### SKILLS FRAMEWORK FOR MARINE AND OFFSHORE

#### SKILLS MAP - WORKPLACE SAFETY AND HEALTH COORDINATOR

**Sector** | Marine and Offshore  
---|---  
**Track** | Workplace Safety and Health  
**Occupation** | WSH Professional  
**Job Role** | Workplace Safety and Health Coordinator  

#### Job Role Description

The Workplace Safety and Health (WSH) Coordinator supports the organisation’s WSH procedures by conducting safety checks to identify cases of non-compliance with organisational procedures and legal WSH requirements. He/She observes daily work practices, gathers feedback from workers, evaluates risks associated with the hazards identified in the workplace and escalates issues that require corrective and preventive actions to be undertaken.

The WSH Coordinator’s duties require him to work outdoors, conducting checks on shop floors, within dry docks and on-board ships. He must possess a level of physical fitness appropriate to the job requirements, keen observation skills and in-depth knowledge of WSH requirements to enforce safety compliance at the workplace. The WSH Coordinator must fulfill relevant legal requirements on WSH-related training to undertake the job and specific WSH tasks.

#### Critical Work Functions and Key Tasks

<table>
<thead>
<tr>
<th>Critical Work Functions</th>
<th>Key Tasks</th>
<th>Performance Expectations (For legislated / regulated occupations)</th>
</tr>
</thead>
</table>
| Deploy workplace safety and health (WSH) programmes | Follow WSH policies and procedures | In accordance with:  
• Classification Society regulations;  
• Workplace Safety and Health (WSH) Act  
Conduct safety inductions and orientations  
Explain WSH compliance requirements and proper work practices pertaining to employees’ specific work processes or areas  
Address and provide counsel on specific instances of WSH non-compliance and unsafe work practices |
| Manage WSH performance | Participate in WSH compliance inspections |  
Conduct routine checks on work activities of other departments  
Collect data on WSH performance, conditions and practices  
Identify WSH non-compliance, unsafe work conditions and practices  
Report instances of WSH non-compliance, unsafe work conditions and practices to team members  
Notify team members of health hazards, such as toxic gases and fumes  
Support implementation of actions to improve WSH performance and control risks  
Monitor effectiveness of implemented improvement actions |
| Coordinate emergency response and incident and accident investigations | Respond promptly to incidents and accidents |  
Follow emergency preparedness and response plans (EPRPs) when responding to emergency situations  
Alert team members of emergency situations and potential escalation of incidents and accidents  
Conduct emergency response drills  
Support WSH incident and accident investigations  
Follow investigation protocols to collect data and report findings  
Contribute suggestions to mitigate reoccurrences of incidents and accidents  
Support implementation of corrective and preventive actions (CAPA) |

#### Skills & Competencies

<table>
<thead>
<tr>
<th>Technical Skills and Competencies</th>
<th>Generic Skills and Competencies (Top 5)</th>
</tr>
</thead>
</table>
| Emergency Response Management    | Communication  
Level 3  
Intermediate |
| Forming                          | Problem Solving  
Level 3  
Basic |
| Incident and Accident Investigation | Resource Management  
Level 3  
Basic |
| Joining and Welding              | Teamwork  
Level 3  
Intermediate |
| Launch Planning and Management   | Decision Making  
Level 4  
Basic |
| Lift Planning and Management     |  
Level 3 |
| Machining                        |  
Level 2 |
| Programme Management             |  
Level 2 |
| Quality System Management        |  
Level 2 |
| Technical Inspection             |  
Level 3 |
<table>
<thead>
<tr>
<th>Programme Listing</th>
<th>Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>Technical Writing</td>
<td>Level 2</td>
</tr>
<tr>
<td>WSH Culture Development</td>
<td>Level 3</td>
</tr>
<tr>
<td>WSH Performance Management</td>
<td>Level 2</td>
</tr>
<tr>
<td>WSH Policy Development</td>
<td>Level 4</td>
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</tbody>
</table>

For a list of Training Programmes available for the Marine and Offshore sector, please visit: www.skillsfuture.sg/skills-framework/marineandoffshore

The information contained in this document serves as a guide.