<table>
<thead>
<tr>
<th>TSC Category</th>
<th>Workplace Safety and Health Management</th>
</tr>
</thead>
<tbody>
<tr>
<td>TSC</td>
<td>Workplace Safety and Health Policy Development</td>
</tr>
<tr>
<td>TSC Description</td>
<td>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</td>
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<table>
<thead>
<tr>
<th>TSC Proficiency Description</th>
<th>Level 1</th>
<th>Level 2</th>
<th>Level 3</th>
<th>Level 4</th>
<th>Level 5</th>
<th>Level 6</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>WPH-WSH-1084-1.1</td>
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<tr>
<td>Monitor legal compliance and report incidents and non-compliance issues according to organisational standard operating procedures (SOPs)</td>
<td>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</td>
<td>Coordinate formulation, implementation and management review of workplace safety and health (WSH) policies</td>
<td>Support workplace safety and health (WSH) policy development in compliance with organisational programmes and relevant regulations</td>
<td>Set up organisational workplace safety and health (WSH) policies and advise management on appropriate legal compliance measures</td>
<td>Advise organisational stakeholders on workplace safety and health (WSH) legal requirements, product stewardship and corporate social responsibility</td>
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### Knowledge

<table>
<thead>
<tr>
<th>Level 1</th>
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<th>Level 5</th>
<th>Level 6</th>
</tr>
</thead>
<tbody>
<tr>
<td>WSH legal and other requirements</td>
<td>Stakeholders under WSH legal and other requirements</td>
<td>WSH responsibilities and duties of relevant stakeholders</td>
<td>Personnel from whom advice is sought on WSH legal and other requirements</td>
<td>Penalties for non-compliance with legal requirements</td>
<td>Types of reportable incidents</td>
</tr>
<tr>
<td>Types and interpretation of relevant WSH legislations and relevant industry codes of practice (CP)</td>
<td>Types and usage of personal protective equipment (PPE)</td>
<td>Types and usage of safety devices and equipment</td>
<td>Types and interpretation of safety signage</td>
<td>Organisational WSH Procedures</td>
<td>Organisational risk assessment (RA)</td>
</tr>
<tr>
<td>Organisational information relevant to formulation of WSH policies</td>
<td>Applicable legal and other requirements relating to formulating, implementing and reviewing WSH policies</td>
<td>WSH management system standards</td>
<td>Characteristics of good WSH policies</td>
<td>WSH policy objectives</td>
<td>Relevant stakeholders</td>
</tr>
<tr>
<td>Processes in organising management meetings</td>
<td>Approaches to document WSH policies</td>
<td>Methods to communicate WSH policies</td>
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<td>Methods to communicate WSH policies</td>
</tr>
<tr>
<td>Factors that may influence the organisation’s WSH policy and objectives</td>
<td>WSH policies, regulations, best practices, legislative requirements and work practice implications</td>
<td>Personnel from whom advice is sought on WSH policies</td>
<td>Penalties for non-compliance with legal requirements</td>
<td>Considerations in developing WSH organisational structure</td>
<td>Types of advice on WSH policies</td>
</tr>
<tr>
<td>Elements of WSH Management System</td>
<td>Principles of product stewardship</td>
<td>Good practices related to product stewardship</td>
<td>Guidelines related to product stewardship</td>
<td>Recommendations on good practices to conform to product stewardship</td>
<td>Records on implementation of product stewardship management</td>
</tr>
<tr>
<td>WSH legal and other requirements and standards</td>
<td>Organisational workplace safety and health (WSH) policies and advise management on appropriate legal compliance measures</td>
<td>Advise organisational stakeholders on workplace safety and health (WSH) legal requirements, product stewardship and corporate social responsibility</td>
<td>Guidelines related to CSR</td>
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## SKILLS FRAMEWORK FOR WORKPLACE SAFETY AND HEALTH
### TECHNICAL SKILLS & COMPETENCIES (TSC) REFERENCE DOCUMENT

### Internal and external factors affecting WSH policy
- Introduction to WSH management programmes
- Continual improvement to organisational WSH policy
- Process for review of WSH policies, objectives and applicable legal and other requirements
- Types of information required for review of policy and objectives
- Scope and criteria of WSH policies and objectives review
- Impact to organisation arising from process review
- Changes in policies arising from review

### Abilities
- Identify WSH legal and other requirements relevant to workplace and practices of the organisation
- Communicate WSH responsibilities and duties of relevant stakeholders
- Report incidents and non-compliances to appropriate persons in accordance to organisational WSH procedures
- Identify WSH legal requirements
- Identify and monitor hazards including personal health issues
- Comply with WSH requirements
- Implement risk controls
- Plan daily work to meet WSH legal requirements
- Identify and collect relevant organisational information to formulate WSH policies in accordance with WSH management system standards
- Communicate WSH policies to relevant stakeholders
- Coordinate WSH risk assessment processes at the workplace
- Coordinate WSH management programmes that are initiated by functional departments for meeting the objectives
- Collect information for the review of WSH policies and objectives
- Inform management of gaps between WSH actual performance and targets
- Document review of WSH policies
- Monitor progress of WSH management
- Communicate WSH policies to stakeholders
- Propose improvements on WSH policies to management
- Report non-compliance to WSH policies in accordance with organisational WSH procedures
- Track implementation of recommended actions to improve WSH policies
- Formulate WSH policy statements and objectives in consultation with relevant stakeholders
- Develop WSH organisation structures
- Identify organisation-wide management programmes for implementation of WSH policies and objectives
- Advise on WSH policies, objectives and applicable WSH legal and other requirements to relevant stakeholders for compliance
- Develop methods to monitor progress towards achieving compliance of WSH policy objectives to applicable legal and other requirements in the organisation
- Update stakeholders on new or amended legal and other requirements to maintain compliance
- Identify WSH legal and other requirements and standards relevant to WSH audit of an organisation
- Determine good practices relating to product stewardship and Corporate Social Responsibility (CSR) of an organisation
- Advise stakeholders on legal requirements relevant to WSH audit of an organisation
- Recommend good practices that conform to product stewardship with organisational procedures
- Advise relevant stakeholders in implementation of CSR in WSH
- Monitor and review the implementation of product stewardship management and CSR

### Recommendations on good practices to conform to WSH related CSR
- Preparation of CSR reports and documentation
- Maintenance of CSR requirements

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| Programmes in meeting determined WSH objectives | Track closure of recommended actions arising from management review for continual improvement | Develop process for effective review of WSH policy and objectives
Interpret and relate the relevant requirements from the WSH Act, Singapore Standards (SS) and Code of Practice (CP) |