

<b>SKILLS FRAMEWORK FOR WORKPLACE SAFETY AND HEALTH (WSH) SKILLS MAP – WORKPLACE SAFETY AND HEALTH MANAGER</b>			
<b>Sector</b>	Workplace Safety and Health		
<b>Track</b>	Operational Control		
<b>Occupation</b>	Workplace Safety and Health Professional		
<b>Job Role</b>	<b>Workplace Safety and Health Manager</b>		
<b>Job Role Description</b>	<p>The WSH Manager is responsible for reviewing WSH policies and practices to ensure that they are current and relevant. He/She advises the management team on WSH issues. He manages and reviews WSH policies, standards, procedures and the Workplace Safety and Health Management System (WSHMS) in accordance with business needs, including analysis of the WSH performance and allocating resources to improve WSH performance. He is also responsible for managing WSH business resources including manpower, internal assets and external vendors.</p> <p>In addition, he provides technical advice and support to other departments on WSH issues. He leads a department and make business decisions independently.</p> <p>He is analytical, collaborative and demonstrates good teamwork.</p>		
<b>Critical Work Functions and Key Tasks</b>	<b>Critical Work Functions</b>	<b>Key Tasks</b>	<b>Performance Expectations (For legislated / regulated occupations)</b>
	Deploy workplace safety and health (WSH) programmes	Maintain data management systems to collect and record WSH information Facilitate management practices and projects conducted to improve organisational culture maturity level Prepare training materials and documented information to impart WSH skills and awareness in workers and supervisors Drive communication and consultation implementation processes for WSH related matters for all stakeholders Drive WSH training and WSH related skill development for all supervisors and workers	In accordance with: - Workplace Safety and Health Act
	Manage WSH performance	Implement activities to monitor WSH performance with consideration to organisation's business goals and vision at strategic and operational levels Participate in WSH compliance and management system audits Report effectiveness of risk management and WSH management processes Manage processes and procedures for investigation, analysis and reporting of incidents and nonconformities Monitor effectiveness of risk controls Evaluate impact of health and safety hazards, including personal risk factors to employees' safety and prioritise issues based on severity Support periodic management reviews to assess, monitor and identify areas of improvement in WSH strategy, management system and culture	
	Manage business continuity	Manage emergency drills Gather evidences and conduct interviews for incident and accident reports	
	Develop workplace safety and health management systems (WSHMS)	Support implementation and monitor compliance with accordance to organisation's WSH management system, policy and procedures. Identify resources required for WSH management and work within allotted resource Drive development of risk management (RM) plans and strategies for work processes and work areas Convince line management to demonstrate WSH leadership as role models to workers and prioritise WSH in relation to other operational priorities Facilitate strategic and operational plans to address and improve control of WSH hazards, risks and costs	
	Establish workplace safety and health (WSH) policies and procedures	Conduct risk assessment for all tasks and working conditions Participate in analysis of hazard information to identify root cause, consequences, feasible risk control measures and contingency measures for all relevant hazards in the workplace Identify requirements for compliance with WSH-related regulations and standards Implement appropriate actions to stop unsafe work Develop effective procedures for safe working in collaboration with operational staff	

	Manage people and organisational function	Develop relationships with supervisors and middle managers to support WSH development relevant to their roles		
		Provide relevant and up-to-date WSH information to middle managers, supervisors and workers		
		Provide WSH advice to middle managers, supervisors and workers		
		Provide leadership in WSH and act as a role model of good WSH practice and professionalism to management, co-workers and other stakeholders		
		Support implementation of change process to minimise adverse effects and improve WSH		
		Update internal and external WSH information, regulations, standards and good practices related to the organisation		
	Establish quality management policies and procedures	Oversee order and purchase of Personal Protection Equipment (PPE) and risk controls		
		Conduct workplace inspection activities to validate the use of risk controls		
		Monitor employees and contractors to ensure they comply with WSH requirements		
		Update internal and external WSH information, regulations, standards and good practices related to the organization		
<b>Skills &amp; Competencies</b>	<b>Technical Skills and Competencies</b>		<b>Generic Skills and Competencies (Top 5)</b>	
	Behavioural Safety Management	Level 6	Communication	Intermediate
	Business Negotiation	Level 4	Decision Making	Intermediate
	Business Presentation Delivery	Level 6	Problem Solving	Intermediate
	Change Management	Level 4	Resource Management	Intermediate
	Cloud Computing Application	Level 4	Teamwork	Intermediate
	Conflict Resolution	Level 5		
	Corporate Governance	Level 5		
	Data Synthesis	Level 5		
	Emergency Response Management	Level 5		
	Financial Budgeting	Level 5		
	Hazards Identification	Level 5		
	Human Factors in Job Design	Level 5		
	Innovation Management	Level 5		
	Internet of Things Management	Level 4		
	Project Coordination	Level 4		
	Risk Management	Level 5		
	Stakeholder Management	Level 4		
	Technical Writing	Level 5		
	Technology Application	Level 4		
	Technology Infrastructure Management and Integration	Level 4		
	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			
<b>Programme Listing</b>	For a list of Training Programmes available for the WSH sector, please visit: <a href="http://www.skillsfuture.sg/skills-framework/wsh">www.skillsfuture.sg/skills-framework/wsh</a>			

The information contained in this document serves as a guide