

REV.	Final	DATE	01/08/01
------	-------	------	----------

National Occupational Standards for Safety Services Oil and Gas Extraction

Safety Advisor on Offshore Installation

Approved by UKCG January 2003



**The Sector Skills Council for Chemicals, Nuclear, Oil and Gas, Petroleum and
Polymers**

REV.	2	DATE	01/08/01
------	---	------	----------

STANDARDS OF COMPETENCE FOR THE OFFSHORE PETROLEUM INDUSTRY

SAFETY SERVICES : OIL AND GAS EXTRACTION LEVEL 3

Mandatory Units

- SS1 CONTRIBUTE TO THE MAINTENANCE OF HEALTH AND SAFETY SYSTEMS TO CONFORM WITH STATUTORY AND ORGANISATIONAL REQUIREMENTS
- Maintain a health and safety information system
 - Implement and monitor the safety management systems
- SS2 CONTRIBUTE TO THE MAINTENANCE OF THE WORKING ENVIRONMENT TO CONFORM WITH STATUTORY AND ORGANISATIONAL REQUIREMENTS
- Prepare to inspect and monitor the workplace
 - Inspect the workplace against statutory and organisational requirements
 - Monitor the working environment against statutory and organisational requirements
 - Contribute to the statutory and regulatory inspections of the workplace
- SS3 *CONTRIBUTE TO THE PLANNING AND IMPLEMENTATION OF PREVENTIVE AND PROTECTIVE MEASURES***
- *Assess the requirements for preventive and protective measures of identified hazards*
 - *Contribute to the implementation of the selected preventive and protective measures*
- SS4 CONTRIBUTE TO THE DEVELOPMENT AND MAINTENANCE OF A HEALTH AND SAFETY CULTURE AT THE WORKPLACE
- Provide information and advice
 - Liaise with employees, safety committee and third parties
- SS5 CONTRIBUTE TO THE REPORTING, INVESTIGATION AND FOLLOW-UP OF ACCIDENTS AND INCIDENTS
- Assist with workplace reporting and investigations
 - Contribute to the analysis of workplace accident and incident reports
- SS6 PREPARE AND PRESENT DEMONSTRATIONS AND INFORMATION AND PROVIDE ADVICE TO SUPPORT LEARNING
- Select and adapt learning materials and facilities to support oral and visual training methods
 - Present information to learners
 - Demonstrate skills, methods and procedures
- C1 CONTRIBUTE TO THE HEALTH AND SAFETY OF THE WORKING ENVIRONMENT
- Conform to statutory and general health and safety requirements
 - Monitor and maintain the health and safety of self, other workers and visitors
 - Monitor and maintain pollution control measures
- C6 ESTABLISH AND MAINTAIN EFFECTIVE WORKING RELATIONSHIPS
- Establish and maintain effective working relationships with colleagues
 - Establish and maintain relationships with visitors to the working environment
 - Establish and maintain effective communications with colleagues
 - Carry out work handovers

The SVQ/NVQ consists of all 8 units

REV.	2	DATE	01/08/01
------	---	------	----------

Unit SS1: Contribute to the Maintenance of Health and Safety Systems to Conform with Statutory and Organisational Requirements

This unit is about contributing to the maintenance of Health and Safety systems in order to conform with statutory and organisational requirements. You will be involved in activities such as:

- maintaining a Health and Safety information system
- implementing and monitoring the safety management systems

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

In achieving this unit you will have provided evidence to your assessor that you have successfully met all of the required Standards of Performance. You will also have provided evidence to your assessor that you have all the knowledge and understanding which underpins the achievement of those Standards of Performance. This ensures that you can do the work, understand the work and so can react appropriately to any contingency which falls within your responsibility.

Unit Guidance

Evidence of competence

Evidence of your competence will be planned for and agreed with your Assessor. The evidence will then be generated and gathered over time by you. You will then present the evidence to your Assessor at a prearranged time/date.

Where you do not have the opportunity to cover all aspects of the Standards of Performance in the workplace, then your evidence may be supplemented by a realistic simulation and questioning. This will allow your Assessor to infer competence.

Evidence of Underpinning Knowledge and Understanding

Within the limits of your responsibility you must be able to demonstrate that you know:

- *how to select, use and care for PPE (to include sight/hearing protection, gloves, footwear, hard hats, respirators)*
- *the implications of statutory (e.g. HASAWA and COSHH) and organisational requirements (to include policies; procedures; instructions; standards; installation specific)*
- *how to interpret operational requirements (e.g. policies, procedures, instructions, codes of practice, standards, schedules)*
- *how to access and interpret the sources of information*
- *the methods of assessing and evaluating information in terms of its reliability, relevance, sufficiency and implications*
- *the ways in which the information is required to be collected, collated and made available*
- *how to differentiate between statutory requirements and organisational advice and guidance*
- *the implications of statutory requirements and organisational advice and guidance*
- *how to deal with a manual and a computer based information system*

REV.	2	DATE	01/08/01
------	---	------	----------

Element SS1.1 : Maintain a Health and Safety information system

This element is about your contribution to the maintenance of a Health and Safety information system.

Standards of Performance

In achieving this element you will have:

- a. effectively assessed the sources of information for availability and relevance to the operation and self development needs
- b. effectively collected and collated the relevant information to meet particular need
- c. effectively sought and updated information on developments in safety related areas
- d. ensured that relevant publications concerning statutory requirements are current and available to all interested parties
- e. worked safely in accordance with operational requirements

Evidence Requirements (see also Unit Guidance)

To fully demonstrate your competence you must generate/gather/present evidence of your contribution to the selecting and assessing of the following sources of information:

- recognised codes of practice
- organisational regulations and policies
- publications
- contacts with and external to the organisation
- computer based

Underpinning Knowledge and Understanding (see also Unit Guidance)

Within the limits of your responsibility you must be able to demonstrate that you know:

- the information requirements of relevant personnel (to include line manager; safety representatives; line function personnel; emergency response teams; support department personnel)
- the relevant publications to consider (e.g. Acts of Parliament; regulations; approved codes of practice; HSE; guidance notes; published standards; operating notices; industry guidelines)
- your responsibilities in terms of making information available both reactively and pro-actively

REV.	2	DATE	01/08/01
------	---	------	----------

Element SS1.2 : Implement and monitor the safety management systems

This element is about your contribution to the implementation and monitoring of safety management systems.

Standards of Performance

In achieving this element you will have:

- a. effectively implemented safety management systems
- b. effectively implemented and maintained appropriate monitoring systems
- c. accurately identified deviations from the requirements of the system and recorded and reported them
- d. supplied complete and accurate reports on request to relevant personnel
- e. effectively recorded the information required
- f. worked safely in accordance with operational requirements

Evidence Requirements (see also Unit Guidance)

Within the limits of your responsibility you must be able to demonstrate that you know:

To fully demonstrate your competence you must generate/gather/present evidence of your contribution to the implementation and maintenance of the following safety management systems:

- installation safety management system
- organisational safety management system

To fully demonstrate your competence you must generate/gather/present evidence of your contribution to the following methods of monitoring:

- audit
- observation
- data analysis
- performance review

Underpinning Knowledge and Understanding (see also Unit Guidance)

- the requirements of the safety management system
- the principles and application of the monitoring techniques
- the significance and application of the different methods of monitoring the safety systems
- implications of deviations from the requirements of the system
- the reporting requirements (to include how to prepare effective oral and written reports)
- the information requirements of relevant personnel (to include line manager; safety representatives; line function personnel; offshore installation manager)

REV.	2	DATE	01/08/01
------	---	------	----------

Unit SS2 : Contribute to the Maintenance of the Working Environment to Conform with Statutory and Organisational Requirements

This unit is about contributing to the maintenance of the working environment in order to conform to the statutory and organisational requirements. You will be involved in activities such as:

- preparing to inspect and monitor the workplace
- inspecting the workplace
- monitoring the working environment
- contributing to the statutory and regulatory inspections of the workplace

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

In achieving this unit you will have provided evidence to your assessor that you have successfully met all of the required Standards of Performance. You will also have provided evidence to your assessor that you have all the knowledge and understanding which underpins the achievement of those Standards of Performance. This ensures that you can do the work, understand the work and so can react appropriately to any contingency which falls within your responsibility.

Unit Guidance

Evidence of competence

Evidence of your competence will be planned for and agreed with your Assessor. The evidence will then be generated and gathered over time by you. You will then present the evidence to your Assessor at a prearranged time/date.

Where you do not have the opportunity to cover all aspects of the Standards of Performance in the workplace, then your evidence may be supplemented by a realistic simulation and questioning. This will allow your Assessor to infer competence.

Evidence of Underpinning Knowledge and Understanding

Within the limits of your responsibility you must be able to demonstrate that you know:

- how to select, use and care for PPE (to include sight/hearing protection, gloves, footwear, hard hats, respirators)
- the implications of statutory (e.g. HASAWA and COSHH) and organisational requirements
- how to interpret operational requirements (e.g. policies, procedures, instructions, codes of practice, standards, schedules)
- the difference between monitoring and inspecting

REV.	2	DATE	01/08/01
------	---	------	----------

Element SS2.1 : Prepare to Inspect and Monitor the Workplace

This element is about your contribution to preparing to inspect and monitor the workplace.

Standards of Performance

In achieving this element you will have:

- a. accurately identified the area to be inspected
- b. effectively confirmed the inspection schedule with relevant personnel
- c. effectively selected the appropriate documentation and equipment
- d. ensured, with relevant personnel, that the relevant Permits to work are available
- e. effectively obtained and correctly prepared the portable monitoring equipment
- f. worked safely in accordance with operational requirements

Evidence Requirements (see also Unit Guidance)

To fully demonstrate your competence you must generate/gather/present evidence of your contribution to the selection of the following monitoring equipment:

- anemometers
- non-ionising radiation detectors
- noise level meters
- hygrometers
- light measuring meters
- atmospheric gas detectors and analysers
- ionising radiation detectors
- thermometers

To fully demonstrate your competence you must generate/gather/present evidence of your contribution to the preparation of the above monitoring equipment. In particular you must demonstrate that you have carried out:

- calibration
- functional inspection
- cleaning
- setting up

Underpinning Knowledge and Understanding (see also Unit Guidance)

Within the limits of your responsibility you must be able to demonstrate that you know:

- how to interpret the schedule (to include parameters to measure; scope and range of information and data required for meaningful assessments to be made)
- how to operate the Installation Safety Management System and the Organisational Safety Management System
- the relevant personnel to deal with (to include line manager; line function personnel; offshore installation manager; safety representatives)
- how to work with and within the Permit to Work system
- types and operation of portable monitoring equipment
- the parameters you are to measure
- safe working practices on the installation
- scope, range and limitations of equipment

REV.	2	DATE	01/08/01
------	---	------	----------

Element SS2.2 : Inspect the Workplace against Statutory and Organisational Requirements

This element is about your contribution to workplace inspection.

Standards of Performance

In achieving this element you will have:

- a. effectively carried out all relevant inspections
- b. accurately identified and prioritised real/potential risks/hazards and taken appropriate action
- c. ensured that safety regulations and recommendations are implemented and maintained
- d. ensured that operating instructions are available, in place and used by the relevant personnel
- e. accurately identified deviations from requirements and taken appropriate action
- f. provided accurate report to relevant personnel where working practices deviate from requirements
- g. accurately and effectively obtained measuring and sampling results
- h. effectively recorded all relevant information
- i. worked safely in accordance with operational instructions

Evidence Requirements (see also Unit Guidance)

To fully demonstrate your competence you must generate/gather/present evidence of your contribution to the following inspection techniques:

- observation
- physical measurement
- sampling
- record review
- certification review

To fully demonstrate your competence you must generate/gather/present evidence of your ability to carry out the above inspection techniques over the following :

- safety equipment
- fire protection equipment
- life saving equipment
- equipment associated with the process, plant and environment

REV.	2	DATE	01/08/01
------	---	------	----------

Underpinning Knowledge and Understanding (see also Unit Guidance)

Within the limits of your responsibility you must be able to demonstrate that you know:

- how to apply the appropriate timing, frequency to inspection of equipment used
- the equipment criteria (to include location, suitability, maintenance)
- methods for estimating, calculating and judging risks (ALARP)
- how to identify and prioritise real and potential risks/hazards (to include those associated with; handling, transport, use and storage of equipment and materials, process, housekeeping)
- the relevant procedures (e.g. statutory and organisational requirements, health and safety, fire, installation specific requirements)
- the actions available to you on identification of risks/hazards (to include assess, report, record)
- the relevant personnel (to include line function personnel, support function personnel)
- the organisational requirements (e.g. policies, procedures, instructions, standards, installation specific)
- the working practices (to include use of PPE, use of equipment associated with process/plant/environment, use of materials, personal conduct)
- the inspection requirements and implications of non-conformance
- methods of resolving conflict between working practices and organisational requirements
- record keeping requirements
- materials range and associated physical and chemical characteristics
- scope and range of equipment and its limitations
- sampling and testing techniques

REV.	2	DATE	01/08/01
------	---	------	----------

Element SS2.3 : Monitor the Working Environment against Statutory and Organisational Requirements

This element is about monitoring the workplace against all relevant requirements.

Standards of Performance

In achieving this element you will have:

- a. accurately identified the need for monitoring and made appropriate preparations
- b. selected and used equipment which is fit for purpose
- c. accurately identified defective and faulty equipment and taken appropriate remedial action
- d. effectively monitored the working environment
- e. accurately compared the readings to the specified limits
- f. taken appropriate remedial action where the results are not within the specified limits
- g. recorded all relevant information
- h. worked safely in accordance with operational requirements

Evidence Requirements (see also Unit Guidance)

To fully demonstrate your competence you must generate/gather/present evidence of your selection and use of the following pieces of monitoring equipment:

- anemometers
- hygrometers
- ionising radiation detectors
- non-ionising radiation detectors
- light measuring meters
- thermometers
- noise level meters
- atmospheric gas detectors and analysers

To fully demonstrate your competence you must generate/gather/present evidence of your testing for the following:

- dust
- vapours
- gases
- liquids
- noise
- radiation
- work environment conditions

REV.	2	DATE	01/08/01
------	---	------	----------

Underpinning Knowledge and Understanding (see also Unit Guidance)

Within the limits of your responsibility you must be able to demonstrate that you know:

- the relevance of monitoring through and the need for accurate and relevant readings
- the operating principles and limitations of monitoring equipment
- how to select the appropriate monitoring equipment
- the meaning of fit for purpose (to include need for calibration)
- how to identify faulty and defective equipment and the remedial action open to you (to include report, record, reject, isolate, replace)
- how to monitor effectively (to include test type, frequency, limits)
- how to record all relevant information

REV.	2	DATE	01/08/01
------	---	------	----------

Element SS2.4 : Contribute to the Statutory and Regulatory Inspections of the Workplace

This element is about your contribution to the statutory and regulatory workplace inspections.

Standards of Performance

In achieving this element you will have:

- a. accurately identified and prepared for statutory inspections
- b. maintained effective working relationships with relevant inspecting authorities
- c. effectively satisfied all actions requested
- d. accurately identified any deviation from the requirements and taken appropriate action
- e. effectively facilitated the authorities access to relevant information and areas recorded all relevant information
- f. worked safely in accordance with operational instructions

Evidence Requirements (see also Unit Guidance)

To fully demonstrate your competence you must generate/gather/present evidence of your attempts to satisfy the following actions requested:

- improvement notices
- prohibition notices
- oral requests
- letters of request

To fully demonstrate your competence you must generate/gather/present evidence of the following preparations for inspection:

- notifying relevant personnel
- making ready relevant systems and information

Underpinning Knowledge and Understanding (see also Unit Guidance)

Within the limits of your responsibility you must be able to demonstrate that you know:

- the statutory and regulatory inspection requirements (to include visits by enforcing authorities, inspections required by statutory regulations)
- how to maintain effective working relationships with the relevant authorities (e.g. HSE, Department of Transport, Department of Energy, certifying authorities)
- how to identify deviations from the requirements, their implications, and actions open to you
- how to record all relevant information

REV.	2	DATE	01/08/01
------	---	------	----------

Unit SS3 : Contribute to the Planning and Implementation of Preventive and Protective Measures

This unit is about your contribution to the planning and implementation of preventive and protective measures. You will be involved in activities such as:

- assessing the requirements for preventive and protective measures of identified hazards
- contribute to the implementation of the selected preventive and protective measures

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

In achieving this unit you will have provided evidence to your assessor that you have successfully met all of the required Standards of Performance. You will also have provided evidence to your assessor that you have all the knowledge and understanding which underpins the achievement of those Standards of Performance. This ensures that you can do the work, understand the work and so can react appropriately to any contingency which falls within your responsibility.

Unit Guidance

Evidence of competence

Evidence of your competence will be planned for and agreed with your Assessor. The evidence will then be generated and gathered over time by you. You will then present the evidence to your Assessor at a prearranged time/date.

Where you do not have the opportunity to cover all aspects of the Standards of Performance in the workplace, then your evidence may be supplemented by a realistic simulation and questioning. This will allow your Assessor to infer competence.

Evidence of Underpinning Knowledge and Understanding

Within the limits of your responsibility you must be able to demonstrate that you know:

- how to select, use and care for PPE (to include sight/hearing protection, gloves, footwear, hard hats, respirators)
- the implications of statutory (e.g. HASAWA and COSHH) and organisational requirements
- how to interpret operational requirements (e.g. policies, procedures, instructions, codes of practice, standards, schedules)

REV.	2	DATE	01/08/01
------	---	------	----------

Element SS3.1 : Assess the Requirements for Preventive and Protective Measures of Identified Hazards

This element is about your contribution to the assessment of the requirements for preventive and protective measures (the measures) of identified hazards.

Standards of Performance

In achieving this element you will have:

- a. effectively sought and updated sufficient information relevant to identified hazards
- b. effectively consulted personnel relevant to the assessment
- c. accurately assessed all information
- d. accurately drawn conclusions from all available information
- e. effectively prepared a report and distributed it to the relevant personnel
- f. worked safely in accordance with operational requirements

Evidence Requirements (see also Unit Guidance)

To fully demonstrate your competence you must generate/gather/present evidence of your ability to assess the following:

- day to day operations
- process changes
- environmental problems
- resources
- changes in organisational requirements which may affect the operations
- changes in statutory requirements which may affect operations
- interfaces and effects of inter-related operational activities

To fully demonstrate your competence you must generate/gather/present evidence of your ability to communicate effectively with the following:

- senior management
- regulatory authorities
- specialist advisers
- offshore installation manager
- safety representatives

REV.	2	DATE	01/08/01
------	---	------	----------

Underpinning Knowledge and Understanding (see also Unit Guidance)

Within the limits of your responsibility you must be able to demonstrate that you know:

- how to access and interpret (to include written, oral, numerical) relevant information (e.g. publications, approved codes of practice, organisational regulations and policies, statutory notices, contracts within and external to the organisation)
- how to deal with insufficient, inadequate information (to include written, oral, numerical)
- the impact of inter-related operational activities
- how to prepare a report detailing conclusions and the rationale for those decisions

REV.	2	DATE	01/08/01
------	---	------	----------

Element SS3.2 : Contribute to the Implementation of Selected Preventive and Protective Measures

This element is about your contribution to the implementation of selected preventive and protective measures (the measures).

Standards of Performance

In achieving this element you will have:

- a. effectively confirmed and monitored the measures being implemented
- b. ensured that the measures are fit for purpose
- c. provided effective clarification and instruction where appropriate
- d. effectively maintained the appropriate resources
- e. effectively implemented the measures
- f. accurately identified weaknesses in the measures and resolved them as appropriate
- g. worked safely in accordance with operational requirements

Evidence Requirements (see also Unit Guidance)

To fully demonstrate your competence you must generate/gather/present evidence of your ability to confirm, implement and monitor the following preventive and protective measures:

- scope, selection and use of substitute or less hazardous materials, processes and equipment
- scope, selection and use of engineering controls
- need for, selection and use of safety, fire protection and life saving equipment
- contingency planning and emergency response

To fully demonstrate your competence you must generate/gather/present evidence of your contribution at the following times:

- prior to work operations
- during work operations
- after work operations

REV.	2	DATE	01/08/01
------	---	------	----------

Underpinning Knowledge and Understanding (see also Unit Guidance)

Within the limits of your responsibility you must be able to demonstrate that you know:

- that you understand the measures and their implementation
- how to assess the fitness for purpose of the measures
- how to deal with requests for further detailed information
- how to maintain the resources (to include safety equipment, fire protection equipment, life saving equipment, safe systems of work, practices and procedures)
- the availability and use of resources
- the limits of your own responsibility
- how to identify weak measures and how to resolve them

REV.	2	DATE	01/08/01
------	---	------	----------

Unit SS4 : Contribute to the Development and Maintenance of a Health and Safety Culture at the Workplace

This unit is about your contribution to the development and maintenance of a H&S culture in the workplace. You will be involved in activities such as:

- providing information and advice
- liaising with employees, safety committee and third parties

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

In achieving this unit you will have provided evidence to your assessor that you have successfully met all of the required Standards of Performance. You will also have provided evidence to your assessor that you have all the knowledge and understanding which underpins the achievement of those Standards of Performance. This ensures that you can do the work, understand the work and so can react appropriately to any contingency which falls within your responsibility.

Unit Guidance

Evidence of competence

Evidence of your competence will be planned for and agreed with your Assessor. The evidence will then be generated and gathered over time by you. You will then present the evidence to your Assessor at a prearranged time/date.

Where you do not have the opportunity to cover all aspects of the Standards of Performance in the workplace, then your evidence may be supplemented by a realistic simulation and questioning. This will allow your Assessor to infer competence.

Evidence of Underpinning Knowledge and Understanding

Within the limits of your responsibility you must be able to demonstrate that you know:

- how to select, use and care for PPE (to include sight/hearing protection, gloves, footwear, hard hats, respirators)
- the implications of statutory (e.g. HASAWA and COSHH) and organisational requirements
- how to interpret operational requirements (e.g. policies, procedures, instructions, codes of practice, standards, schedules)
- the information needs of relevant personnel
- how to develop, promote and maintain a safety culture in the workplace
- how to communicate effectively (to include orally, in writing, through use of audio / visual aids, within timescales)
- how to ensure that the information provided is current, accurate, relevant, concise
- how to access and interpret relevant organisational requirements (e.g. instructions, standards, installation specific)
- when improvements should be made and who they should be communicated to (e.g. those associated with H&S practices, procedures, commitment and culture)

REV.	2	DATE	01/08/01
------	---	------	----------

Element SS4.1 : Provide Information and Advice

This element is about providing (prevention and control) information and advice.

Standards of Performance

In achieving this element you will have:

- a. recognised and exploited opportunities to provide information and advice
- b. information and advice is effectively presented, on request and proactively, to relevant personnel
- c. effectively communicated recommendations for improvement to relevant personnel
- d. accurately and effectively identified, and fully reported, conflict between statutory and organisational requirements
- e. worked safely in accordance with operational requirements

Evidence Requirements (see also Unit Guidance)

To fully demonstrate your competence you must generate/gather/present evidence of your ability to effectively communicate messages regarding the following:

- people
- environment
- plant
- process

To fully demonstrate your competence you must generate/gather/present evidence of your ability to effectively communicate messages (see above) to the following individuals and groups:

- employees
- management and supervisors
- safety representatives
- third parties
- sub – contractors
- visitors
- co-workers
- safety committee

To fully demonstrate your competence you must generate/gather/present evidence of your ability to effectively communicate the following DETAILED messages:

- selection and use of substitute or less hazardous materials , process and equipment
- selection of engineering controls, safe systems of work, working practices and procedures
- selection and use of monitoring equipment, PPE, training needs

Underpinning Knowledge and Understanding

See Unit Guidance.

REV.	2	DATE	01/08/01
------	---	------	----------

Element SS4.2 : Liaise with Employees, Safety Committee and Third Parties

This element is about liaising with, not just providing information and advice to, employees, the safety committee and third parties.

Standards of Performance

In achieving this element you will have:

- a. effectively informed and updated all relevant personnel on matters of importance
- b. effectively provided information regarding potential hazards and trends
- c. considered and actioned requests from relevant personnel as appropriate
- d. input on specific issues is effectively sought, obtained and considered from relevant personnel
- e. effectively resolved conflicts and differences of opinion
- f. worked safely in accordance with operational requirements

Evidence Requirements (see also Unit Guidance)

To fully demonstrate your competence you must generate/gather/present evidence of your ability to liaise effectively with the following:

- co-workers
- sub-contractors
- supervisors
- visitors
- managers
- safety committee
- third parties
- safety representatives

To fully demonstrate your competence you must generate/gather/present evidence of your ability to liaise effectively through the following:

- formal meeting
- telephone
- informal meeting
- fax
- team briefing
- written

To fully demonstrate your competence you must generate/gather/present evidence of your ability to liaise effectively, through the above, on the following subjects:

- those associated with the handling, transport, use and storage of equipment and materials
- those associated with the process
- increasing risk trends
- the housekeeping requirement
- decreasing risk trends

Underpinning Knowledge and Understanding (see also Unit Guidance)

Within the limits of your responsibility you must be able to demonstrate that you know:

- the real and potential hazards and their implications
- the real and potential trends and their implications
- the organisational reporting requirements

Unit SS5: Contribute to the Reporting, Investigation and Follow-up of Accidents and Incidents

This unit is about your contribution to the reporting, investigation and follow-up of accidents and incidents. You will be involved in activities such as:

- assisting with workplace reporting and investigations
- contributing to the analysis of workplace accident and incident reports

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

In achieving this unit you will have provided evidence to your assessor that you have successfully met all of the required Standards of Performance. You will also have provided evidence to your assessor that you have all the knowledge and understanding which underpins the achievement of those Standards of Performance. This ensures that you can do the work, understand the work and so can react appropriately to any contingency which falls within your responsibility.

Unit Guidance

Evidence of competence

Evidence of your competence will be planned for and agreed with your Assessor. The evidence will then be generated and gathered over time by you. You will then present the evidence to your Assessor at a prearranged time/date.

To fully demonstrate your competence you must generate/gather/present evidence of your ability to report, investigate and follow-up on the following types of accidents and incidents:

- reportable under statutory requirements
- reportable under operational requirements

Where you do not have the opportunity to cover all aspects of the Standards of Performance in the workplace, then your evidence may be supplemented by a realistic simulation and questioning. This will allow your Assessor to infer competence.

Evidence of Underpinning Knowledge and Understanding

Within the limits of your responsibility you must be able to demonstrate that you know:

- how to select, use and care for PPE (to include sight/hearing protection, gloves, footwear, hard hats, respirators)
- the implications of statutory (e.g. HASAWA and COSHH) and organisational requirements
- how to interpret operational requirements (e.g. policies, procedures, instructions, codes of practice, standards, schedules)
- the individual and organisational responsibilities under statutory reporting requirements
- the implications of recommendations
- the principles of accident causation
- organisational requirements (e.g. policies, procedures, instructions, standards, installation specific)

REV.	2	DATE	01/08/01
------	---	------	----------

Element SS5.1 : Assist with Workplace Reporting and Investigations

This element is about your contribution to assisting with workplace recording and investigations.

Standards of Performance

In achieving this element you will have:

- a. effectively reported details of accidents and incidents
- b. effectively identified, reported and investigated workplace incidents
- c. collected accurate and complete statements from witnesses
- d. effectively forwarded investigation information to relevant personnel
- e. made recommendations based on your interpretation of information received
- f. worked safely in accordance with operational instructions

Evidence Requirements (see also Unit Guidance)

To fully demonstrate your competence you must generate/gather/present evidence of your ability to use the following investigation techniques:

- interviewing
- observation
- report analysis

Underpinning Knowledge and Understanding (see also Unit Guidance)

Within the limits of your responsibility you must be able to demonstrate that you know:

- how to report (oral and written) effectively and accurately (to include timescales, appropriate documentation)
- the relevant personnel with whom to deal (to include senior management, offshore installation manager, supervisor, safety representatives)
- accident and incident investigation techniques (to include organisational and statutory requirements)
- how to access and interpret investigation information

REV.	2	DATE	01/08/01
------	---	------	----------

Element SS5.2 : Contribute to the Analysis of Workplace Accident and Incident Reports

This element is about your contribution to the analysis of workplace accidents and incidents.

Standards of Performance

In achieving this element you will have:

- a. effectively obtained reports and support material
- b. ensured that recommendations made are based on analysis and will bring about improvements in Health and Safety
- c. carried out all recommendations which have been approved
- d. implemented agreed changes to working practices and procedures
- e. worked safely in accordance with operational instructions

Evidence Requirements (see also Unit Guidance)

To fully demonstrate your competence you must generate/gather/present evidence of your ability to deal effectively and accurately with the following:

- eye witness testimony
- written reports
- logs
- photographs

Underpinning Knowledge and Understanding (see also Unit Guidance)

Within the limits of your responsibility you must be able to demonstrate that you know:

- how to access and interpret support material (e.g. statement, drawings, sketches, statutory/industry/organisational standards, photographs, training records, inspection records, logs, reports, statistics)
- the principles of investigation analysis

REV.	2	DATE	01/08/01
------	---	------	----------

Unit SS6: Prepare and Present Demonstrations and Information and Provide Advice to Support Learning

This unit is about your contribution to disseminating the Health and Safety message. You will be involved in activities such as:

- selecting and adapting learning materials and facilities to support oral and visual training methods
- presenting information to learners
- demonstrating skills, methods and procedures

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

In achieving this unit you will have provided evidence to your assessor that you have successfully met all of the required Standards of Performance. You will also have provided evidence to your assessor that you have all the knowledge and understanding which underpins the achievement of those Standards of Performance. This ensures that you can do the work, understand the work and so can react appropriately to any contingency which falls within your responsibility.

Unit Guidance

Evidence of competence

Evidence of your competence will be planned for and agreed with your Assessor. The evidence will then be generated and gathered over time by you. You will then present the evidence to your Assessor at a prearranged time/date.

Where you do not have the opportunity to cover all aspects of the Standards of Performance in the workplace, then your evidence may be supplemented by a realistic simulation and questioning. This will allow your Assessor to infer competence.

Evidence of Underpinning Knowledge and Understanding

Within the limits of your responsibility you must be able to demonstrate that you know:

- how to select, use and care for PPE (to include sight/hearing protection, gloves, footwear, hard hats, respirators)
- the implications of statutory (e.g. HASAWA and COSHH) and organisational requirements
- how to interpret operational requirements (e.g. policies, procedures, instructions, codes of practice, standards, schedules)

REV.	2	DATE	01/08/01
------	---	------	----------

Element SS6.1 : Select and Adapt Learning Materials and Facilities to Support Oral and Visual Training methods

This element is about gathering all the relevant information that will form the content of subsequent presentation and demonstration.

Standards of Performance

In achieving this element you will have:

- a. effectively identified and selected learning materials relevant to learning outcomes
- b. effectively adapted materials where appropriate recognising copyright implications
- c. prepared written and visual support material for presentation and demonstration as appropriate
- d. ensured that the facilities are adequate and appropriate for the training method
- e. effectively maintained all equipment in full operating condition
- f. ensured that materials, facilities and equipment selected are within agreed budgets
- g. worked safely in accordance with operational requirements

Evidence Requirements (see also Unit Guidance)

To fully demonstrate your competence you must generate/gather/present evidence of your ability to work with the following types of learning material:

- written text
- graphics
- audio visual
- computer software
- games and simulations

To fully demonstrate your competence you must generate/gather/present evidence of your ability to deal with the following types of facility:

- locations
- equipment
- material

To fully demonstrate your competence you must generate/gather/present evidence of your ability to work with the following types of equipment:

- audio
- visual
- computers and computer based

REV.	2	DATE	01/08/01
------	---	------	----------

Underpinning Knowledge and Understanding (see also Unit Guidance)

Within the limits of your responsibility you must be able to demonstrate that you know:

- how to access and interpret all relevant information
- how to differentiate between an accident and an incident
- how to operate and maintain equipment
- how to agree budgets and ensure that they are met
- the design of learning materials
- how to successfully assess audience needs
- the principles and practice of copyright legislation
- the types of training facility available and how to select them

REV.	2	DATE	01/08/01
------	---	------	----------

Element SS6.2 : Present Information to Learners

This element is about your presentation content, delivery and ability to convey the message.

Standards of Performance

In achieving this element you will have:

- a. effectively delivered your presentation
- b. effectively used visual support material
- c. encouraged learners to ask questions, seek clarification and make comment as appropriate
- d. provided accurate supplementary information on request
- e. effectively maintained visual aid equipment
- f. worked safely in accordance with operational instructions

Evidence Requirements (see also Unit Guidance)

To fully demonstrate your competence you must generate/gather/present evidence of your ability to work with the following types of group:

- one to small group with potential interaction
- one to large group with limited interaction

To fully demonstrate your competence you must generate/gather/present evidence of your ability to deliver, to the above groups, the following information:

- principles/theories
- factual (quantitative and qualitative)
- analysis/evaluation

To fully demonstrate your competence you must generate/gather/present evidence of your ability to maintain the following types of visual aid equipment:

- projection systems
- display systems

REV.	2	DATE	01/08/01
------	---	------	----------

Underpinning Knowledge and Understanding (see also Unit Guidance)

Within the limits of your responsibility you must be able to demonstrate that you know:

- the components of effective delivery (to include clear and accurate information, tone, manner, pace, style)
- the components of effective visual support material use (to include legibility, accuracy, provision of support to presentation)
- methods of assessing the needs and capabilities of learners
- the principles of group dynamics
- how and when to adapt during a presentation (to include style, tone, manner, pace)
- the principles of presentational techniques
- how to operate and maintain visual aid equipment

REV.	2	DATE	01/08/01
------	---	------	----------

Element SS6.3 : Demonstrate Skills, Methods and Procedures

This element is about your demonstration of skills, methods and procedures.

Standards of Performance

In achieving this element you will have:

- a. based your demonstration on accurate and structured analysis of process skill components
- b. provided an accurate reflection of real practice
- c. provided a demonstration which is designed to maximise learning
- d. used realistic demonstration equipment and highlighted differences between demonstration and the real working environment
- e. encouraged learners to ask questions, seek clarification and make comment as appropriate
- f. chosen demonstration sites that maximise visibility
- g. worked safely in accordance with operational requirements

Evidence Requirements (see also Unit Guidance)

To fully demonstrate your competence you must generate/gather/present evidence of your ability to work with the following types of group:

- one to one
- one to small group with potential interaction
- one to large group with limited interaction

To fully demonstrate your competence you must generate/gather/present evidence of your ability to deliver, to the above groups, the following demonstrations in whole and part method:

- process skills
- manual skills
- procedures

Underpinning Knowledge and Understanding (see also Unit Guidance)

Within the limits of your responsibility you must be able to demonstrate that you know:

- how to perform analysis of process and manual skill component (to include analysis of skills, job , task)
- how to maximise learning (to include pace, sequence)
- the different demonstration techniques
- the need to pace and sequence the demonstration
- the importance of appropriate demonstrations, locations and equipment

REV.	2	DATE	01/08/01
------	---	------	----------

Unit C1 : Contribute to the Health and Safety of the Working Environment

This unit is about contributing to the Health and Safety of your working environment. You will be involved in activities such as:

- conforming to all relevant requirements
- monitoring and maintaining the health and safety of self and others
- monitoring and maintaining pollution control measures

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

In achieving this unit you will have provided evidence to your assessor that you have successfully met all of the required Standards of Performance. You will also have provided evidence to your assessor that you have all the knowledge and understanding which underpins the achievement of those Standards of Performance. This ensures that you can do the work, understand the work and so can react appropriately to any contingency which falls within your responsibility.

Unit Guidance

Evidence of competence

Evidence of your competence will be planned for and agreed with your Assessor. The evidence will then be generated and gathered over time by you. You will then present the evidence to your Assessor at a prearranged time/date.

To fully demonstrate your competence you must generate/gather/present evidence of:

- individual operation
- team operation
- consideration of H₂S and other toxic substances
- maintaining continuous communication
- reacting to on-site emergencies

Where you do not have the opportunity to cover all aspects of the Standards of Performance in the workplace, then your evidence may be supplemented by a realistic simulation and questioning. This will allow your Assessor to infer competence.

Evidence of Underpinning Knowledge and Understanding

Within the limits of your responsibility you must be able to demonstrate that you know:

- how to select, use and care for PPE (to include sight/hearing protection, gloves, footwear, hard hats, respirators)
- the implications of statutory (e.g. HASAWA and COSHH) and organisational requirements
- how to interpret operational requirements (e.g. relevant policies, procedures, instructions, codes of practice, standards, schedules)

REV.	2	DATE	01/08/01
------	---	------	----------

Element 1 : Conform to Statutory and General Health and Safety Requirements

This element is about conforming to the statutory (e.g. HASAWA and COSHH) and general (organisational) H&S requirements.

Standards of Performance

In achieving this element you will have:

- a. correctly selected and used the relevant PPE
- b. correctly used fire protection, first aid and survival equipment
- c. adhered to all procedures relevant to fire, accident and other emergency
- d. worked safely in accordance with operational requirements

Evidence Requirements

See Unit Guidance

Underpinning Knowledge and Understanding (see also Unit Guidance)

Within the limits of your responsibility you must be able to demonstrate that you know:

- how to obtain and interpret information on safety
- your own responsibilities as they relate to Organisational Safety Policy, Workplace Safety Policy, Evacuation Procedures, Fire Procedures.

REV.	2	DATE	01/08/01
------	---	------	----------

Element 2 : Monitor and Maintain Health and Safety of Self, Other Workers and Visitors

This element is about monitoring and maintaining your own H&S as well as that of others.

Standards of Performance

In achieving this element you will have

- a. ensured that the area within your own personal responsibility is maintained, clean and hazard free
- b. positioned and used relevant safety equipment (including machine guards) safely and securely
- c. correctly identified and reported unsafe equipment and potential danger
- d. correctly selected and used relevant PPE
- e. correctly handled all materials, tools and equipment
- f. worked safely in accordance with operational requirements

Evidence Requirements

See Unit Guidance.

Underpinning Knowledge and Understanding (see also Unit Guidance)

Within the limits of your responsibility you must be able to demonstrate that you know:

- how to implement workplace reporting procedures
- how to access fire protection, first aid and survival equipment
- how to deal with materials (e.g. flammable, toxic, corrosive, explosive, cryogenic, radioactive)
- your own responsibilities as they relate to Organisational Safety Policy
- how to use safe lifting and handling techniques

REV.	2	DATE	01/08/01
------	---	------	----------

Element 3 : Monitor and Maintain Pollution Control Measures

This unit is about monitoring and maintaining pollution control measures.

Standards of Performance

In achieving this element you will have

- a. monitored and controlled the discharges (liquid and gas) from your area to within prescribed limits
- b. correctly identified and reported unplanned discharges (liquid and gas)
- c. correctly selected and used PPE
- d. correctly identified, packaged, labelled and transferred materials for disposal
- e. worked safely in accordance with operational requirements

Evidence Requirements

See Unit Guidance.

Underpinning Knowledge and Understanding (see also Unit Guidance)

Within the limits of your responsibility you must be able to demonstrate that you know:

- how to deal with materials (e.g. flammable, toxic, corrosive, explosive, cryogenic, radioactive)
- your own responsibilities as they relate to Organisational Safety Policy; the Classification, Packaging and Labelling of Dangerous Substances Regulations; Environmental Protection Act

Unit C6: Establish and Maintain Effective Working Relationships

This unit is about establishing and maintaining effective working relationships. You will be involved in activities such as

- establishing and maintaining effective working relationships with colleagues
- establishing and maintaining relationships with visitors to the working environment
- establishing and maintaining effective communications with colleagues
- carrying out work handovers

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

In achieving this unit you will have provided evidence to your assessor that you have successfully met all of the required Standards of Performance. You will also have provided evidence to your assessor that you have all the knowledge and understanding which underpins the achievement of those Standards of Performance. This ensures that you can do the work, understand the work and so can react appropriately to any contingency which falls within your responsibility.

Unit Guidance

Evidence of competence

Evidence of your competence will be planned for and agreed with your Assessor. The evidence will then be generated and gathered over time by you. You will then present the evidence to your Assessor at a prearranged time/date.

To fully demonstrate your competence you must generate/gather/present evidence of your involvement in and contribution to:

- | | | | |
|---------------------|-------------------|--------------------------------|------------------|
| • informal meetings | • formal meetings | • <i>normal work situation</i> | • team briefings |
|---------------------|-------------------|--------------------------------|------------------|

Where you do not have the opportunity to cover all aspects of the Standards of Performance in the workplace, then your evidence may be supplemented by a realistic simulation and questioning. This will allow your Assessor to infer competence.

Evidence of Underpinning Knowledge and Understanding

Within the limits of your responsibility you must be able to demonstrate that you know:

Unit wide Underpinning Knowledge and understanding

- the implications of statutory (e.g. HASAWA and COSHH) and organisational requirements
 how to interpret operational requirements (e.g. relevant policies, procedures, instructions, codes of practice, standards, schedules)

REV.	2	DATE	01/08/01
------	---	------	----------

Element C6.1 : Establish and Maintain Effective Working Relationships with Colleagues

This element is about establishing and maintaining effective working relationships with your co-workers, supervisors, managers, other company employees and third parties.

Standards of Performance

In achieving this element you will have

- a. treated colleagues in a manner which promotes and maintains goodwill
- b. promptly and willingly met reasonable requests from colleagues
- c. provided clear, accurate and prompt information regarding daily work schedules to colleagues
- d. supported and offered help to colleagues who are in work related difficulties
- e. promptly and effectively reported breakdowns in working relationships
- f. worked safely in accordance with operational requirements

Evidence Requirements

See Unit Guidance.

Underpinning Knowledge and Understanding (see also Unit Guidance)

Within the limits of your responsibility you must be able to demonstrate that you know:

- your own responsibilities within your organisation
- how to recognise reasonable requests
- what is considered essential information regarding daily work schedules
- when a working relationship has broken down

REV.	2	DATE	01/08/01
------	---	------	----------

Element C6.2 : Establish and Maintain Relationships with Visitors to the Working Environment

This element is about establishing and maintaining relationships with visitors to your working environment. Visitors include approved and authorised visitors.

Standards of Performance

In achieving this element you will have

- a. greeted visitors in a manner which promotes goodwill
- b. provided visitors with clear and sufficient information (oral, written and visual) to meet their identified need
- c. promptly passed on requests for information outwith your own responsibility to the relevant personnel
- d. effectively ensured that visitors are not endangered through your acts or omissions
- e. worked safely in accordance with operational requirements

Evidence Requirements

See Unit Guidance.

Underpinning Knowledge and Understanding (see also Unit Guidance)

Within the limits of your responsibility you must be able to demonstrate that you know:

- the limits of your responsibilities
- policies and procedures regarding visitors

REV.	2	DATE	01/08/01
------	---	------	----------

Element C6.3 : Establish and Maintain Effective Communications with Colleagues

This unit is about establishing and maintaining effective communications with your co-workers, supervisors, managers, other company employees and third parties.

Standards of Performance

In achieving this element you will have

- a. effectively delivered clear, concise, accurate and unambiguous communications
- b. accurately identified difficulties in interpretation of information and sought prompt clarification
- c. worked safely and in accordance with operational requirements

Evidence Requirements

See unit Guidance.

Underpinning Knowledge and Understanding

Within the limits of your responsibility you must be able to demonstrate that you know:

- What specific statutory requirements (e.g. HASAW, COSHH) apply to the way in which you communicate with others
- What specific terms of communication you would adopt with colleagues and how these relate to company procedures, policies etc.

REV.	2	DATE	01/08/01
------	---	------	----------

Element C6.4 : Carry out Work Handovers

This element is about carrying out work handovers.

Standards of Performance

In achieving this element you will have

- a. effectively recorded all relevant information
- b. ensured that information given to you on current operational status is accurate and complete
- c. ensured that information given by you on current operational status is accurate and complete
- d. effectively communicated all relevant operating instructions
- e. left your work area clean and hazard free
- f. worked safely and in accordance with operational requirements

Evidence Requirements (See also Unit Guidance)

To fully demonstrate your competence you must generate/gather/present evidence of your involvement in and contribution to handovers:

- to next shift
- from previous shift
- to next job
- from previous job
- to next person
- from previous person

Underpinning Knowledge and Understanding (see also Unit Guidance)

Within the limits of your responsibility you must be able to demonstrate that you know:

- how to work with and within the Permit to Work system
- how to identify and control and minimise work area hazards
- the relevant personnel who are to give and receive information to and from you