

SKILLS FRAMEWORK FOR WORKPLACE SAFETY AND HEALTH (WSH) SKILLS MAP – WORKPLACE SAFETY AND HEALTH AUDITOR					
Sector	Workplace Safety and Health				
Track	System Audit				
Occupation	Workplace Safety and Health Auditor				
Job Role	Workplace Safety and Health Auditor				
Job Role Description	<p>The Workplace Safety and Health (WSH) Auditor is responsible for preparing audit plans, conducting audits and interviews and submitting audit reports. He/she is responsible for evaluating organisations' WSH management systems, identifying areas for improvement, making the relevant recommendations and monitoring the progress of improvements.</p> <p>In addition, he is expected to conduct physical inspections of workplaces to collect and verify information in accordance to the audit plans.</p> <p>The WSH Auditor is analytical, resourceful, collaborative and has good teamwork.</p>				
Critical Work Functions and Key Tasks	Critical Work Functions	Administer staff and organisational development	Propose opportunities for continuous improvement		Performance Expectations (For legislated / regulated occupations) In accordance with: - Workplace Safety and Health Act
			Implement continuous improvement initiatives and activities		
			Assist in coaching and mentoring of staff		
			Propose improvements to auditing policies and procedures		
			Participate in negotiations with relevant key internal and external stakeholders		
	Establish audit plans	Maintain certification processes and procedures			
		Manage correspondences, communication and engagement plans with clients			
		Develop new audit processes and procedures for auditees			
	Conduct external management systems audits	Conduct external workplace safety and health (WSH) management systems audits			
		Perform audits on management systems against the relevant standards			
		Evaluate audit findings for accuracy and relevance to audit objectives			
		Compile audit reports			
		Perform follow-up audits and reviews			
		Make recommendations for improvement to auditees			
Skills & Competencies	Technical Skills and Competencies			Generic Skills and Competencies (Top 5)	
	Change Management	Level 3	Communication	Intermediate	
	Conflict Resolution	Level 4	Decision Making	Intermediate	
	Corporate Governance	Level 4	Problem Solving	Basic	
	Innovation Management	Level 4	Resource Management	Basic	
	Project Coordination	Level 4	Teamwork	Intermediate	
	Risk Management	Level 6			
	Staff Performance Management	Level 3			
	Stakeholder Management	Level 4			
	Workplace Safety and Health Audit Programme Management	Level 5, Level 6			
	Workplace Safety and Health Audit System Management	Level 6			
	Workplace Safety and Health Culture Management	Level 6			
	Workplace Safety and Health Performance Management	Level 6			
	Workplace Safety and Health Policy Development	Level 6			
	Workplace Safety and Health System Management	Level 6			
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