

<b>SKILLS FRAMEWORK FOR ENVIRONMENTAL SERVICES SKILLS MAP – ENVIRONMENT, HEALTH AND SAFETY SPECIALIST</b>		
<b>Sector</b>	Environmental Services	
<b>Track</b>	Environment, Health and Safety	
<b>Occupation</b>	Specialist	
<b>Job Role</b>	<b>Environment, Health and Safety Specialist</b>	
<b>Job Role Description</b>	<p>The Environmental Health and Safety Specialist is responsible for assisting the implementation of the safety practices, procedures and guidelines in the organisation in accordance with the relevant health and safety standards. He/She assists with the development of the safety practices, procedures and guidelines and ensures the compliance of the applicable environmental health and safety standards. He is required to prepare relevant reports, manuals and provides support to administer prevention programmes for incidents and emergencies</p> <p>He is required to work in an office and perform site visits when necessary, and is expected to communicate with relevant stakeholders as part of his role in performing operational duties.</p> <p>He is organised, responsive, approachable, able to multi-task and capable of interacting with stakeholders.</p>	
<b>Critical Work Functions and Key Tasks</b>	<b>Critical Work Functions</b>	<b>Key Tasks</b>
	Manage Environmental Management System (EMS) implementation	Assist with the development of EMS framework
		Implement EMS standards, policies and procedures
		Implement environmentally sustainable work practices
		Conduct routine EMS compliance reviews and audits
		Assist in EMS communication and engagement
	Manage fire safety processes	Inspect facilities regularly to locate hazardous conditions and fire code violations, recommend rectifying actions
		Present fire code requirements and fire prevention information to relevant persons to maintain safety
		Identify corrective actions necessary to bring properties into compliance with applicable standards
		Assist with the development of fire evacuation plans and fire drills
	Manage incidents	Ensure all incident reports are compiled and submitted on time
		Facilitate incident investigations
		Collaborate with the appropriate persons to manage incidents and emergencies
		Assist with the conduct and review of contingency planning
		Support and implement the development of emergency and crisis management response plans, processes and procedures
		Prepare appropriate statistical trending reports, technical reports, correspondence and procedural manuals
		Assist in the development emergency and crisis management response plans, processes and procedures
		Prepare and submit incident reports to the appropriate persons
	Manage Workplace Safety and Health (WSH) implementation	Assist in the development of the WSH framework
		Assist in WSH compliance reviews and audits
Provide relevant WSH information to the organisation		
Assist in WSH workplace communication and engagement		

	Technical Skills and Competencies		Generic Skills and Competencies (Top 5)	
	<b>Skills &amp; Competencies</b>	Data and Statistical Analytics	Level 4	Communication
Emergency Response Management		Level 4	Digital Literacy	Intermediate
Environmental Management System Framework development and Implementation		Level 4	Decision Making	Intermediate
Environmental Management System Policies, Standards, Procedures and Practices		Level 3	Problem Solving	Intermediate
Incident and Accident Investigation		Level 4	Sense Making	Intermediate
Risk Management and Administration		Level 4		
Stakeholder Management		Level 3		
Workplace Safety and Health Culture Development		Level 4		
Workplace Safety and Health Performance Management		Level 3		
Workplace Safety and Health Policy Development		Level 3		
Workplace Safety and Health Practices Implementation		Level 4		
Workplace Safety and Health System Management	Level 4			
Workplace Safety and Health System Management	Level 4			
<b>Programme Listing</b>	For a list of Training Programmes available for the Environmental Services sector, please visit: <a href="http://www.skillsfuture.sg/skills-framework/environmental-services">www.skillsfuture.sg/skills-framework/environmental-services</a>			

The information contained in this document serves as a guide.