

## **NOS PSS SPO107 Take action to reduce risks to health, safety and security within a port environment**

### **Unit PSS SPO107.3 Promote health, safety and security in ports (SQA Unit Code-H794 04)**

#### **Performance Criteria**

##### **You must be able to**

##### **Promote health, safety and security in ports**

1. promote a safe working culture through own behaviour and supervision of others, responding quickly to problems with a proposed course of action
2. 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
3. check that team members understand the importance of health, safety and security, and their statutory responsibilities, and address any gaps in understanding
4. provide practical opportunities for regular communications on health safety and security issues, and ways for encouraging ideas regarding good practice
5. identify and address any concerns regarding health safety and security procedures and the methods by which health and safety is communicated
6. recognise and praise good practice in maintaining health safety and security
7. review how health safety and security is promoted, and identify opportunities for enhancing the health safety and security culture within the workplace
8. develop plans to promote health, safety and security, including performance measures, review dates and resources
9. measure the effectiveness of health and safety plans against past and present performance
10. prioritise work to make the best use of time and resources

#### **Knowledge and understanding**

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

1. the legal responsibilities for maintaining own and others' health and safety in your workplace
2. the requirements placed upon the individual and the organisation by current legislation, directions and bye-laws related to workplace health, safety and security
3. current industry guidance, relating to workplace health, safety and security
4. own organisation's policies, procedures and working practices that relate to workplace health, safety and security
5. the accident and emergency procedures of the organisation and individual roles and responsibilities, relevant to ports
6. own responsibilities for reporting accidents and emergencies
7. the limits of own responsibilities when involved in port operations
8. roles and responsibilities of others in own area of operations, relating to port operations
9. the person(s) to whom health safety and security matters should be referred
10. the information needs of the people in own workplace

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11. why it is important to gain an appreciation of the level of understanding of health, safety and security within the workplace
12. how to monitor and assess the level of understanding of workplace health, safety and security data
13. the available sources of valid health, safety and security information relevant to own workplace
14. how to interpret health, safety and security data kept in the workplace, including that concerning: risk assessments, incidents and complaints
15. the workplace procedures for communicating with those involved in or affected by own area of operations
16. the importance of keeping people regularly informed and discussing their involvement in maintaining health, safety and security
17. how to prepare and write effective policies and procedures
18. the appropriate measures for checking different types of health, safety and security procedures
19. what would constitute a breach of health, safety or security regulations
20. the different working practices present in own area of operations
21. the work areas and people for whom you are responsible
22. the appropriate circumstances for reviewing procedures, including: routinely and post incident
23. how to maintain effective health, safety and security records
24. the principal types and causes of accidents within ports

#### **Additional Information**

This standard is applicable to promoting health, safety and security and links to taking action to reduce risks to health, safety and security in ports, conducting an assessment of workplace risks, 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.

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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.