

ADVANCE CERTIFICATE IN WSH LEVEL B VER.2

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1. Explain the WSH roles, responsibilities and authorities for any four (4) of employees that should be defined in the WSH Management System.

For the effective implementation of safety and health management system in an organization, it is important that WSH roles, responsibilities and authorities of employees delegated for the implementation should be clearly defined and documented.

Such as employees may include;

- WSH Officer
- Safety Supervisor
- Scaffold Supervisor
- WAH Supervisor

Job Description of a WSH Officer

- To assist the occupier of the workplace to identify and assess any foreseeable risk arising from the workplaces or work processes;
- To recommend to the occupier reasonably practicable measures to eliminate any foreseeable risk to any person who is at work
- To assist the occupier of the workplace implements the measure or safe work procedure.
- Eliminate, substitute and reduce the risk at work.

Job Description of a Safety Supervisor

- To ensure that the provision under WSH act and relevant WSH related regulation are complied with;
- To promote safe conduct of work in the work place

- To liaise with the WSHO or WSH coordinator on safety and health matters.

Job Description of a Scaffold Supervisor

- To ensure the employee should comply with Scaffolds Regulations, WMS, SWP and RA
- The scaffold supervisor should inspect the scaffold once Every seven days and maintain Record
- This should be followed by regular and thorough inspections which will enable supervisors to identify and manage potential hazards at the worksite
- Supervisors can communicate safety guidelines to the workers during toolbox meetings

Job Description of a WAH Supervisor

- They are responsible for the safety and health of the workers working at height
- They should ensure the compliance of fall prevention measures specified by the employer or principal in the Safety and Health Management System (SHMS) or Fall Prevention Plan (FPP).
- Where a Permit-to-work (PTW) system has been implemented, the supervisor shall ensure all control measures are adhered and implemented effectively on site before submitting the application to the assessor for evaluation.

2. Identify at least three (3) stakeholders relevant to the chosen work and explain how the WSH roles, responsibility and authorities would be communicated to the stakeholders.

The WSH roles, responsibility and authorities of personnel involved in works should be communicated to all relevant stakeholders so that they will understand and fulfill their job as required by the organization such communication can be done by various ways as explained below,

Project manager

- **Progress meeting with stakeholder to highlight and discuss**
- **WSH committee meeting**
- **Email and telecommunication**

Sub contractor

- **WSH committee meeting**
- **Appointment letters clearly mention roles and responsibilities**
- **Vessel safety Coordination committee meeting**

Supervisor

- **Vessel safety Coordination committee meeting**
- **Induction/awareness training**
- **Progress meeting**
- **Safety notice board**
- **Toolbox meeting**

3. Describe three WSH management system used in workplace and explain any five (5) elements of the WSH management system in detail and how your organization implement it.

Three (3) WSH management system:

- 1. ISO 45001:2018 Must explain in details**
- 2. SS 506 : Must explain in details**
- 3. Company Safety Management System - Must explain in details**

Five (5) Elements of WSH Management System

1.WSH Policy:

Safety policy illustrates occupier's commitments and approach to safety.

A safety policy may include:-

- statement stating managements safety goals and objectives**
- Description of responsibility, authority and interrelation of personnel who manage, perform and verify work affecting safety.**
- The policy also reviewed and revised regularly to current work conditions and environment**

2.Group meeting:

Group meeting should be organized to inform and address issue to stakeholders and take appropriate action to achieve the objectives of safety and health management system.

Example of group meeting may include-

- WSH committee meeting**

- **Toolbox meeting**
- **Safety briefing**
- **Other coordination meeting.**

3. Safe work practices(SWP):

Safe work practices (SWP) should be developed all work activities to ensure that works are carried out in a safe manner and do not endanger working personnel with the objective to eliminate or minimizes occurrence of incidents.

SWPs may includes;

- 1. Work processes.**
- 2. Appropriate use of equipment and machinery.**
- 3. Installation and use of temporary structures and installations**
- 4. Permit to work system for high hazard work activities.**

4. In house safety rules and regulations:

In house safety rules and regulations need to be established and enforced to ensure all working personnel know their roles and responsibilities in safety and comply with them.

For example, in house rules may be established and implemented for the following:

- 1. Proper use of personnel protective equipment.**
- 2. Operation and maintenance of plant, machinery and equipment.**
- 3. Handling, storage and use of hazardous materials.**
- 4. Reporting of hazards and incidents.**

5. Maintenance regime:

Establishing an effective and practical maintenance regime is necessary to ensure that all tools, plants, machinery and equipment used at the workplace are regularly maintained so as to prevent incidents that may occur due to defects or failure of such equipment and machineries.

Some of the important aspects of a good maintenance regime are as follows:

- 1. Identifying, compiling and maintaining a complete list of all tools, plant, machineries and equipment.**
- 2. Inspection and maintenance of all tools, plants, machineries and equipment.**
- 3. Documenting the defects and malfunctions and their repairs performed by external agents.**
- 4. Establishing procedures for breakdown and repair of all tools, plants, machineries and equipment.**
- 5. Training of maintenance personnel to be competent in their jobs.**

4. Identify resources required for the implementation of WSH management.

Resources:

Management of organizations should ensure that resources are required to establish, implement and maintain

- Human resources**
- Financial resources**

- Equipment and tool allocation
- Space allocation
- Specialized skills
- Scheduling of implementation

6. Coordinate and document a management review on WSH management system and illustrate types of record to be documented for management review.

Coordinate a management review session in accordance to organizational procedures may include

- **Collecting information required**
 - 1. Action status of previous management meeting review**
 - 2. Audit result**
 - 3. WSH performance indicators**
- **presenting the information in a format conducive to management review, such as**
 - 1. Tabulating data into appropriate format for presentation**
 - 2. Summarizing key information**
 - 3. Showing comparison of actual performance against set targets**
- **Arranging for management review session such as**
 - 1. Arranging for appropriate dates and venue**

2. Drafting the agenda

3. Preparing necessary materials

S/N	Types of WSH Performance Indicators	For year 2022	Target set for year 2023	Actual performance for year 2023
1	Workplace injury rate	45	22	19
2	Accident frequency rate	1.2	0.6	0.8
3	Accident severity rate	30	14	18
4	No. of worker trained on WSH	35(out of 212)	50(out of 212)	58(out of 212)

6. Prepare Legal Register for your workplace:

The legal register should list WSH legal and other requirements applicable to the organization's process, product or services and area of concern.

S/NO	Title of Act/Regulation	Application (Location)	Application (Process/Activity)
1	Workplace Safety and Health	Entire Factory	Entire factory operation
2	WSH (Noise) regulation	Production floor and workshop	Use of stamping machine, grinding and cutting machine
3	WSH (Risk management) regulation	Entire factory	Entire factory operation
4	WSH (General Provision) regulation	Entire factory	Entire factory operation
5	WSH (First Aid)	All workplace	All workplace

6	Fire Safety Act and its subsidiary ingestion	All workplace	All workplace
7	The Environmental pollution control (Hazardous Substance) regulation	Workshop	Use of spray painting
8	Code of practice for Risk Management	All workplace	All workplace
9	Code of Practice for Work at Height	Production floor, Workshop, AHU room, Warehouse	All work at height
10	Code of Practice for Scaffolds 1996	Production floor, Workshop, AHU room, Warehouse	All scaffold activities
11	Code of practice for Selection, Use and Maintenance of Respiratory protective devices	Workshop	Use of Spray painting
12	WSH-(Confined space) Regulation	All workplace	Working inside the tank
13	WSH-(Ship building and repairing) Regulation	All workplaces	All activity related in shipyard

14	WSH-(Operation of cranes) Regulation	All workplace	Lifting activity
15	WSH-(WSH Officers) Regulation	All workplaces	All activity
16	WSH- (Medical Examination) Regulation	All workplaces	All activity

7. Explain how your workplace procedure for checking organizational compliance with applicable WSH legal and other requirement.

Checking of organizational compliance with applicable WSH legal and other requirement should be:-

- **Inspection:** For physical ensure that the activities carry out - according to the legal requirement
- **Documentation review:** To update the legal requirement if there is any change within requirements and change of work environment.

- **Compliance audit:** To ensure that the organization following the legal requirements and updating regularly while require.

8. List communication channels at your workplace to reach out to stakeholder.

Internal communication:

Verbal

Visual

Safety poster

WSH inspection

Management meeting

WSH committee meeting

Email

Safety committee meeting

Risk assessment review

Toolbox meeting

Coordination meeting

Safety campaign

Focuses group meeting

Mobile phone / walky-talky

External communication:

Email

WSH Committee meeting

Poster and signboard

Circular

Mass safety meeting

Focus group meetings

Mobile phone / walky-talky

Newsletters

Pre-start meetings

9. Coordinate compliance audit for workplace (You can attached an Audit Schedule time table by your company)

Compliance audit coordinate should be

- **Arranging for the audit schedule**
- **Arranging for competent auditor**
- **Coordinate audit meeting**
- **Conduct of audit**
- **Follow up on audit report and corrective / preventive action**