

# COGDO12 - SQA Unit Code H38C 04

## Maintaining the safety of downstream operations



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### Overview

This unit is about your contribution to the safety aspects of working in a processing environment.

The unit deals with the following:

- 1 Maintain the safety of plant and equipment under your control
- 2 Maintain the safety of self and others
- 3 Protect the environment

During this work you must take account of the relevant operational requirements and safe working practices AS THEY APPLY TO YOU.

### Previous Version:

Adapted from Unit 12 of Refinery Field Operations NOS – version April 2005

#### Performance criteria

- You must be able to:*
- P1 co-ordinate the function tests and checks of safety and emergency equipment and alarms
  - P2 identify safety hazards
  - P3 take appropriate action on identification of safety hazards
  - P4 ensure that people within the work area are aware of the potential hazards and directed to a safe area as appropriate
  - P5 ensure that access to and egress from working area is maintained at all times
  - P6 keep the working area clean and tidy in accordance with requirements
  - P7 keep clear all escape routes and access to emergency and safety equipment
  - P8 ensure that only authorised people are allowed access to the work area
  - P9 ensure that safety equipment is in place and is operational
  - P10 identify equipment deficiencies and take appropriate action
  - P11 communicate relevant information clearly and promptly
  - P12 co-ordinate safe working practices in the designated area
  - P13 advise and consult with appropriate personnel prior to any discharge or emission
  - P14 ensure that the amount of material discharged into flare system is minimised
  - P15 ensure that the amount of pollutant discharged into dedicated drainage systems is minimised
  - P16 ensure that the level of atmospheric emissions is minimised
  - P17 ensure that noise levels are minimised
  - P18 work safely in accordance with operational requirements

### Knowledge and understanding

*You need to know and understand:*

- K1 how to select, use and care for PPE (to include sight/hearing protection, gloves, footwear, hard hats, respirators)
- K2 the implications of statutory (e.g. HASAWA and COSHH) and organisational requirements
- K3 how to interpret operational requirements (e.g. policies, procedures, instructions, codes of practice, standards, schedules)
- K4 the plant layout in the working area
- K5 the potential hazards associated with the particular working area
- K6 the position of other relevant areas outside the plant
- K7 the types of activity occurring, and possible hazards, in areas adjacent to plant
- K8 your own responsibilities and duties, including duties under current environmental legislation
- K9 the procedures for obtaining emergency services
- K10 the safety roles of immediate supervisors, colleagues and safety representatives
- K11 the location and position of emergency exits, muster points and emergency equipment
- K12 how to deal with the appropriate safety equipment (to include breathing apparatus, fire fighting systems, external alarms when activated from the control room, override systems and their status, CCTV and video equipment, safety shower alarms, gas alarms, integrity of control equipment)
- K13 the appropriate responses to fire and gas alarms on adjacent plant
- K14 the potential hazards associated with work procedures and the safety precautions required
- K15 the overall impact of refinery operations on the environment
- K16 how to work with and within the Permit to Work system
- K17 the appropriate actions to take on the identification of safety hazards (e.g. rectification of hazard, prompt reporting, discontinuation of work, making all those affected aware, directing all those affected to a safe area)
- K18 how to keep the working area satisfactorily clean and tidy
- K19 the procedures for allowing people in the work area
- K20 how to identify and report defects in safety and operations equipment
- K21 the appropriate actions to take on identification of equipment deficiencies (to include rectification of deficiency, prompt reporting, discontinuation of work, making all those affected aware, making use of additional people)
- K22 the timescale for rectifying system faults
- K23 the appropriate personnel with whom to consult and advise regarding discharges and emissions

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- K24 the specified limits for discharges and emissions into the environment
- K25 how to minimise noise levels
- K26 the classification of waste products
- K27 the appropriate method of disposal for relevant waste classifications
- K28 the need for discharge and emission limits and the implications for exceeding them
- K29 how the overall environmental system operates (e.g. sewers, separators, flares)
- K30 the operating procedures which have the most potential for environmental impact

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