

SKILLS FRAMEWORK FOR ENVIRONMENTAL SERVICES SKILLS MAP – ENVIRONMENT, HEALTH AND SAFETY MANAGER		
Sector	Environmental Services	
Track	Environment, Health and Safety	
Occupation	Manager	
Job Role	Environment, Health and Safety Manager	
Job Role Description	<p>The Environmental Health and Safety Manager is responsible for overseeing the implementation of the safety practices and procedures in the organisation in accordance with the relevant health and safety standards. He/She leads initiatives to deliver the desired safety practices and procedures in the organisation. In performing most of these functions, he is responsible for developing safety practices and procedures and guidelines in the organisation in accordance with the relevant health and safety standards.</p> <p>He is required to work in an office and perform site visits when necessary, and is expected to manage teams, communicate with relevant stakeholders as part of his role in performing operational duties.</p> <p>He is organised, responsive, approachable, resourceful, service-oriented leader, able to multi-task and manage operations effectively.</p>	
Critical Work Functions and Key Tasks	Critical Work Functions	Key Tasks
	Manage Environmental Management System (EMS) implementation	Manage the development of EMS framework
		Evaluate and review EMS standards, policies and procedures
		Manage EMS compliance reviews and audits
		Develop and review environmentally sustainable work practices
	Manage fire safety processes	Evaluate inspected facilities to locate hazardous conditions, fire code violations and approve recommended rectifying actions
		Evaluate identified corrective actions necessary ensure properties comply with applicable regulations and standards
		Develop fire evacuation plans and oversee the execution of fire drills
	Manage incidents	Analyse incident reports and provide recommendations to mitigate incidents
		Collaborate with the appropriate person to validate data on major incidents and emergencies
		Develop and review emergency and crisis management response plans, processes and procedures
		Review statistical trending reports, technical reports, correspondence and procedures manuals
	Manage Workplace Safety and Health (WSH) implementation	Manage the development of the WSH framework
		Conduct WSH compliance reviews and audits
		Oversee the compliance to WSH standards and practices
		Oversee WSH workplace communication and engagement implementation plans

	Technical Skills and Competencies		Generic Skills and Competencies (Top 5)	
	Skills & Competencies	Data and Statistical Analytics	Level 5	Communication
Emergency Response Management		Level 5	Digital Literacy	Advanced
Environmental Management System Framework Development and Implementation		Level 4	Decision Making	Advanced
Environmental Management System Policies, Standards, Procedures and Practices		Level 5	Problem Solving	Advanced
Incident and Accident Investigation		Level 5	Sense Making	Advanced
Risk Management and Administration		Level 5		
Stakeholder Management		Level 4		
Workplace Safety and Health Culture Development		Level 5		
Workplace Safety and Health Performance Management		Level 4		
Workplace Safety and Health Policy Development		Level 5		
Workplace Safety and Health Practices Implementation		Level 4		
Workplace Safety and Health System Management	Level 5			

Programme Listing	For a list of Training Programmes available for the Environmental Services sector, please visit: www.skillsfuture.sg/skills-framework/environmental-services
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The information contained in this document serves as a guide.