

**SKILLS FRAMEWORK FOR MARINE AND OFFSHORE  
SKILLS MAP - WORKPLACE SAFETY AND HEALTH OFFICER**

<b>Sector</b>	Marine and Offshore					
<b>Track</b>	Workplace Safety and Health					
<b>Occupation</b>	WSH Professional					
<b>Job Role</b>	<b>Senior Workplace Safety and Health Officer</b>					
<b>Job Role Description</b>	<p>The Senior Workplace Safety and Health (WSH) Officer takes on a degree of managerial responsibilities in addition to his/her technical WSH role. He is responsible for administering and coordinating the organisation's workplace safety and health management systems (WSHMS), processes and policies.</p> <p>The Senior WSH Officer's duties require him to work outdoors, conducting inspections on shop floors, within dry docks and on-board ships. He must possess a level of physical fitness appropriate to the job requirements, keen observation skills and in-depth knowledge of WSH requirements to enforce safety compliance at the workplace. He must possess a relevant qualification recognised by the Ministry of Manpower (MOM) to take on the job, and may be required further to be registered with MOM.</p> <p>He should be comfortable interacting with people of diverse backgrounds, as the job entails liaising with various key stakeholders to clarify queries regarding WSH policy and processes and providing recommendations on areas of improvement in order to maintain WSH performance across the organisation. He also manages internal WSH audit systems, coordinates governmental agency visits, inspections, and compliance audits at the workplace and submits internal audit reports for the nominated areas to the relevant stakeholders.</p>					
<b>Critical Work Functions and Key Tasks</b>	<b>Critical Work Functions</b>		<b>Performance Expectations (For legislated / regulated occupations)</b>			
				Establish workplace safety and health (WSH) procedures	Assess the established WSH policy and objectives	In accordance with: • Classification Society regulations; • Workplace Safety and Health (WSH) Act
					Develop WSH procedures in collaboration with team members	
					Facilitate the implementation of WSH policies through application of WSH procedures	
	Propose improvements to WSH policies and procedures					
	Develop workplace safety and health management systems (WSHMS)	Implement and monitor closure of recommended WSH policy improvement actions				
		Assess routine and non-routine work processes to establish scope of WSH risks by work areas				
		Develop risk management (RM) plans for respective work processes and work areas				
		Establish RM and risk assessment (RA) teams within respective work processes and work areas				
		Advise RM and RA teams on implementing the WSHMS within the scope of their work areas				
		Revise RM plans based on feedback from RM and RA teams				
		Propose improvements to the WSHMS				
	Deploy WSH programmes	Develop action-plans to implement WSHMS improvements				
		Develop WSH programme initiatives to promote compliance with WSH procedures				
		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				
	Manage WSH performance	Evaluate outcomes of implementing WSH programmes				
		Plan WSH compliance inspections and routine checks				
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 whether WSH objectives are being achieved						
Develop criteria for assessing the effectiveness of the WSHMS, WSH programmes and emergency preparedness and response plans (EPRPs)						

		Evaluate the effectiveness of WSHMS, WSH programmes and EPRP improvements		
	Coordinate emergency response and incident and accident investigations	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		
	Manage people and organisational function	Collaborate with team members to deliver high performance		
		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 relevant key internal and external stakeholders		
Conduct modelling and forecasting analyses				
	Track employee performance by utilising performance monitoring systems			
<b>Skills &amp; Competencies</b>	<b>Technical Skills and Competencies</b>		<b>Generic Skills and Competencies (Top 5)</b>	
	Business Negotiation	Level 4	Communication	Intermediate
	Business Presentation Delivery	Level 4	Problem Solving	Basic
	Change Management	Level 3	Resource Management	Basic
	Crisis Management	Level 3	Teamwork	Intermediate
	Emergency Response Management	Level 5	Decision Making	Intermediate
	Financial Budgeting	Level 3		
	Financial Planning	Level 3		
	Incident and Accident Investigation	Level 4		
	Innovation Management	Level 3		
	Manpower Forecasting	Level 3		
	Market Research	Level 3		
	Operational Risk Management	Level 3		
	Organisational Performance Management	Level 3		
	Programme Management	Level 2		
	Quality System Management	Level 3		
	Staff Performance Management	Level 3		
	Stakeholder Management	Level 4		
	Strategy Development	Level 4		
	Technical Writing	Level 4		
	WSH Culture Development	Level 5		
WSH Performance Management	Level 4			
WSH Policy Development	Level 5			
WSH System Management	Level 4			
<b>Programme Listing</b>	For a list of Training Programmes available for the Marine and Offshore sector, please visit: <a href="http://www.skillsfuture.sg/skills-framework/marineandoffshore">www.skillsfuture.sg/skills-framework/marineandoffshore</a>			

The information contained in this document serves as a guide.