

SKILLS FRAMEWORK FOR WORKPLACE SAFETY AND HEALTH (WSH) SKILLS MAP - WORKPLACE SAFETY AND HEALTH COORDINATOR						
Sector	Workplace Safety and Health					
Track	Operational Control					
Occupation	Workplace Safety and Health Professional					
Job Role	Workplace Safety and Health Coordinator					
Job Role Description	The Workplace Safety and Health (WSH) Coordinator is responsible for coordinating health and safety systems in the organisation, and conducting periodic inspections to ensure that the implemented risk control measures are being observed and practised. He/She investigates and reports WSH incidents and coordinates implementation of emergency preparedness and response plans.					
	He is required to work on-site in his course of work.					
	The WSH Coordinator is practical and meticulous. He is required to observe safety hazards and deal with them in a prompt and decisive manner.					
Critical Work Functions and Key Tasks	Critical Work Functions	Deploy workplace safety and health (WSH) programmes	Key Tasks		Performance Expectations (For legislated / regulated occupations) In accordance with: - Workplace Safety and Health Act	
			Carry-out initiatives to support WSH programmes			
			Conduct safety inductions and orientations			
			Explain WSH compliance requirements and proper work practices pertaining to employees' specific work processes or areas			
	Manage WSH performance	Address and provide counsel on instances of WSH non-compliance and unsafe work practices				
		Participate in WSH compliance inspections				
		Conduct routine checks on work activities				
		Collect data on WSH performance, conditions and practices				
		Manage WSH non-compliance, unsafe work conditions and practices				
		Report instances of WSH non-compliance, unsafe work conditions and practices to team members				
		Support implementation of actions to improve WSH performance and control risks				
		Monitor effectiveness of implemented improvement actions				
	Manage business continuity	Manage incidents and accidents promptly				
		Follow emergency preparedness and response plans (EPRPs) when responding to emergency situations				
		Alert team members of emergency situations and potential escalation of incidents and accidents				
		Conduct emergency response drills				
Support WSH incident and accident investigations						
Follow investigation protocols to collect data and report findings						
Contribute suggestions to mitigate reoccurrences of incidents and accidents						
Support implementation of corrective and preventive actions (CAPA)						
Develop workplace safety and health management systems (WSHMS)	Assess routine and non-routine work processes to establish scope of WSH risks					
	Implement action-plans to implement WSHMS improvements					
	Execute risk management (RM) plans for work processes and work areas					
	Execute RM and risk assessment (RA) within respective work processes and work areas					
Skills & Competencies	Technical Skills and Competencies			Generic Skills and Competencies (Top 5)		
	Emergency Response Management	Level 2, Level 3	Communication	Intermediate		
	Hazards Identification	Level 2, Level 3	Decision Making	Basic		
	Internet of Things Management	Level 2	Problem Solving	Basic		
	Technology Application	Level 3	Resource Management	Basic		
	Workplace Safety and Health Culture Management	Level 2, Level 3	Teamwork	Intermediate		
	Workplace Safety and Health Incident Management	Level 2, Level 3				
	Workplace Safety and Health Management in Chemical, Process, Pharmaceutical Industries and Laboratories	Level 2, Level 3				
	Workplace Safety and Health Management in Construction Industry	Level 2, Level 3				

	Workplace Safety and Health Management in Manufacturing Industry	Level 2, Level 3	
	Workplace Safety and Health Management in Marine Industry	Level 2, Level 3	
	Workplace Safety and Health Management in Service Industry	Level 2, Level 3	
	Workplace Safety and Health Performance Management	Level 2, Level 3	
	Workplace Safety and Health Policy Development	Level 2, Level 3	
	Workplace Safety and Health Supervision in Tunnelling Construction	Level 2, Level 3	
	Workplace Safety and Health System Management	Level 2, Level 3	
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