

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

Unit PSS SPO107.4 Develop procedures to control risks to health, safety and security in ports (SQA Unit Code-H796 04)

Performance Criteria

You must be able to

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

1. develop procedures designed to enhance health safety and security in the workplace, in line with legal and organisational requirements
2. agree clear methods and measures for checking the effectiveness of workplace procedures
3. agree the training requirements for individuals required to comply with health, safety and security procedures
4. inform the relevant person(s) of training requirements and arrange training
5. identify changes in the workplace affecting current workplace health, safety and safety procedures assess their implications and make reasoned suggestions for action
6. review reports and data for opportunities to improve procedures
7. contribute to reviewing working practices, identifying any health and safety hazards which could result in serious harm in the workplace
8. prioritise health and safety regulation and procedure non-compliance, in consultation with relevant person(s)
9. make reasoned suggestions to control identified hazards, including actions for improving health and safety
10. agree with the relevant person(s) a follow-up plan for monitoring implementation of agreed actions
11. maintain accurate and up to date records of the outcomes of reviews and the workplace health and safety procedures
12. provide health and safety information and advice, in line with legal requirements
13. record the details of all formal health and safety reviews carried out

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. procedures for contacting the emergency services
7. location of the approved escape routes and assembly points

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

Unit PSS SPO107.4 Develop procedures to control risks to health, safety and security in ports (SQA Unit Code-H796 04)

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

Additional Information

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

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

Unit PSS SPO107.4 Develop procedures to control risks to health, safety and security in ports (SQA Unit Code-H796 04)

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.