# WSH Professionals Competency Map and Qualifications Framework (Version 2)

To drive organisational WSH awareness and compliance through key activities such as identifying, anticipating, assessing, evaluating and managing risks to provide safe and incident-free workplaces for the well-being of employees, temporary workers, contractor personnel, visitors and any other person at the place of work.

## Core Units

<table>
<thead>
<tr>
<th>Policy and Risk Management</th>
<th>WP02-PR-601C-1</th>
<th>Manage WSH Audit Programme (2CV)</th>
<th>WP02-PR-602C-1</th>
<th>Advise on WSH Legal Requirements and Good Practices (1CV)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Operational Control</td>
<td>WP02-IC-601C-1</td>
<td>Recommend Continual Improvement to WSH Management System (2CV)</td>
<td>WP02-IC-602C-1</td>
<td>Apply Risk Assessment Methodologies in WSH Process (4CV)</td>
</tr>
<tr>
<td>Corrective and Preventive Actions</td>
<td>WP02-CA-601C-1</td>
<td>Conduct WSH Management System Audit (2CV)</td>
<td>WP02-CA-602C-1</td>
<td>Conduct a WSH Culture Assessment (2CV)</td>
</tr>
</tbody>
</table>

## Elective Units

- WP02-IC-603E-1 Apply WSH Operational Excellence (4CV)
- WP02-PR-506E-1 Manage WSH in Construction industry (2CV)
- WP02-PR-507E-1 Manage WSH in Chemical, Process, Pharmaceutical and Laboratories (2CV)
- WP02-PR-508E-1 Manage WSH in Manufacturing industry (2CV)
- WP02-PR-509E-1 Manage WSH in Service industry (2CV)
- WP02-PR-510E-1 Manage WSH in Marine industry (2CV)
- WP02-PR-511E-1 Establish Environmental Management System (2CV)
- WP02-PR-512E-1 Develop a Business Case for WSH (2CV)
- WP02-PR-513E-1 Apply Human Factors in Job Design (3CV)

## Typical Job Titles

- **WSH Auditor**, Lead Auditor, Consultant, Specialist
- **CWSH Officer***, Professional, Advisor, Specialist, Manager, Engineer, Executive

## Competency Units

### Policy and Risk Management

- Establish WSH Policy and Advise on WSH Legal Compliance Issues (3CV)
- Identify WSH Hazards and Assess WSH Risks (2CV)
- Recommend WSH Control Measures (2CV)
- Manage WSH Risk (2CV)
- Develop a WSH Management System (1CV)

### Operational Control

- Design and Implement Behavioural Safety Programme (1CV)
- Establish and Review Emergency Preparedness and Response Plan (2CV)
- Develop a WSH Culture (1CV)

### Corrective and Preventive Actions

- Establish Measurement and Monitoring of WSH Performance (2CV)
- Establish and Manage WSH Incident Investigation and Analysis Processes (2CV)
- Manage Internal WSH Audit System (2CV)

### Interpersonal Skills

- Lead Workplace Communication and Engagement <ES WSQ> (2CV)
- Compose Technical Report <OHP WSQ> (1CV)

### Analytical, Conceptual and Evaluative Skills

- Solve Problems & Make Decisions at Managerial Level <ES WSQ> (2CV)
- Support the Establishment of a Framework for Initiative and Enterprise <ES WSQ> (2CV)

### Training Delivery

- Prepare and Facilitate Classroom Training <TAE WSQ> (2CV)

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* Qualifier required. Attainment of qualification does not automatically qualify for the titles. Additional criteria such as industrial knowledge and experience etc. can be set by the qualifier body.
## WSH Professionals Competency Map and Qualifications Framework (Version 2)

To drive organisational WSH awareness and compliance through key activities such as identifying, anticipating, assessing, evaluating and managing risks to provide safe and incident-free workplaces for the well-being of employees, temporary workers, contractor personnel, visitors and any other person at the place of work.

### Advanced Certificate in WSH

- **8 Core Units** +
- **2 Elective Units**

### Certificate in WSH

- **5 Core Units** +
- **1 Elective Unit**

### Qualifications

- **CORE UNITS**
- **COMPETENCY UNITS**
- **ELECTIVE UNITS**

### Competency Category Descriptions

#### Policy and Risk Management

- Consists of all the activities involved in managing the organisational WSH management system, setting the direction for the business to deal with WSH issues in daily operations and ensuring relevancy and effectiveness of the system.

#### Operational Control

- Consists of activities involved in the operational control of the organisational WSH management system, including day-to-day operational activities such as managing resources, behaviours, promoting good WSH culture and implementing systems of work procedures.

#### Corrective and Preventive Actions

- Consists of activities involved in the continued sustainability and effectiveness of the organisational WSH management system, such as WSH inspections and audits, setting and conducting performance measurements and making adjustments based on those findings.

#### Interpersonal Skills

- Consists of skills to work and communicate effectively in a diverse team environment and negotiate for mutually beneficial outcomes.

#### Analytical, Conceptual and Evaluative Skills

- Consists of skills to generate feasible, efficient and innovative solutions to solve work problems, enhance productivity and capitalize on new opportunities.

### Training Delivery

- This functional area relates to the delivery of training interventions.

### Process

- Consists of all the activities involved in managing the organisational WSH management system, setting the direction for the business to deal with WSH issues in daily operations and ensuring relevancy and effectiveness of the system.

### Elective Units

- **1 elective from each group**

### Group 1:

- **Group 1:**
  - **Policy and Risk Management**
    - WP02-PR-301C-1 Administer WSH Policy (1CV)
    - WP02-PR-302C-1 Identify WSH hazards and Implement Control Measures (2CV)
    - WP02-PR-304E-1 Supervise WSH in Construction Tunnelling (MOM – BCSS) (3CV)
    - WP02-PR-305E-1 Supervise WSH in Manufacturing Industries (MOM – BISH) (3CV)
    - WP02-PR-306E-1 Supervise WSH in Marine Industries (MOM – SSSC) (3CV)
  - **Operational Control**
    - WP02-IC-301C-1 Coordinate WSH Management System with Legal Compliance (2CV)
    - WP02-IC-302C-1 Coordinate Implementation of Emergency Preparedness and Response Plans (1CV)
    - WP02-IC-303C-1 Promote WSH Culture Development (1CV)
  - **Corrective and Preventive Actions**
    - WP02-CA-301C-1 Investigate and Report WSH Incidents (2CV)
    - WP02-CA-302C-1 Measure, Monitor and Report WSH Performance (1CV)
  - **Process**
    - WP02-IC-304C-1 Coordinate WSH Management System with Legal Compliance (2CV)
    - WP02-IC-305C-1 Coordinate Implementation of Emergency Preparedness and Response Plans (1CV)
    - WP02-IC-306C-1 Promote WSH Culture Development (1CV)
  - **Interpersonal Skills**
    - ES-IP-301G-1 Facilitate Effective Communication and Engagement at the Workplace <ES WSQ> (2CV)
  - **Analytical, Conceptual and Evaluative Skills**
    - ES-ACE-301G-1 Foster Initiative & Enterprise in Teams <ES WSQ> (2CV)

- **Group 2:**
  - **Policy and Risk Management**
    - WP02-PR-101C-1 Identify Hazards and Maintain Risk Control Measures (2CV)
    - WP02-PR-102C-1 Support WSH Legal Compliance and Incident Reporting (2CV)
    - WP02-PR-103C-1 Support WSH Risk Control and Reporting (2CV)
  - **Operational Control**
    - WP02–IC–101C-1 Participate in Implementing WSH Management Process (2CV)
    - WP02–IC–102C-1 Participate in Implementing WSH Management Process (2CV)
  - **Corrective and Preventive Actions**
    - WP02–CA–101C-1 Check and report outcome of WSH inspection (2CV)
    - WP02–CA–102C-1 Check and report outcome of WSH inspection (2CV)
  - **Interpersonal Skills**
    - ES-IP-101G-1 Communicate and Relate Effectively at the Workplace <ES WSQ> (2CV)
    - ES-IP-102G-1 Communicate and Relate Effectively at the Workplace <ES WSQ> (2CV)
  - **Analytical, Conceptual and Evaluative Skills**
    - ES-ACE-101G-1 Solve Problems & Make Decisions at Operations Level <ES WSQ> (2CV)
    - ES-ACE-102G-1 Solve Problems & Make Decisions at Supervisory Level <ES WSQ> (2CV)

### Typical Job Titles

- WSH Coordinator, Supervisor
- WSH Representative, Promoter, Advocate
- WSH Professional, Advocate
- WSH Professional, Promoter
- WSH Professional, Advocate

**Updated on:** 26 June 2014
COURSE ENTRY REQUIREMENTS & ASSUMED SKILLS AND KNOWLEDGE

QUALIFICATIONS

Graduate Certificate in WSH

Specialist Diploma in WSH

Advanced Certificate in WSH

Certificate in WSH

COURSE ENTRY REQUIREMENTS (LEVELS C & D)

EITHER

- A recognised WSH degree qualification for WSHO registration with MOM; and
- At least 2 years of post-WSH qualification working experience as a WSH officer or similar occupational role

OR

- Technology/Science-related/Engineering diploma/degree; and
- WSQ Specialist Diploma in WSH qualification (Level C); and
- At least 2 years of post-WSH qualification working experience as a WSH officer or similar occupational role

OR

- GCE "O" Level English & Mathematics grade B4 or ES Workplace Literacy and Numeracy Level 7; and
- WSQ Specialist Diploma in WSH qualification (Level C); and
- At least 2 years of post-WSH qualification working experience as a WSH officer or equivalent

ASSUMED SKILLS AND KNOWLEDGE (LEVELS A & B)

- Technology/Science-related/Engineering diploma/degree; and
- At least 2 years of WSH relevant working experience

OR

- Possess ES Workplace Literacy Level 6 or GCE "O" Level English grade C6; and
- Possess ES Workplace Numeracy Level 6 or GCE "O" Level Maths grade C6, or bridging course; and
- Possess GCE "O" Level Science grade C6, or bridging course; and
- Possess WSH skills and knowledge equivalent to that of Advanced Certificate in WSH; and
- At least 2 years of post-WSH qualification working experience as WSH supervisor, coordinator or similar occupational role

Updated on: 26 June 2014
For purposes of attaining full qualifications, equivalency between the earlier versions of WSH Professionals Competency Units and the corresponding version 2 updates are recognised as follows:

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<td><strong>Current Competency Unit</strong></td>
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<tr>
<td>WP02-IC-501C-1 Design and Implement Behavioural Safety Programme</td>
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<td>WP02-CA-501C-1 Establish Measurement and Monitoring of WSH Performance</td>
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<td>WP02-CA-502C-1 Establish and Manage WSH Incident Investigation and Analysis Process</td>
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<tr>
<td>WP02-CA-503C-1 Manage Internal WSH Management System Audit</td>
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<tr>
<td>WP02-PR-101C-1 Identify WSH Hazards and Maintain Risk Control Measures</td>
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<tr>
<td>WP02-PR-102C-1 Support WSH Legal Compliance and Incident Reporting</td>
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<tr>
<td><strong>Current Competency Unit</strong></td>
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<tr>
<td>WP02-PR-307E-1 Supervise WSH in Service Industry</td>
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