

**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 System Management					
<b>TSC Description</b>	Develop Workplace Safety and Health (WSH) frameworks and implement procedures and practices to ensure a safe and reliable workplace environment					
<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-1086-1.1</b>	<b>WPH-WSH-2086-1.1</b>	<b>WPH-WSH-3086-1.1</b>	<b>WPH-WSH-4086-1.1</b>	<b>WPH-WSH-5086-1.1</b>	<b>WPH-WSH-6086-1.1</b>
	Promote workers' participation in the Workplace Safety and Health (WSH) Programmes	Apply Workplace Safety and Health (WSH) procedures and practices in the planning, preparation and execution of work activities	Coordinate organisation's Workplace Safety and Health (WSH) Management System in compliance with WSH Act, relevant regulations and Approved Codes of Practice (ACOP)	Facilitate development and implementation of Workplace Safety and Health (WSH) frameworks and procedures in control of operations, maintenance, contractor and other work activities	Design a Workplace Safety and Health (WSH) Management System for an organisation	Evaluate organisation's Workplace Safety and Health (WSH) management system, identify areas for improvement, make the relevant recommendations and monitor the progress of improvement
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>WSH management system and its elements</li> <li>WSH programmes</li> <li>Types of incentives for promoting WSH programmes</li> <li>Resources for implementing WSH programmes</li> <li>Relevant stakeholders for WSH programmes</li> <li>WSH training</li> <li>Means of obtaining updates on WSH programmes</li> <li>Emergency preparedness and response plans</li> </ul>	<ul style="list-style-type: none"> <li>WSH policies, procedures and practices</li> <li>Types and usage of Personal Protective Equipment (PPE)</li> <li>Safety signs and symbols</li> <li>Methods of maintaining safe work environment</li> <li>WSH roles and responsibilities</li> <li>WSH policies and procedures that are applicable to contractors</li> </ul>	<ul style="list-style-type: none"> <li>WSH management programmes</li> <li>Elements of WSH management systems</li> <li>Resources for implementing WSH management programmes</li> <li>Relevant stakeholders for &lt;XXX&gt;</li> <li>Types of WSH training</li> <li>Records of WSH legal documents</li> <li>Applicable WSH legal and other requirements</li> <li>Means of obtaining updates on amended or new WSH legal requirements</li> <li>Communication channels</li> </ul>	<ul style="list-style-type: none"> <li>Workplace Safety and Health (WSH) legal and other requirements</li> <li>SS 506 requirements and risk management code of practice</li> <li>Features of WSH policy</li> <li>Relevant information for the review of WSH policy and risk management plan</li> <li>Methods of collecting valid and reliable information relevant to WSH</li> <li>Means of assessing legal updates</li> <li>Risk management plan</li> <li>WSH management programmes</li> <li>Hazard identification and risk assessment methodology</li> <li>Emergency preparedness and response plan framework</li> <li>Types of emergency response plans</li> <li>Types of incidents</li> <li>Investigation process for WSH accident, incident, and non-conformance</li> </ul>	<ul style="list-style-type: none"> <li>Elements of WSH Management System</li> <li>Essential WSH legislations and other requirements</li> <li>Code of Practice on WSH Risk Management</li> <li>Mandatory incident reporting requirements</li> <li>List of high-risk activities requiring Permit-to-Work</li> </ul>	<ul style="list-style-type: none"> <li>Areas of improvement to WSH Management System</li> <li>Organisational needs for improvement</li> <li>Consultation with stakeholders</li> <li>Prioritisation of areas for improvement</li> <li>Improvement recommendation</li> <li>Levels of control</li> <li>Legal and other requirements on WSH</li> <li>Good practices in WSH</li> <li>Resources needed for implementation of improvement recommendations</li> <li>Benefits on recommended improvements</li> <li>Setting of measurements for successful implementation</li> <li>WSH Implementation plan</li> <li>Monitor and review of implementation progress</li> <li>Resolving issues during implementation</li> <li>Contextual or organisational changes</li> </ul>

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

				<ul style="list-style-type: none"> <li>• WSH performance measurement and monitoring procedures</li> <li>• Types of WSH performance data</li> <li>• Types of audit programme</li> </ul>		<ul style="list-style-type: none"> <li>• Verification of improvements' effectiveness</li> <li>• Reporting to stakeholders on improvement made</li> </ul>
<b>Abilities</b>	<ul style="list-style-type: none"> <li>• Explain WSH programmes to workers in relation to organisational WSH management system</li> <li>• Participate in various WSH programmes and incentives under organisational WSH management system</li> <li>• Guide workers through the various emergency response plans</li> </ul>	<ul style="list-style-type: none"> <li>• Comply with WSH system in the workplace</li> <li>• Maintain good housekeeping standards</li> <li>• Ensure correct selection of Personal Protective Equipment (PPE)</li> <li>• Ensure contractors comply with WSH policies and procedures</li> <li>• Contribute WSH improvement ideas</li> </ul>	<ul style="list-style-type: none"> <li>• Coordinate implementation of WSH management programmes with the necessary resources in compliance with the relevant WSH management system elements</li> <li>• Coordinate WSH trainings for relevant stakeholders</li> <li>• Coordinate and document a management review on WSH management system</li> <li>• Maintain and update records of WSH legal documents in accordance with legal and other requirements</li> <li>• Communicate legal compliance requirements to relevant stakeholders and government agencies</li> <li>• Coordinate governmental agency visits or inspections and compliance audits at the workplace</li> </ul>	<ul style="list-style-type: none"> <li>• Review WSH policy and risk management plan for deficiencies against the requirements of SS 506 and risk management code of practice</li> <li>• Apply hazard identification and risk assessment methodology to determine the controls necessary in reducing risks at source</li> <li>• Set WSH objectives and determine specific programme(s) to enable the achievement of the WSH objectives for organisation</li> <li>• Establish WSH management programme framework for organisation to embark on to meet the organisational safety and health needs</li> <li>• Establish a framework for organisational emergency preparedness and response plan</li> <li>• Develop operational control to manage the WSH risks to an acceptable level</li> <li>• Develop performance measurement and monitoring procedure to monitor and measure WSH performance</li> <li>• Develop processes for investigation and reporting of accident/incident</li> </ul>	<ul style="list-style-type: none"> <li>• Establish a Workplace Safety and Health Management System (WSH MS)</li> <li>• Design components of a WSH MS</li> <li>• Integrate elements of the WSH MS into a holistic system to meet the organisational and other requirements.</li> </ul>	<ul style="list-style-type: none"> <li>• Identify areas of improvement to the WSH Management System based on organisational needs for improvement</li> <li>• Develop a proposal on areas of improvement</li> <li>• Present improvement recommendations proposal to stakeholders</li> <li>• Advise stakeholders on setting of measurements for successful implementation in accordance with the implementation plan</li> <li>• Monitor and review progress of implementation</li> </ul>

				<ul style="list-style-type: none"> <li>• Establish an internal audit programme to evaluate the organisational WSH management system</li> <li>• Develop the WSH management system implementation plan</li> <li>• Conduct management review of WSH management system to ensure its continuing stability, adequacy and effectiveness</li> <li>• Present to stakeholders the developed WSH management system implementation plan for review</li> </ul>		
--	--	--	--	--	--	--