

**SKILLS FRAMEWORK FOR WORKPLACE SAFETY AND HEALTH  
TECHNICAL SKILLS & COMPETENCIES (TSC) REFERENCE DOCUMENT**

<b>TSC Category</b>	Operational Control Implementation					
<b>TSC</b>	Workplace Safety and Health Performance Management					
<b>TSC Description</b>	Establish and monitor indicators measuring effectiveness of workplace safety and health policies and work procedures in preventing incidents and safeguarding employees					
<b>TSC Proficiency Description</b>	<b>Level 1</b>	<b>Level 2</b>	<b>Level 3</b>	<b>Level 4</b>	<b>Level 5</b>	<b>Level 6</b>
	<b>WPH-WSH-1078-1.1</b>	<b>WPH-WSH-2078-1.2</b>	<b>WPH-WSH-3078-1.2</b>	<b>WPH-WSH-4078-1.1</b>	<b>WPH-WSH-5078-1.1</b>	<b>WPH-WSH-6078-1.1</b>
	Participate in compliance inspections and report outcomes of inspections	Support workplace safety and health (WSH) inspections by conducting checks according to work plans and instructions	Plan and conduct workplace safety and health (WSH) inspection, monitor compliance and compile reports on the WSH performance	Develop and implement workplace safety and health (WSH) performance monitoring plans for WSH performance data collection and analyses	Establish measurement and monitoring of workplace safety and health (WSH) performance	Apply operational excellence strategies to improve workplace safety and health (WSH) processes
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>Compliance inspection process</li> <li>Organisational procedures</li> <li>Types of non-compliances</li> <li>Unsafe work conditions including personal health issues</li> <li>Unsafe work practices</li> <li>Types of reporting channels and formats</li> <li>Means of communicating corrective and preventive actions</li> <li>Corrective actions and preventive actions</li> </ul>	<ul style="list-style-type: none"> <li>Types of routine and non-routine work activities</li> <li>Types of compliance inspection processes</li> <li>Methods of hazard identification and risk assessment</li> <li>Types of risks associated with hazards, unsafe work practices including personal health issues</li> <li>Types of non-compliances, unsafe work conditions including personal health issues and practices</li> <li>Principles of hierarchy of control</li> <li>WSH control measures and personal protective equipment (PPE)</li> <li>Gaps in existing control measures and actual practices</li> </ul>	<ul style="list-style-type: none"> <li>WSH inspection format</li> <li>Acceptable WSH conditions and behaviours</li> <li>WSH inspection process</li> <li>Stakeholders relevant to WSH inspection</li> <li>Findings on non-conformance WSH conditions and behaviours</li> <li>Stakeholders to whom inspection findings should be communicated</li> <li>Indicators of conformance status</li> <li>Performance monitoring records</li> <li>Data on WSH performance indicators including personal health issues</li> <li>Process of collecting data</li> <li>Cost impacts due to poor WSH performance</li> </ul>	<ul style="list-style-type: none"> <li>Processes to develop workplace safety and health (WSH) performance monitoring plans</li> <li>Types of WSH conditions including personal health issues and practices to be monitored</li> <li>Types of WSH performance monitoring plans</li> <li>WSH performance measurement parameters</li> <li>Cost of incidents</li> <li>Collection of data</li> <li>Selection criteria for WSH performance monitoring teams</li> </ul>	<ul style="list-style-type: none"> <li>Guidelines relevant to WSH performance measurement</li> <li>WSH performance indicators including personal health issues</li> <li>Measurement criteria for WSH performance measurement</li> <li>Cost of incidents</li> <li>Collection of data</li> <li>WSH conditions including personal health issues and practices to be monitored</li> <li>Selection criteria for WSH performance monitoring team</li> <li>WSH performance monitoring plan</li> <li>Basic reporting on WSH performance</li> <li>Stakeholders in WSH performance reporting</li> <li>Analysis of WSH performance data</li> <li>Intervention strategies to reduce WSH risks</li> </ul>	<ul style="list-style-type: none"> <li>Guiding principles of WSH operational excellence</li> <li>WSH operational excellence readiness assessments</li> <li>WSH operational excellence strategies</li> <li>Engagement strategies of WSH operational excellence</li> <li>Resources required to implement WSH operational excellence</li> <li>Phases of WSH operational excellence implementation</li> <li>WSH operational excellence tools</li> <li>Value stream mapping and process flow tools</li> <li>Voice of customer (VOC) tools</li> <li>Data collection methods</li> </ul>
<b>Abilities</b>	<ul style="list-style-type: none"> <li>Facilitate the conduct of compliance inspections</li> </ul>	<ul style="list-style-type: none"> <li>Adhere to WSH policies and procedures</li> </ul>	<ul style="list-style-type: none"> <li>Plan and conduct WSH inspections to determine</li> </ul>	<ul style="list-style-type: none"> <li>Define purpose and objectives of WSH</li> </ul>	<ul style="list-style-type: none"> <li>Establish WSH performance</li> </ul>	<ul style="list-style-type: none"> <li>Conduct readiness assessment on WSH</li> </ul>

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	<ul style="list-style-type: none"> <li>Participate in WSH inspections</li> <li>Identify non-compliances, unsafe work conditions including personal health issues and unsafe work practices</li> <li>Report inspection findings and observations to superiors using appropriate channels and formats</li> <li>Participate in monitoring status of corrective and preventive actions in accordance with management instructions</li> </ul>	<ul style="list-style-type: none"> <li>Assist in conduct of compliance inspections within work areas</li> <li>Identify non-compliances, unsafe work conditions including personal health issues and practices</li> <li>Monitor and review effectiveness of implemented control measures</li> <li>Identify gaps in existing control measures and report to management for appropriate corrective actions and preventive actions</li> <li>Communicate risks and control measures to relevant stakeholders</li> </ul>	<p>conformity with acceptable WSH conditions and behaviours in accordance</p> <ul style="list-style-type: none"> <li>Report findings on WSH non-conformity conditions and behaviours to relevant stakeholders</li> <li>Recommend corrective and preventive actions to address findings</li> <li>Monitor closure of the corrective and preventive actions with reference to identified WSH performance indicators</li> <li>Compile reports on company's WSH performance</li> </ul>	<p>performance monitoring plans</p> <ul style="list-style-type: none"> <li>Determine WSH conditions and practices to be monitored, based on organisational needs and parameters for WSH performance.</li> <li>Set schedules and arrangements for data collection rounds</li> <li>Selecting appropriate personnel for the WSH performance monitoring teams</li> <li>Set up WSH performance monitoring processes</li> <li>Implement WSH performance monitoring plans</li> <li>Revise performance monitoring plans for continual improvement</li> </ul>	<p>measurement parameters based on relevant requirements and purposes</p> <ul style="list-style-type: none"> <li>Review current WSH performance data against WSH standard conditions including personal health issues and practices from legal and other requirements</li> <li>Recommend appropriate intervention strategies based on monitoring results</li> </ul>	<p>operational excellence to improve WSH processes</p> <ul style="list-style-type: none"> <li>Design and develop WSH operational excellence strategy</li> <li>Implement WSH operational excellence engagement strategies to improve WSH processes</li> <li>Establish phases of WSH operational excellence implementation</li> <li>Apply WSH operational excellence tools to improve organisational WSH processes</li> </ul>
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