

SKILLS FRAMEWORK FOR WORKPLACE SAFETY AND HEALTH (WSH) SKILLS MAP – OCCUPATIONAL HYGIENE OFFICER					
Sector	Workplace Safety and Health				
Track	Operational Control				
Occupation	Occupational Hygiene Professional				
Job Role	Occupational Hygiene Officer				
Job Role Description	<p>The Occupational Hygiene Officer is responsible for identifying, assessing and advising on risks arising from the workplace or work processes, recommending measures to eliminate or minimise and control the risks, and implementing the measures. He/she is also responsible for preventing or reducing health and environmental risks, and improving quality of processes.</p> <p>He is expected to supervise a quality team and work with internal and external stakeholders to accomplish his work. The Occupational Hygiene Officer is expected to be analytical, resourceful and has good teamwork and collaborative skills in order to solve problems.</p>				
Critical Work Functions and Key Tasks	Critical Work Functions	Key Tasks		Performance Expectations (For legislated / regulated occupations)	
	Analyse health hazards at the workplace	Develop Occupational Hygiene (OH) assessments, audits and inspections for the workplace		In accordance with: - Workplace Safety and Health Act	
		Develop OH trainings for employees			
		Analyse OH surveys			
		Analyse statistical data and technical reports			
		Maintain the implementation of OH systems operations			
		Design appropriate strategies for health hazard prevention			
	Administer staff and organisational development	Identify opportunities for continuous improvement			
		Initiate the implementation of continuous improvement initiatives and activities			
	Deploy OH programmes	Carry out initiatives to eliminate risks in OH programmes			
		Implement standard operating procedures for OH compliance requirements			
		Review effectiveness of implemented improvements on an on-going basis			
	Manage OH performance	Collect measurements to assess the effectiveness of local exhaust ventilation systems			
		Implement targeted instances of OH non-compliance, unsafe work conditions and practices			
		Monitor effectiveness of OH improvement actions			
Identify OH non-compliance, unsafe work conditions and practices					
Evaluate impact of health hazards on employees' safety and prioritise issues based on severity					
Skills & Competencies	Technical Skills and Competencies			Generic Skills and Competencies (Top 5)	
	Asbestos Removal	Level 5	Communication	Intermediate	
	Asbestos Risk Management	Level 5	Decision Making	Intermediate	
	Biological Hazards Management	Level 5	Problem Solving	Basic	
	Change Management	Level 3	Resource Management	Basic	
	Cloud Computing Application	Level 3	Teamwork	Intermediate	
	Confined Space Management	Level 4, Level 5			
	Conflict Resolution	Level 4			
	Corporate Governance	Level 4			
	Data Synthesis	Level 3			
	Ergonomic Hazards Management	Level 5			
	Exposure and Risk Measurement	Level 5			
	Hazard Control in Laser Devices	Level 5			
	Hazardous Substances Impact Evaluation	Level 5			
	Hazardous Substances Management	Level 5			
	Indoor Air Quality Management	Level 5			
	Innovation Management	Level 4			
	Internet of Things Management	Level 3			
	Local Exhaust Ventilation System Management	Level 2, Level 3			
	Noise and Vibration Control	Level 5			
	Noise and Vibration Monitoring	Level 5			
	Project Coordination	Level 4			
	Radioactive Materials and Irradiating Apparatus Management	Level 5			
	Skin Exposure Risk Management	Level 5			
	Staff Performance Management	Level 3			
Stakeholder Management	Level 4				
Technical Writing	Level 5				

	Technology Application	Level 3	
	Technology Infrastructure Management and Integration	Level 3	
	Thermal Stressors Management	Level 5	
	Workplace Health Management	Level 5	
Programme Listing	For a list of Training Programmes available for the WSH sector, please visit: www.skillsfuture.sg/skills-framework/wsh		

The information contained in this document serves as a guide