Unit PSS SPO108.3 Respond to an incident within a port environment (SQA Unit Code-H79B 04)

Performance Criteria

You must be able to

Respond to an incident within a port environment

1. where necessary, raise the alarm and notify the relevant authority immediately upon becoming aware of an incident
2. establish the nature of the incident, assess the level of seriousness and action the correct procedures for dealing with the incident
3. where practicable, and where it is safe to do so, make prompt contact with those at the source of the incident to contain it
4. where it is a pollution incident and where it is safe to do so, track the pollution and assess its likely effect upon the environment
5. identify and obtain, the appropriate equipment and materials required for dealing with the incident, confirming that these are in good working order before putting them into action
6. where necessary, report the incident to the relevant emergency services, identifying the nature and location of the incident
7. in the case of pollutants, arrange for the recovery of the pollutant using, where appropriate, relevant mechanical devices, within own limits of authority, and dispose of the pollutant safely
8. inform all relevant persons immediately of any operational changes, or delays, caused by the incident
9. ensure that the equipment used is cleaned and stored securely upon completion, with equipment stocks checked and replenished
10. identify any faulty or damaged equipment, and refer this for repair

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 incidents and emergencies
3. current industry guidance, relating to workplace incidents and emergencies
4. own organisation's policies, procedures and working practices that relate to workplace incidents and emergencies
5. the principle types of hazard and risk associated with ports
6. the precautions appropriate for minimising the risks associated with ports
7. how to correctly wear, use and maintain personal protective equipment, relevant to port operations and to incidents and emergencies
8. how to locate, correctly use and maintain the principle types of safety and incident response equipment in the port
9. the location of and how to operate alarm systems

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10. procedures for contacting the emergency services
11. the location of the approved escape routes and assembly points
12. the limits of own responsibilities when involved in incidents, emergencies
13. roles and responsibilities of others during incidents and emergencies
14. the organisation structure and lines of communication
15. the person(s) to whom health safety and security matters should be referred
16. the scope of all relevant emergency plans and their impact upon emergency procedures
17. how to returning to normal operations or hand over to another competent and responsible authority
18. the types of environmental damage might occur at a port, what severity of impact might they have and what corrective actions would need to be taken
19. the safe and approved methods of waste disposal
20. environmental good practice

Additional Information

This standard is applicable to responding to incidents within a port environment and links to undertaking initial investigations into incidents in ports, managing port users in an emergency, administering first aid and protecting the 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.