

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

### **Unit PSS SPO107.5 Monitor procedures to control risks to health, safety and security in ports (SQA Unit Code-H795 04)**

#### **Performance Criteria**

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

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

1. conduct monitoring of the workplace at agreed intervals and in accordance with organisation requirements
2. confirm that the information available on statutory health, safety and security regulations is up-to-date and from valid sources
3. check routinely that other persons possess up-to-date information and instructions about hazards and how to deal with risks which may arise
4. confirm that relevant individuals have received relevant training on how to deal with health safety and security
5. report hazards representing a significant risk, or which are beyond own responsibility, to the appropriate person
6. respond to any breaches of health, safety and security procedures in a way which meets workplace and legal requirements
7. make recommendations for changes to workplace procedures, clearly, to the responsible person
8. 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
9. keep accurate and legible records of identified or reported workplace risks
10. confirm that appropriate precautions to control risks have been agreed with the persons responsible
11. confirm that precautions are in accordance with legal and workplace requirements
12. confirm that others are aware of the risks and understand the action to be taken to reduce the risks which can arise
13. review precautions on a regular basis to ensure that risks are minimized to as low as reasonably practicable
14. report promptly and accurately any conflicts which exist between workplace and statutory requirements to the persons responsible
15. ensure reports contain accurate details about the cause of hazards with high risks and make suitable recommendations to minimize their occurrence
16. prioritise work to make the best use of time and resources
17. make information available promptly to those who need it
18. recognise changes in circumstances promptly and adjust plans and activities accordingly
19. seek opportunities to safely improve working procedures and practices

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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 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 precautions appropriate for minimising the risks associated with ports
6. the accident and emergency procedures of the organisation and individual roles and responsibilities, relevant to ports
7. procedures for contacting the emergency services
8. the limits of own responsibilities when involved in port operations
9. roles and responsibilities of others in own area of operations, relating to port operations
10. the person(s) to whom health safety and security matters should be referred
11. the information needs of the people in own 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. the appropriate measures for checking different types of health, safety and security procedures
18. what would constitute a breach of health, safety or security regulations
19. the appropriate circumstances for reviewing procedures, including: routinely and post incident

#### **Additional Information**

This standard is applicable to taking action to monitoring procedures to control risks and links to reducing risks to health, safety and security in ports, conducting an assessment of workplace risks, promoting health, safety and security, developing 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

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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.