**Job Role Description**

The Workplace Safety and Health (WSH) Supervisor is responsible for conducting daily WSH compliance inspections at work sites. He/She assists in safety and health planning and organisation, identifying WSH hazards, evaluating and controlling risks, carrying out WSH inspections and conducting incident investigations and preparing reports. He may be expected to conduct internal trainings or briefings to facilitate safety compliance.

He is required to work on-site and work closely with operations and occupational hygiene team.

The WSH Supervisor is collaborative and demonstrates good teamwork and in order to solve problems.

### 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>
<tbody>
<tr>
<td>Deploy workplace safety and health (WSH) programmes</td>
<td>Assist in carrying out initiatives to support WSH programmes</td>
<td>In accordance with: - Workplace Safety and Health Act</td>
</tr>
<tr>
<td></td>
<td>Assist in conducting safety inductions and orientations</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Explain WSH compliance requirements and proper work practices pertaining to subordinates' work</td>
<td></td>
</tr>
<tr>
<td>Manage WSH performance</td>
<td>Participate in WSH compliance inspections</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Facilitate conduct of routine checks on work activities</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Support collection of data on WSH performance, conditions and practices</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Identify WSH non-compliance, unsafe work conditions and practices among subordinates' work activities and environment</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Report instances of WSH non-compliance, unsafe work conditions and practices to team members</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Deliver safety briefings to relevant stakeholder</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Intervene in unsafe behaviours and work practices</td>
<td></td>
</tr>
<tr>
<td>Manage business continuity</td>
<td>Coordinate subordinates' responses to incidents and accidents</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Participate in emergency preparedness and response plans (EPRPs) when responding to emergency situations</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Assist in conduct of emergency response drills</td>
<td></td>
</tr>
<tr>
<td>Develop workplace safety and health management systems (WSHMS)</td>
<td>Assist in executing work processes to establish scope of WSH risks</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Assist to implement action-plans for WSHMS improvements</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Assist with risk management (RM) plans for work processes and work areas</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Assist RM and risk assessment (RA) teams within respective work processes and work areas</td>
<td></td>
</tr>
</tbody>
</table>

### Skills & Competencies

<table>
<thead>
<tr>
<th>Technical Skills and Competencies</th>
<th>Generic Skills and Competencies (Top 5)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Emergency Response Management</td>
<td>Level 2 Communication</td>
</tr>
<tr>
<td>Hazards Identification</td>
<td>Level 1 Digital Literacy</td>
</tr>
<tr>
<td>Technology Application</td>
<td>Level 2 Problem Solving</td>
</tr>
<tr>
<td>Workplace Safety and Health Culture Management</td>
<td>Level 2 Resource Management</td>
</tr>
<tr>
<td>Workplace Safety and Health Incident Management</td>
<td>Level 1 Teamwork</td>
</tr>
<tr>
<td>Workplace Safety and Health Performance Management</td>
<td>Level 1</td>
</tr>
<tr>
<td>Workplace Safety and Health Policy Development</td>
<td>Level 1</td>
</tr>
<tr>
<td>Workplace Safety and Health System Management</td>
<td>Level 1</td>
</tr>
</tbody>
</table>

### Programme Listing

For a list of Training Programmes available for the WSH sector, please visit: www.skillsfuture.sg/skills-framework/wsh