

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

Sector	Marine and Offshore			
Track	Workplace Safety and Health			
Occupation	WSH Professional			
Job Role	Workplace Safety and Health Officer			
Job Role Description	<p>The Workplace Safety and Health (WSH) Officer is responsible for implementing and maintaining the organisation's WSH procedures to promote a safe work environment. He/She conducts incident investigations and identifies cases of non-compliance with organisational procedures and legal WSH requirements. He evaluates risks associated with the hazards identified in the workplace and reports progress of corrective and preventive actions undertaken within nominated areas. He also attends vessel safety coordination committee (VSCC) meetings, and may assume the role of secretary to record meeting minutes.</p> <p>The 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. The WSH Officer 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>			
Critical Work Functions and Key Tasks	Critical Work Functions	Key Tasks	Performance Expectations (For legislated / regulated occupations)	
	Develop workplace safety and health management systems (WSHMS)	Support workplace safety and health (WSH) policies and procedures implementation		In accordance with: • Classification Society regulations; • Workplace Safety and Health (WSH) Act
		Coordinate WSH programme initiatives		
		Develop and deliver safety briefings		
		Clarify WSH programme requirements with employees of other departments		
		Highlight barriers in complying with WSH policy and procedures		
		Intervene in the presence of unsafe behaviours and work practices		
		Develop WSH training programmes and conduct trainings for safety-critical roles		
		Stay abreast of legislative requirements and alert of any changes		
	Deploy WSH programmes	Implement WSHMS and risk management (RM) plans within scope of own work		
		Maintain WSHMS documentation		
		Conduct document reviews of WSHMS reports		
		Identify areas for improvement in the WSHMS		
		Monitor the implementation progress of recommended WSHMS improvements		
	Manage WSH performance	Carry out WSH compliance inspections		
		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 hazards to employees' safety and prioritise issues bases 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				
Coordinate emergency response and incident and accident investigations	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)			
Skills & Competencies	Technical Skills and Competencies		Generic Skills and Competencies (Top 5)	
	Business Presentation Delivery	Level 3	Communication	Intermediate
	Change Management	Level 3	Problem Solving	Basic
	Crisis Management	Level 3	Resource Management	Basic
	Emergency Response Management	Level 4	Teamwork	Intermediate
	Forming	Level 3	Decision Making	Basic
	Incident and Accident Investigation	Level 4		
	Innovation Management	Level 3		
	Launch Planning and Management	Level 4		
	Lift Planning and Management	Level 3		
	Machining	Level 2		
	Programme Management	Level 2		
	Quality System Management	Level 3		
	Stakeholder Management	Level 3		
	Technical Inspection	Level 3		
	Technical Writing	Level 4		
	WSH Culture Development	Level 4		
	WSH Performance Management	Level 3		
	WSH Policy Development	Level 5		
WSH System Management	Level 3			
Programme Listing	For a list of Training Programmes available for the Marine and Offshore sector, please visit: www.skillsfuture.sg/skills-framework/marineandoffshore			

The information contained in this document serves as a guide.