

Guidance Notes for bizSAFE Programme

Definitions:

"WSHC" refers to the Workplace Safety and Health Council

"bizSAFE Enterprise" refers to an Enterprise that is participating in the bizSAFE programme and has been recognised – as bizSAFE 1, bizSAFE 2, bizSAFE 3, bizSAFE 4 or bizSAFE STAR – for putting in place workplace safety and health programmes such as Risk Management (RM) and Workplace Safety & Health Management System (WSHMS).

"bizSAFE Mentor" refers to a company or organisation that has demonstrated excellent WSH performance and leadership and who are willing to guide bizSAFE Enterprises as they progress in the programme.

"bizSAFE Partner" refers to a company or organisation that supports the programme by providing business advantage to motivate SMEs to join bizSAFE and improve workplace safety and health. These include larger companies that are engaging SMEs as contractors or subcontractors.

"bizSAFE Service Provider" refers to a company or organisation that provides training, consultancy and audit services directly to participating bizSAFE Enterprises under the programme.

1.0 Obligations under Workplace Safety and Health Act 2006 ("WSHA")

1.1 Recognition or participation in the bizSAFE programme, including any audits conducted thereto and/or in conjunction with bizSAFE recognition, as a bizSAFE Partner will not absolve a business, company or organisation of any of its duties, obligations and requirements under WSHA and the regulations made thereunder.

2.0 Eligibility

2.1 To be eligible to apply for bizSAFE recognition status:

(a) Local registered company status must submit valid certificates from:

- (i) Accounting & Corporate Regulatory Authority (ACRA); or
- (ii) Registry of Companies & Businesses (RCB)

(b) Overseas registered company must submit evidence of company registration with relevant authorities.

3.0 Validity and renewal of bizSAFE status

3.1 Refer to www.wshc.sg/bizSAFE for the Validity of bizSAFE status and renewal procedures upon its expiry.

3.2 Application to renew a company's existing bizSAFE status must be submitted to WSHC at least 60 calendar-days before the end of the existing validity period.

4.0 Suspension or Termination of bizSAFE Status

4.1 WSHC reserves the right to suspend or terminate a participating company or organisation's bizSAFE status at any time

4.2 WSHC may suspend a participating company's bizSAFE status in the event of any serious accident¹ or company on board BUS² programme. During the suspension or termination period, the company's information will be removed from the bizSAFE website. All company's collaterals that have indicated its bizSAFE status, such as the use of the bizSAFE logo, will not be allowed to be distributed.

5.0 Reinstatement of bizSAFE status after suspension

5.1 Reinstatement is subjected to WSHC's approval and WSHC reserves the right to refuse the appeal from company or organisation.

6.0 Cessation of Business

6.1 Any bizSAFE Enterprise that intends to cease its business operations or is facing insolvency or bankruptcy proceedings will notify WSHC in writing within 14 calendar days of such intent or proceedings, and will be given before the company or organisation ceases its business operations or before any insolvency or bankruptcy proceedings are instituted.

7.0 Withdrawal of Participation

7.1 Any bizSAFE Enterprise may withdraw its participation in the bizSAFE programme by giving WSHC 30 calendar-days notice in writing.

7.2 Upon any such withdrawal, the bizSAFE Enterprise will discontinue the use of all services and benefits under the bizSAFE programme.

8.0 Change of Address

8.1 Every bizSAFE Enterprise will notify WSHC of any change of its business address and telephone contact particulars within 14 calendar-days of any such change.

9.0 Inspection and Audit

9.1 WSHC reserves the right to carry out a verification inspection and/or audit at a bizSAFE Enterprise.

9.2 A bizSAFE Enterprise will fully cooperate with WSHC at such inspections and audits.

10.0 bizSAFE Criteria

10.1 WSHC reserves the right to revise the bizSAFE status criteria for bizSAFE Enterprises at any time. WSHC may change the contents of this terms and conditions and/or create new terms or conditions at any time by notifying the participant company or organisation of the changes. The changes will take effect on the date specified in the notice. WSHC will alternatively notify the participant company or organisation of such changes via online message broadcast on the bizSAFE website or in such manner as WSHC deems appropriate.

11.0 Intellectual Property

11.1 The intellectual property rights arising from the bizSAFE programme, including the bizSAFE name and bizSAFE logo and relevant bizSAFE training material, are owned, licensed and controlled by WSHC.

11.2 No part or parts of the bizSAFE logo may be reproduced, distributed, adapted, modified, published, displayed, broadcasted or transmitted in any manner or by any means without the prior written consent of WSHC.

11.3 The bizSAFE logo will not be used by a company or organisation to indicate its bizSAFE recognition or participation status other than/unless expressly allowed/provided for by WSHC.

11.4 To ensure consistency and accuracy, every bizSAFE Enterprise is required to submit its bizSAFE-related publicity text for WSHC's review.

12.0 Fees

12.1 WSHC reserves the right to levy a fee for the participation on bizSAFE application, renewal and reinstatement of bizSAFE Enterprise status.

¹ Serious accidents include but are not limited to accidents which occur at the participant's workplace which result in individuals suffering permanent disabilities, fatalities and dangerous occurrence as defined under the WSH Act OR any other accidents deemed serious by WSHC.

² The Business Under Surveillance (BUS) programme administered by Ministry of Manpower (MOM) helps poor-performing companies improve their workplace safety and health (WSH) performance by requiring them to develop and implement a robust safety and health management system.