

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

<b>Sector</b>	Marine and Offshore		
<b>Track</b>	Workplace Safety and Health		
<b>Occupation</b>	WSH Professional		
<b>Job Role</b>	<b>Workplace Safety and Health Manager</b>		
<b>Job Role Description</b>	<p>The Workplace Safety and Health (WSH) Manager is responsible for developing the organisation's workplace safety and health management system (WSHMS) and establishing WSH programmes in collaboration with the organisation's management team and key stakeholders. He/She plays a strategic role in ensuring alignment between the organisation's WSH policy and its business and operational concerns.</p> <p>He collaborates closely with colleagues in other departments to facilitate effective enforcement of WSH parameters across the organisation, by evaluating current processes and systems, and staying abreast of legislative requirements and industry best practices in WSH. 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>The WSH Manager should be comfortable interacting with people of diverse backgrounds, as the job entails liaising with various key stakeholders within and outside of the organisation to maintain WSH performance across the organisation.</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>
	Establish workplace safety and health (WSH) procedures	Assess the nature of the organisation and its associated WSH risks and needs	In accordance with: • Classification Society regulations; • Workplace Safety and Health (WSH) Act
		Formulate organisational WSH policy in collaboration with other departments	
		Cascade WSH roles and responsibilities down the organisation and across departments	
		Lead management reviews of WSH policies	
		Evaluate the alignment of WSH policies against functional and organisational objectives	
		Review WSH policy improvements proposed by team members	
		Drive implementation of suggested WSH policy improvements	
	Develop workplace safety and health management systems (WSHMS)	Devise WSH structures to sustain WSH objectives	
		Design WSHMS components	
		Incorporate legislative requirements into the WSHMS	
		Lead management reviews of the WSHMS	
		Evaluate the effectiveness of the WSHMS	
		Evaluate alignment of the WSHMS against WSH objectives and legislative requirements	
		Drive implementation of suggested WSHMS improvements	
	Deploy WSH programmes	Communicate organisational and legislative requirements to stakeholders	
		Establish WSH programme parameters to achieve WSH objectives	
		Establish WSH programmes to support WSH policies	
		Engage organisation management teams in taking ownership of WSH	
		Set up WSH programme steering and working committees	
Manage WSH performance	Evaluate the effectiveness of WSH programmes and their alignment with WSH objectives		
	Determine WSH conditions and practices to be inspected and routinely checked		
	Formulate WSH performance management parameters		
	Drive implementation of WSH performance management plans and systems to measure achievement of WSH objectives		
	Assess performance metrics to determine competency-based training needs		
	Verify whether current WSH performance meets legislative requirements		
	Recommend both targeted and organisation-wide intervention strategies		

	Coordinate emergency response and incident and accident investigations	Leverage inspection results and performance metrics to facilitate change management processes		
		Work with authorities and civil defence force to respond to critical emergency scenarios		
		Conduct hazard and vulnerability assessments to identify possible emergency scenarios		
		Develop emergency preparedness and response plans (EPRPs) and refine plans to cover evolving risks		
		Formulate WSH incident and accident investigation processes and procedures		
		Evaluate effectiveness of WSH incident investigation processes		
		Approve corrective and preventive actions (CAPA) recommended by team members		
		Finalise incident and accident reports and communicate occurrences to authorities		
	Manage people and organisational function	Manage a team of WSH professionals		
		Develop strategies for resource planning and utilisation		
		Manage department's compliance to risk management frameworks policies and processes		
		Analyse viability of workplace improvements and change management initiatives		
		Participate in negotiations with relevant key internal and external stakeholders		
		Analyse financial implications of business strategies to relevant functional areas		
Monitor employees' understanding of relevant legislative and regulatory procedures				
<b>Skills &amp; Competencies</b>	<b>Technical Skills and Competencies</b>		<b>Generic Skills and Competencies (Top 5)</b>	
	Business Negotiation	Level 5	Communication	Advanced
	Business Presentation Delivery	Level 5	Decision Making	Advanced
	Business Proposal Writing	Level 4	Interpersonal Skills	Advanced
	Change Management	Level 4	Problem Solving	Intermediate
	Conflict Resolution	Level 4	Leadership	Advanced
	Corporate Governance	Level 4		
	Crisis Management	Level 4		
	Emergency Response Management	Level 5		
	Financial Budgeting	Level 4		
	Financial Planning	Level 4		
	Incident and Accident Investigation	Level 5		
	Innovation Management	Level 4		
	Manpower Forecasting	Level 4		
	Market Research	Level 4		
	Operational Risk Management	Level 4		
	Organisational Performance Management	Level 4		
	Programme Management	Level 2		
	Quality System Management	Level 4		
	Staff Performance Management	Level 4		
	Stakeholder Management	Level 5		
	Strategy Development	Level 4		
	Technical Writing	Level 4		
	WSH Culture Development	Level 6		
WSH Performance Management	Level 5			
WSH Policy Development	Level 6			
WSH System Management	Level 5			
<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.