

SKILLS FRAMEWORK FORMARINE AND OFFSHORE SKILLS MAP - WORKPLACE SAFETY AND HEALTH COORDINATOR						
Sector	Marine and Offshore					
Track	Workplace Safety and Health					
Occupation	WSH Professional					
Job Role	Workplace Safety and Health Coordinator					
Job Role Description	<p>The Workplace Safety and Health (WSH) Coordinator supports the organisation's WSH procedures by conducting safety checks to identify cases of non-compliance with organisational procedures and legal WSH requirements. He/She observes daily work practices, gathers feedback from workers, evaluates risks associated with the hazards identified in the workplace and escalates issues that require corrective and preventive actions to be undertaken.</p> <p>The WSH Coordinator's duties require him to work outdoors, conducting checks 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 Coordinator must fulfil relevant legal requirements on WSH-related training to undertake the job and specific WSH tasks.</p>					
Critical Work Functions and Key Tasks	Critical Work Functions	Deploy workplace safety and health (WSH) programmes	Key Tasks		Performance Expectations (For legislated / regulated occupations)	
			Follow WSH policies and procedures	In accordance with: • Classification Society regulations; • Workplace Safety and Health (WSH) Act		
			Carry-out initiatives to support WSH programmes			
			Conduct safety inductions and orientations			
			Explain WSH compliance requirements and proper work practices pertaining to employees' specific work processes or areas			
	Address and provide counsel on specific instances of WSH non-compliance and unsafe work practices					
	Manage WSH performance	Participate in WSH compliance inspections				
		Conduct routine checks on work activities of other departments				
		Collect data on WSH performance, conditions and practices				
		Identify WSH non-compliance, unsafe work conditions and practices				
		Report instances of WSH non-compliance, unsafe work conditions and practices to team members				
		Notify team members of health hazards, such as toxic gases and fumes				
		Support implementation of actions to improve WSH performance and control risks				
		Monitor effectiveness of implemented improvement actions				
	Coordinate emergency response and incident and accident investigations	Respond promptly to incidents and accidents				
Follow emergency preparedness and response plans (EPRPs) when responding to emergency situations						
Alert team members of emergency situations and potential escalation of incidents and accidents						
Conduct emergency response drills						
Support WSH incident and accident investigations						
Follow investigation protocols to collect data and report findings						
Contribute suggestions to mitigate reoccurrences of incidents and accidents						
Support implementation of corrective and preventive actions (CAPA)						
Skills & Competencies	Technical Skills and Competencies		Generic Skills and Competencies (Top 5)			
	Emergency Response Management	Level 3	Communication	Intermediate		
	Forming	Level 3	Problem Solving	Basic		
	Incident and Accident Investigation	Level 3	Resource Management	Basic		
	Joining and Welding	Level 3	Teamwork	Intermediate		
	Launch Planning and Management	Level 4	Decision Making	Basic		
	Lift Planning and Management	Level 3				
	Machining	Level 2				
	Programme Management	Level 2				
	Quality System Management	Level 2				
	Technical Inspection	Level 3				

	Technical Writing	Level 2	
	WSH Culture Development	Level 3	
	WSH Performance Management	Level 2	
	WSH Policy Development	Level 4	
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.