**PORT SKILLS & SAFETY NOMINATED MEMBER CONTACT**

In order to help us to provide the right information the most relevant contact(s) in your organisation, please fill out the contact details below. We will use this information to ensure your organisation is regularly updated and can get involved in the various project and initiatives detailed in the membership pack. They will also ensure that your staff can access the membership area of the website. Please complete and return this form to [info@portskillsandsafety.co.uk](mailto:info@portskillsandsafety.co.uk).

Any data obtained here will be used in line with our Fair Processing Policy. A copy of which is available on the [website](https://www.portskillsandsafety.co.uk/fair-processing-notice).

**Please confirm company name:**

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| **Full Name** | **Email Address** | **Direct No.** | **Mobile No.** | **Job Title** | **Ask Member Queries?** | **Safety Alerts?** | **Skills Bulletins?** | **Innovation?** | **Newsletter?** | **Port Safety Group Member?** | **PSS Relevant Info?** | **Skills Group Member?** | **Dashboard?** | **Website?** |
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Information on the PSS distribution lists and groups can be seen on the following pages.

**Ask Members**

As part of the PSS commitment to facilitating the free exchange of information within the industry, we have a long-standing policy where members can submit queries anonymously and receive answers from experienced peers. **Open to all members.**

**PSS Safety Alerts and Bulletins**

PSS distributes Safety Alerts and Bulletins from within the industry and also those shared by members on an ad hoc basis. **Open to all members.**

**Skills Bulletins**

Circa once a quarter, PSS issues a Skills Bulletin detailing articles and information considered to be important or of interest to the membership. **Open to all members.**

**Innovation**

The newest item to be added to our repertoire, signing up to innovation may mean you receive notification or invites to events and groups looking at the future of skills and safety in the port industry, we may also ask for suggestions as to what you would like to see included in future events. **Open to all members.**

**PSS monthly newsletter**

The PSS email newsletters cover updates from PSS including links to relevant information on the website. Please register any other staff members you would like to receive this newsletter who have not been registered above. **Open to all members.**

**Port Safety Group**

This group brings together all those working in port Health and Safety to discuss recent incidents and mitigations, share knowledge and identify any areas where PSS guidance is required. Working groups will be established to bring together those with similar ports operations or similar issues.

The contacts for this group should include all those with an interest in Port health, safety and culture not registered for any other groups (who will be automatically notified of meetings). Members wishing to join working groups will be invited to come forward as and when they are established.

Members of the PSG will also be invited to participate in working groups – such as the SiPs Guidance Group reviews, update and create Safety in Ports (SiP) guidance documents for the industry. These documents are freely available to members and non-members in order to drive safety improvements across the entire sector. They are badged by the Health & Safety Executive (HSE) and may be referred to by HSE or other official inspectors during port visits. **The Port Safety Group is** **open to all members; however, the working groups are only open to full members.**

**Port Skills Group**

This group brings together all those working in port skills, training, or human resources **to** discuss training, skills, and career development for port workers. Working groups will be established to review and update National Occupational Standards (NOS), review and

promote Port Sector Trailblazer Apprenticeships, develop resources to promote port careers in schools and further education, and discuss future skills needs.

The contact for this group should be a Port HR or training managers. Members of the PSG will also be invited to participate in working groups – such as Competency Framework and apprenticeships. **The** **Port Skills Group is** **open to all members; however, the working groups are only open to full members.**

**Incident dashboard**

PSS collates incident data from several UK port members for the purpose of benchmarking and trend analysis. Incident data is collected monthly and can be viewed on the PSS Incident Dashboard on the website via Power BI. Power BI allows members to interrogate the data for their own company use. Viewing and analysis of this data is restricted to those who taken part in data collection.

Members who submit data monthly should provide contact details for the individual responsible for providing the data to PSS. Contact details are also required for any staff member who requires access to the Power BI platform to view the results. **Dashboard access is only available to full members.**

**Members’ area of the PSS website**

The [PSS member-only](https://www.portskillsandsafety.co.uk/user/login) section of the website includes responses received to Ask Members, safety alerts, event sign ups and a host of other resources. There is no limit to the number of logins for any member organisation, but all **logins are assigned on an individual basis. Please note below any staff members you wish to give access to and their details where these are not listed above. Open to all members.**