

SKILLS FRAMEWORK FOR WORKPLACE SAFETY AND HEALTH (WSH) SKILLS MAP - WORKPLACE SAFETY AND HEALTH OFFICER				
Sector	Workplace Safety and Health			
Track	Operational Control			
Occupation	Workplace Safety and Health Professional			
Job Role	Workplace Safety and Health Officer			
Job Role Description	<p>The WSH Officer is responsible for developing and monitoring organisation's safety programmes and procedures. He/She conducts safety surveys and inspections and recommends appropriate corrective actions. He conducts risk analysis and ensures compliance with statutory and legal requirements.</p> <p>He may be required to work on-site in his course of work.</p> <p>The WSH Officer is analytical, has good teamwork and collaborative 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	Implement Workplace Safety and Health Management System (WSHMS) and risk management (RM) plans Implement programmes to steer WSH culture, habits and norms of the organisation Clarify WSH programme requirements with employees of other departments Develop WSH training programmes and conduct trainings for safety-critical roles		In accordance with: - Workplace Safety and Health Act
	Manage WSH performance	Carry out WSH compliance inspections		
		Support audit process		
		Coach team members on how to conduct routine checks on work activities		
		Analyse data on WSH performance, conditions and practices		
		Evaluate WSH non-compliance, unsafe work conditions and practices to identify WSH performance gaps		
		Evaluate impact of health and safety hazards, including personal risk factors to employees' safety and prioritise issues based on severity		
		Report findings of WSH compliance inspections and routine checks		
		Recommend and implement actions to improve WSH performance and control risks		
	Review effectiveness of implemented improvements on an on-going basis			
	Manage business continuity	Implement emergency preparedness and response plans (EPRPs) and communicate plans to stakeholders		
		Coordinate EPRP drills and maintenance of emergency response equipment		
		Conduct WSH incident and accident investigations		
		Review investigation findings to identify causes of incidents and accidents		
		Propose corrective and preventive measures to address root cause of incidents		
		Prepare incident and accident reports		
		Monitor implementation of corrective and preventive actions (CAPA)		
	Develop workplace safety and health management systems (WSHMS)	Coordinate WSH programme initiatives		
		Develop and deliver safety briefings		
Conduct document reviews of WSHMS reports				
Identify areas for improvement in the WSHMS				
Monitor implementation progress of recommended WSHMS improvements				
Stay abreast of legislative requirements and alert of any changes				
Develop risk management (RM) plans for work processes and work areas				
Establish RM and risk assessment (RA) teams within respective work processes and work areas				
Skills & Competencies	Technical Skills and Competencies		Generic Skills and Competencies (Top 5)	
	Behavioural Safety Management	Level 5	Communication	Intermediate
	Business Presentation Delivery	Level 5	Decision Making	Intermediate

	Change Management	Level 3	Problem Solving	Intermediate
	Emergency Response Management	Level 4, Level 5	Resource Management	Basic
	Financial Budgeting	Level 5	Teamwork	Intermediate
	Hazards Identification	Level 4, Level 5		
	Human Factors in Job Design	Level 4, Level 5		
	Innovation Management	Level 3		
	Internet of Things Management	Level 3		
	Project Coordination	Level 3		
	Risk Management	Level 5		
	Stakeholder Management	Level 3		
	Technical Writing	Level 4, Level 5		
	Technology Application	Level 3		
	Workplace Safety and Health Audit System Management	Level 5		
	Workplace Safety and Health Business Case Development	Level 4, Level 5		
	Workplace Safety and Health Control Measures	Level 4, Level 5		
	Workplace Safety and Health Culture Management	Level 4, Level 5		
	Workplace Safety and Health Incident Management	Level 4, Level 5		
	Workplace Safety and Health Management in Chemical, Process, Pharmaceutical Industries and Laboratories	Level 4, Level 5		
	Workplace Safety and Health Management in Construction Industry	Level 4, Level 5		
	Workplace Safety and Health Management in Manufacturing Industry	Level 4, Level 5		
	Workplace Safety and Health Management in Marine Industry	Level 4, Level 5		
	Workplace Safety and Health Management in Service Industry	Level 4, Level 5		
	Workplace Safety and Health Performance Management	Level 4, Level 5		
	Workplace Safety and Health Policy Development	Level 4, Level 5		
	Workplace Safety and Health System Management	Level 4, 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