

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

<b>TSC Category</b>	Workplace Safety and Health Management					
<b>TSC</b>	Workplace Safety and Health Policy Development					
<b>TSC Description</b>	Develop organisational workplace safety and health policies to ensure compliance with national regulations by applying knowledge of regulations and staying abreast of regulatory changes and practices					
<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-1084-1.1</b>	<b>WPH-WSH-2084-1.1</b>	<b>WPH-WSH-3084-1.1</b>	<b>WPH-WSH-4084-1.1</b>	<b>WPH-WSH-5084-1.1</b>	<b>WPH-WSH-6084-1.1</b>
	Monitor legal compliance and report incidents and non-compliance issues according to organisational standard operating procedures (SOPs)	Carry out planning of daily work to meet workplace safety and health (WSH) legal requirements, identify and monitor hazards, comply with WSH requirements and implementing risk controls	Coordinate formulation, implementation and management review of workplace safety and health (WSH) policies	Support workplace safety and health (WSH) policy development in compliance with organisational programmes and relevant regulations	Set up organisational workplace safety and health (WSH) policies and advise management on appropriate legal compliance measures	Advise organisational stakeholders on workplace safety and health (WSH) legal requirements, product stewardship and corporate social responsibility
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>WSH legal and other requirements</li> <li>Stakeholders under WSH legal and other requirements</li> <li>WSH responsibilities and duties of relevant stakeholders</li> <li>Personnel from whom advice is sought on WSH legal and other requirements</li> <li>Penalties for non-compliance with legal requirements</li> <li>Types of reportable incidents</li> <li>Notification of incident and non-compliance</li> <li>Process of incident and/or accident investigations</li> </ul>	<ul style="list-style-type: none"> <li>Types and interpretation of relevant WSH legislations and relevant industry codes of practice (CP)</li> <li>Types and usage of personal protective equipment (PPE)</li> <li>Types and usage of safety devices and equipment</li> <li>Types and interpretation of safety signage</li> <li>Organisational WSH Procedures</li> <li>Organisational risk assessment (RA)</li> <li>Common hazards including personal health issues</li> <li>Common risk controls</li> </ul>	<ul style="list-style-type: none"> <li>Organisational information relevant to formulation of WSH policies</li> <li>Applicable legal and other requirements relating to formulating, implementing and reviewing WSH policies</li> <li>WSH management system standards</li> <li>Characteristics of good WSH policies</li> <li>WSH policy objectives</li> <li>Relevant stakeholders</li> <li>Modes of collecting feedback from stakeholders</li> <li>Methods of collating information relevant to the formulation of WSH policies</li> <li>Processes in organising management meetings</li> <li>Approaches to document WSH policies</li> <li>Methods to communicate WSH policies</li> </ul>	<ul style="list-style-type: none"> <li>Organisation's processes, policies and procedures</li> <li>WSH policies, regulations, best practices, legislative requirements and work practice implications</li> <li>Personnel from whom advice is sought on WSH policies</li> <li>Penalties for non-compliance with legal requirements</li> <li>Documentation of WSH policies</li> <li>Methods of communicating WSH policies</li> <li>WSH responsibilities and duties of relevant stakeholders</li> </ul>	<ul style="list-style-type: none"> <li>Factors that may influence the organisation's WSH policy and objectives</li> <li>Relevant stakeholders for clarification of WSH legal and other requirements</li> <li>Applicable WSH legal and other requirements on WSH policy and objectives</li> <li>Considerations in developing WSH organisational structure</li> <li>Types of Organisational wide programs for WSH</li> <li>Means of Communications</li> <li>Types of advice on compliance with WSH legal and other requirements</li> <li>Methods of monitoring progress</li> <li>Means of updating new and amended WSH legal and other requirements</li> </ul>	<ul style="list-style-type: none"> <li>WSH legal and other requirements and standards</li> <li>Elements of WSH Management System</li> <li>Principles of product stewardship</li> <li>Good practices related to product stewardship</li> <li>Guidelines related to product stewardship</li> <li>Recommendations on good practices to conform to product stewardship</li> <li>Records on implementation of product stewardship management</li> <li>Principles of Corporate Social Responsibility (CSR)</li> <li>Seven Core Subjects of CSR</li> <li>Good practices relating to CSR</li> <li>Guidelines related to CSR requirements</li> </ul>

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			<ul style="list-style-type: none"> <li>• Internal and external factors affecting WSH policy</li> <li>• Introduction to WSH management programmes</li> <li>• Continual improvement to organisational WSH policy</li> </ul>		<ul style="list-style-type: none"> <li>• Process for review of WSH policies, objectives and applicable legal and other requirements</li> <li>• Types of information required for review of policy and objectives</li> <li>• Scope and criteria of WSH policies and objectives review</li> <li>• Impact to organisation arising from process review</li> <li>• Changes in policies arising from review</li> </ul>	<ul style="list-style-type: none"> <li>• Recommendations on good practices to conform to WSH related CSR</li> <li>• Preparation of CSR reports and documentation</li> <li>• Maintenance of CSR requirements</li> </ul>
<ul style="list-style-type: none"> <li>• Abilities</li> </ul>	<ul style="list-style-type: none"> <li>• Identify WSH legal and other requirements relevant to workplace and practices of the organisation</li> <li>• Communicate WSH responsibilities and duties of relevant stakeholders</li> <li>• Report incidents and non-compliances to appropriate persons in accordance to organisational WSH procedures</li> </ul>	<ul style="list-style-type: none"> <li>• Plan daily work to meet WSH legal requirements</li> <li>• Identify and monitor hazards including personal health issues</li> <li>• Comply with WSH requirements</li> <li>• Implement risk controls</li> </ul>	<ul style="list-style-type: none"> <li>• Identify and collect relevant organisational information to formulate WSH policies in accordance with WSH management system standards</li> <li>• Communicate WSH policies to relevant stakeholders</li> <li>• Coordinate WSH risk assessment processes at the workplace</li> <li>• Coordinate WSH management programmes that are initiated by functional departments for meeting the objectives</li> <li>• Collect information for the review of WSH policies and objectives</li> <li>• Inform management of gaps between WSH actual performance and targets</li> <li>• Document review of WSH policies</li> <li>• Monitor progress of WSH management</li> </ul>	<ul style="list-style-type: none"> <li>• Communicate WSH policies to stakeholders</li> <li>• Propose improvements on WSH policies to management</li> <li>• Report non-compliance to WSH policies in accordance with organisational WSH procedures</li> <li>• Track implementation of recommended actions to improve WSH policies</li> </ul>	<ul style="list-style-type: none"> <li>• Formulate WSH policy statements and objectives in consultation with relevant stakeholders</li> <li>• Develop WSH organisation structures</li> <li>• Identify organisation-wide management programmes for implementation of WSH policies and objectives</li> <li>• Advise on WSH policies, objectives and applicable WSH legal and other requirements to relevant stakeholders for compliance</li> <li>• Develop methods to monitor progress towards achieving compliance of WSH policy objectives to applicable legal and other requirements in the organisation</li> <li>• Update stakeholders on new or amended legal and other requirements to maintain compliance</li> </ul>	<ul style="list-style-type: none"> <li>• Identify WSH legal and other requirements and standards relevant to WSH audit of an organisation</li> <li>• Determine good practices relating to product stewardship and Corporate Social Responsibility (CSR) of an organisation</li> <li>• Advise stakeholders on legal requirements relevant to WSH audit of an organisation</li> <li>• Recommend good practices that conform to product stewardship with organisational procedures</li> <li>• Advise relevant stakeholders in implementation of CSR in WSH</li> <li>• Monitor and review the implementation of product stewardship management and CSR</li> </ul>

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			<p>programmes in meeting determined WSH objectives</p> <ul style="list-style-type: none"> <li>Track closure of recommended actions arising from management review for continual improvement</li> </ul>		<ul style="list-style-type: none"> <li>Develop process for effective review of WSH policy and objectives</li> <li>Interpret and relate the relevant requirements from the WSH Act, Singapore Standards (SS) and Code of Practice (CP)</li> </ul>	
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