Unit PSSPO109.4 Work safely when alone (SQA Unit Code-H773 04)

Performance Criteria

You must be able to

Work safely when alone

1. assess the risks and potential hazards associated with the lone working task to be undertaken, taking into account the working environment, method, equipment and skills required
2. work alone only where it is agreed with the line manager and is safe to do so; ensuring that at least one person knows the task is taking place and the schedule for completion
3. agree with line manager the steps to be taken in completing the tasks safely, a suitable procedure for maintaining contact and a schedule for completing the tasks
4. ensure, where possible, that frequent contact with relevant colleagues is maintained and that working alone in a confined space is not permitted
5. work safely at all times, taking all relevant precautions
6. inform relevant people once the task has been completed
7. ensure work areas are left clean, tidy and free of obstructions

Knowledge and understanding

You need to know and understand

1. the legal responsibilities for maintaining own and others' health and safety in the workplace
2. the requirements placed upon the individual and the organisation by current legislation and industry guidance, relevant to own area of operations
3. own organisation's policies and procedures and working practices relevant to own area of operations
4. specific role responsibilities of colleagues for health, safety and security
5. the principal types of hazard and risk likely to be found in own area of operations and the precautions appropriate for minimizing these risks
6. how to wear, use and maintain **personal protective equipment**, relevant to own area of operations
7. how to locate, use and maintain the principle types of safety and incident response equipment relevant to own area of operations
8. accident and emergency procedures of the organisation and individual roles and responsibilities, relevant to own area of operations
9. location of and how to operate alarm systems
10. procedures for contacting the emergency services
11. location of the approved escape routes and assembly points

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12.   own responsibilities for reporting accidents and emergencies
13.   the limits of own responsibilities and of other when addressing health, safety and security in the port

Scope

1.   **The principle types of hazard and risks should relate to:** normal operations, dangerous cargo, working near water, lone working, heights (including when carrying or handling objects), confined spaces (including those associated with oxygen deficiency, contaminants, noise, sources of energy, temperature, falls, trips and slips, engulfment, entrapment and static discharge) and security
2.   **Personal Protective Equipment (PPE):** includes but is not limited to high visibility vests, hard hats, protective clothing, eye/hearing/respiratory protection, gloves
3.   **Safety equipment:** includes but is not limited to: cages, chains, cut-off switches, isolators, signs, PPE, walkways
4.   **Legal, safety and operating requirements** includes but is not limited to: safety regulations, operating procedures, codes of practice, guidance load restrictions, working time directive, port regulations