

SKILLS FRAMEWORK FOR WORKPLACE SAFETY AND HEALTH (WSH) SKILLS MAP – SENIOR WORKPLACE SAFETY AND HEALTH OFFICER			
Sector	Workplace Safety and Health		
Track	Operational Control		
Occupation	Workplace Safety and Health Professional		
Job Role	Senior Workplace Safety and Health Officer		
Job Role Description	<p>The Senior Workplace Safety and Health (WSH) Officer maintains the organisation's WSH Management System (WSHMS) by managing WSH administrative processes, identifying training needs, designing and conducting training effectively, and using a range of WSH tools and resources to implement WSH programmes and drive compliance.</p> <p>He/She may be expected to supervise a WSH team and work with internal and external stakeholders to accomplish his work.</p> <p>He is analytical and values teamwork and collaboration in order to solve problems.</p>		
Critical Work Functions and Key Tasks	Critical Work Functions	Key Tasks	Performance Expectations (For legislated / regulated occupations)
	Deploy workplace safety and health (WSH) programmes	Develop WSH programme initiatives to promote compliance with WSH procedures Develop programs to steer the WSH culture, habits and norms of the organisation Set up WSH programme steering and working committees Communicate importance of WSH programme compliance to team members of other departments Discuss barriers in complying with WSH policies and procedures with team members of other departments Propose improvements to WSH programmes and training programmes Evaluate outcomes of implementing WSH programmes	In accordance with: - Workplace Safety and Health Act
	Manage WSH performance	Plan WSH compliance inspections and routine checks Facilitate audit process Determine data collection and analysis requirements to measure WSH performance Develop WSH performance criteria and targets in collaboration with team members Assess performance metrics to determine WSH performance improvement strategies Evaluate impact of health and safety hazards, including personal risk factors to employees' safety and prioritise issues based on severity Evaluate effectiveness of WSHMS, WSH programmes and EPRP improvements Develop criteria for assessing effectiveness of WSHMS, WSH programmes and emergency preparedness and response plans (EPRPs)	
	Manage Business Continuity	Maintain EPRP processes Organise reviews and collect stakeholder feedback on the EPRP Recommend improvements to the EPRP Manage incident and accident investigations, data analyses and reporting Assess root cause of incidents and accidents Review corrective and preventive actions (CAPA) measures proposed by team members Revise incident and accident reports prepared by team members	
	Develop workplace safety and health management systems (WSHMS)	Manage risk management (RM) plans and strategies for work processes and work areas Manage RM and risk assessment (RA) teams within respective work processes and work areas Advise RM and RA teams on implementing WSHMS within the scope of their work areas Revise RM plans based on feedback from RM and RA teams Propose improvements to WSHMS Develop action plans to implement WSHMS improvements	
	Establish workplace safety and health (WSH) policies and procedures	Assess established WSH policies and objectives Develop WSH procedures in collaboration with team members Facilitate implementation of WSH policies through application of WSH procedures	

		Propose improvements to WSH policies and procedures		
		Implement and monitor closure of recommended WSH policy improvement actions		
	Manage people and organisational function		Collaborate with team members to deliver high performance services	
			Suggest areas of technical and business management training development	
			Optimise utilisation of resources	
			Acquire and allocate resources to support operations	
			Provide suggestions for tweaks to business processes and operations to support change management initiatives	
			Support negotiations with key internal and external stakeholders	
			Conduct modelling and forecasting analyses	
	Track employees' performance by utilising performance monitoring systems			
Skills & Competencies	Technical Skills and Competencies		Generic Skills and Competencies (Top 5)	
	Behavioural Safety Management	Level 5	Communication	Intermediate
	Business Negotiation	Level 4	Decision Making	Intermediate
	Business Presentation Delivery	Level 5	Problem Solving	Intermediate
	Change Management	Level 3	Resource Management	Basic
	Cloud Computing Application	Level 3	Teamwork	Intermediate
	Conflict Resolution	Level 4		
	Corporate Governance	Level 4		
	Data Synthesis	Level 3		
	Emergency Response Management	Level 5		
	Financial Budgeting	Level 5		
	Hazards Identification	Level 5		
	Human Factors in Job Design	Level 5		
	Innovation Management	Level 4		
	Internet of Things Management	Level 3		
	Project Coordination	Level 4		
	Risk Management	Level 5		
	Staff Performance Management	Level 3		
	Stakeholder Management	Level 4		
	Technical Writing	Level 5		
	Technology Application	Level 4		
	Technology Infrastructure Management and Integration	Level 3		
	Workplace Safety and Health Audit System Management	Level 5		
	Workplace Safety and Health Business Case Development	Level 5		
	Workplace Safety and Health Control Measures	Level 5		
	Workplace Safety and Health Culture Management	Level 6		
	Workplace Safety and Health Incident Management	Level 5		
	Workplace Safety and Health Management in Chemical, Process, Pharmaceutical Industries and Laboratories	Level 5		
	Workplace Safety and Health Management in Construction Industry	Level 5		
	Workplace Safety and Health Management in Manufacturing Industry	Level 5		
	Workplace Safety and Health Management in Marine Industry	Level 5		
	Workplace Safety and Health Management in Service Industry	Level 5		
Workplace Safety and Health Performance Management	Level 5			
Workplace Safety and Health Policy Development	Level 5			
Workplace Safety and Health System 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