 10. check documentation relating to cargo to be moved, and identify whether dangerous materials are declared, establishing the nature and quantity of any such cargo 11. check labelling and signage on cargo to be moved, identifying the nature of any dangerous cargo present 12. ensure that organisational pre-entry checks, including atmospheric checks, have taken place prior to commencing work 13. unload containers suspected of containing hazardous environments according to organisational procedure 14. load dangerous cargo according to agreed loading plans, ensuring that it is labelled in accordance with operational procedures 15. follow organisational procedures and safe working practices at all times when working near water 16. maintain work areas ensuring that these are kept clean, tidy and free of obstructions and tripping hazards, with necessary barriers in place and in good working order 17. don and wear provided life-saving equipment (such as life jackets) and other personal protective equipment (PPE) in line with organisational procedures 18. establish that all relevant life-saving equipment is positioned in accordance with organisational procedures 19. identify and report all visible defects in relevant life-saving equipment   20. raise the alarm immediately upon becoming aware of anyone in the water, and follow emergency procedures and guidelines 21. provide all relevant information regarding the emergency to the appropriate authorities 22. where appropriate, when manoeuvring rescue boats, pay appropriate regard to good seamanship practice and the safety of the person in the water 23. use rescue equipment according to manufacturer's instructions and organisation procedure when attempting to retrieve a person from water 24. inspect and maintain all relevant life-saving equipment in accordance with own level of responsibility 25. assess the risks and potential hazards associated with the lone working task to be undertaken, taking into account the working environment, method, equipment and skills required 26. work alone only where it is agreed with the line manager and is safe to do so;
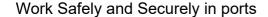
ensuring that at least one person knows the task is taking place and the schedule for completion 27. agree with line manager the steps to be taken in completing the tasks in line with the safety management system 28. agree with line manager a suitable procedure for maintaining contact and a schedule for completing lone working tasks 29. ensure that contact with relevant colleagues is maintained in line with procedure and that working alone in a confined space is not permitted 30. comply with safety management systems and procedures at all times,   31. inform relevant people once the task has been completed 32. leave work areas clean, tidy and free of obstructions at the end of the operation 33. undertake the work according to an agreed plan 34. assess the risks associated with the task to be undertaken, taking into account the potential dangers of falling, of dropping tools and debris, the stability of ladders, the working area, any overhead cables and equipment, and other people in the vicinity 35. take proper precautions to address all risks identified 36. wear suitable personal protection equipment, including, where relevant, a full body harness, ensuring that these are in good condition and functioning according to the manufacturer's specification 37. check that safety barriers are in place around the working area 38. identify the conditions where a permit to work is required for the work at height operation 39. confirm with a competent person that any specialised requirements have been met before work commences 40. conduct a pre-use check to establish that all height access equipment is working within approved operating parameters before beginning operations including ensuring that is free from obvious defects, suitable and fit for purpose before use 41. confirm that height access equipment is deployed and secured before operations and used in accordance with operational procedures 42. maintain frequent communication with an identified colleague 43. leave work areas clean, tidy and free of obstructions 44. store all height access and personal protective equipment in line with organisation standard(s) 45. consider the risks associated with working within the confined space before entering, taking note of all relevant hazard warnings and monitor equipment referring any concerns to the relevant person 46. address identified risks, implementing relevant precautionary actions before entering the confined space, including confirming that any appropriate ventilation equipment is operating to specification 47. obtain the relevant permit to work from an authorised person before entering the confined space 48. confirm that any required gas detectors are operating to specification and are suited to the atmosphere suspected to be present 49. undertake all checks, including checking the air quality and the availability of safe access 50. wear suitable personal protective equipment, including where appropriate, masks suited for the purpose and in date 51. inform a relevant colleague immediately before work is about to commence, informing them that the work in the confined space is to start 52. work to an agreed plan 53. maintain frequent contact with relevant colleagues, including a colleague outside the confined space 54. inform the relevant people

once the task has been completed 55. leave work areas clean, tidy and free of obstructions 56. follow regulations and organisational procedures for security at all times 57. display an ID badge prominently in all access-controlled areas 58. identify those who are not eligible to enter restricted areas 59. identify and challenge those individuals whose presence in the port area should be challenged 60. refer unauthorised individuals or vehicles to the police or security personnel 61. notify security personnel regarding suspicious items, and prevent others from accessing the area until relieved

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Knowledge and understanding

You need to know and understand:

1. the legal responsibilities for maintaining own and others' health and safety in the workplace including working time regulations 2. the requirements placed upon the individual and the organisation by current legislation and industry guidance, relevant to own area of operations 3. own organisation's policies and procedures and working practices relevant to own area of operations 4. specific role responsibilities of colleagues for health, safety and security 5. the principal types of hazard and risk likely to be found in own area of operations and the precautions appropriate for minimizing these risks 6. the requirements of being fit and healthy to undertake work and the importance of notifying your employer if you become unfit for work 7. how to wear, use and maintain personal protective equipment, relevant to own area of operations 8. how to locate, use and maintain the principle types of safety and incident response equipment relevant to own area of operations 9. accident and emergency procedures of the organisation and individual roles and responsibilities, relevant to own area of operations 10. location of and how to operate alarm systems 11. procedures for contacting the emergency services 12. location of the approved escape routes and assembly points 13. the approved survival techniques when in water, including how to attract attention and use all available equipment correctly 14. own and others' responsibilities for reporting accidents and emergencies 15. the limits of own responsibilities and of others when addressing health, safety and security in the port 16. the classes of dangerous cargo under current dangerous goods 17. legislation, codes and procedures including the labels, placards, marks and signs relating to each class 18. the warning signs relating to fumigation 19. the symptoms of poisoning by the inhalation of fumigants, and what to do when these are observed 20. how to recognise fumigants 21. organisational procedures for testing for noxious gases 22. organisational procedures for handling, storing and segregating dangerous cargo 23. organisational procedures for reporting and dealing with spillages and hazards associated with dangerous cargo 24. who the responsible persons are to whom hazards must be reported to and how they can be contacted 25. own levels of responsibility for dealing with spillages and hazards associated with dangerous cargo 26. survival techniques appropriate to surviving in water 27. the local geography and water conditions and their impact upon rescuing individuals from the water 28. the location of all designated confined spaces in own area of operations 29. own organisation's 'Permit to Work' procedures 30. the reasons for maintaining confidentiality when dealing with specific types of risk to security 31. the circumstances when it is appropriate to challenge individuals to justify their presence within the port

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