

bizSAFE Awards 2022 – Public Briefing



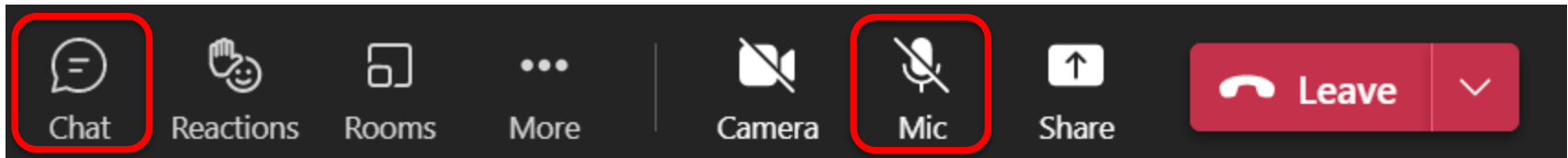
22 April 2022

Mr Ray Tan

Workplace Safety & Health Council

Housekeeping Matters

- Please note that your mic is muted by default throughout the briefing segment to minimise any unintended disruptions.
- Mic and video function will be enabled during the Q&A segment , please use the chat function and type '**<your name>**', wait for your name to be called, unmute yourself and proceed to ask question during the Q&A.
- If you experience any technical issue, please make use of the “Chat” function at the meeting control panel to inform the facilitator.



Housekeeping Matters

Notification for recording of event

- We would like to inform all participants that recording will be done throughout this event.
- WSH Council may use photographs, videos, audio clips, extracts from Question and Answer segments and chats, etc. obtained during this briefing towards the production, usage or contract of media materials including, but not limited to publications, brochures, flyers, invitations, catalogues, books, advertisements, radio, newspapers, magazines, television, websites, email, video, signage, social media, multimedia, etc.

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- bizSAFE Champion Award
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bizSAFE Awards 2022



Application opens:

25 April 2022 (Monday)

Application Deadline:

30 June 2022 (Thursday), 6.00pm



Qualifying Period:

1 April 2021 to 31 March 2022

bizSAFE Partner Award

bizSAFE Partner Award

Recognise bizSAFE Partners who have:

- been proactive and committed in bringing their business partners* on board the bizSAFE programme
- incorporated bizSAFE as part of their procurement requirements



bizSAFE Partner Award – Application Criteria

You are welcome to apply if you have:

- Achieved at least bizSAFE Level 3 and is a bizSAFE Partner (excluding WSH Service Providers)
- Included bizSAFE Level 3 and above as a procurement criterion
- Motivated existing business partners* to progress to higher bizSAFE Levels

**Refers to contractors, sub-contractors, tenants, customers, suppliers, vendors, etc*

bizSAFE Partner Award – Application Criteria

- No blacklist record, pending investigation, conviction or prosecution in court by the Ministry of Manpower (MOM)
- Do not have any of the following during the qualifying period:
 - Fatality case
 - Major injury case
 - Occupational disease case
 - Dangerous occurrence case
 - Stop work order
 - Business Under Surveillance (BUS)

bizSAFE Partner Award – Assessment



**Recruitment
Efforts**



**Nurturing
Efforts**



**Bonus
Initiatives**

bizSAFE Partner Award – Assessment

Tell us which business partners you brought onboard bizSAFE, and how did you bring them onboard.



Recruitment Efforts

bizSAFE Partner Award – Assessment

Besides having bizSAFE Level 3 as a procurement criterion, how else has your company encouraged your business partners to improve WSH and progress to a higher bizSAFE Level?



**Nurturing
Efforts**

bizSAFE Partner Award – Assessment

Share 3 reasons why your company deserves this award.

- Tell us about the extra mile your company has taken, for instance:
 - the extra mile your company has taken as a bizSAFE Partner to help your business partners to improve WSH, and taking care of physical health and mental well-being of their employees
 - any other x-factors that sets your company apart from other bizSAFE Partners



**Bonus
Initiatives**

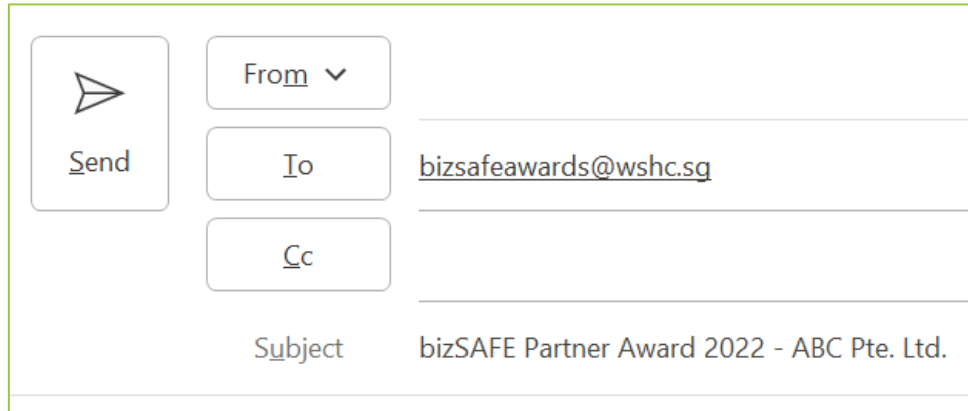
bizSAFE Partner Award – Judging

- Shortlisted companies will be invited to showcase your efforts to a panel of judges.
- Shortlisted companies shall cover the following topics during judging session:
 - Recruitment Efforts
 - Nurturing Efforts
 - Bonus Initiatives
- There will be a short online preparatory briefing with shortlisted applicants before the Judging Session



How to apply

1. Download the application form from www.wshc.sg/bizsafeawards
2. Fill up and email the completed application form to bizsafeawards@wshc.sg, using the subject title: bizSAFE Partner Award 2022 - <<name of company>>



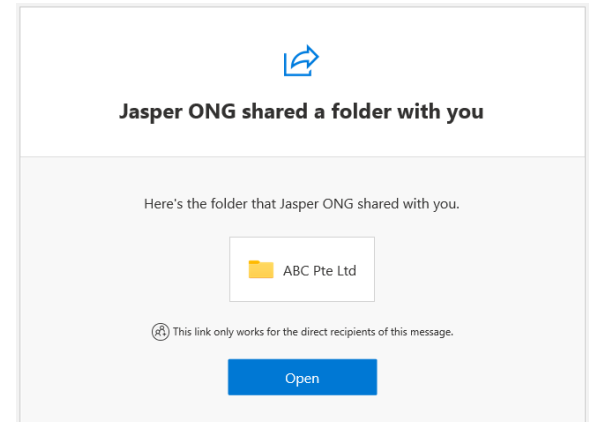
The image shows a screenshot of an email composition interface. On the left is a 'Send' button with a paper plane icon. To its right are four input fields: 'From' with a dropdown arrow, 'To' containing the email address 'bizsafeawards@wshc.sg', 'Cc' which is empty, and 'Subject' containing the text 'bizSAFE Partner Award 2022 - ABC Pte. Ltd.'.

From	▼
To	bizsafeawards@wshc.sg
Cc	
Subject	bizSAFE Partner Award 2022 - ABC Pte. Ltd.

How to apply

3. A dedicated Microsoft OneDrive folder will be created for you to upload your supporting documents and evidences.

Link to the OneDrive folder will be sent to you individually after we receive the completed application form.



How to apply

4. Upload your supporting documents and evidences into the respective folders before application deadline (30 June 2022).



1. Recruitment Efforts



2. Nurturing Efforts



3. Bonus Initiatives

Things to note – before you submit the application form

1. Make sure you provide us with a valid / working email address in the application form. Please double check for typo errors / accuracy.
2. Provide us with the email address which you wish to access the OneDrive folder with.
3. Due to security reasons, only the contact person, alternate contact person and the senior management indicated in the application form will be given access to the OneDrive folder.

Things to note – when you are uploading the documents

1. Label / name the documents clearly, according to how you referenced it in the application form.
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bizSAFE Enterprise Exemplary Award

bizSAFE Enterprise Exemplary Award

Recognise small and medium-sized enterprises (SMEs) that have:

- achieved bizSAFE Star, and
- exhibited outstanding WSH performance and standards.

Companies that have won this award for three (3) consecutive years will be honored with Gold Award.



bizSAFE Enterprise Exemplary Award – Application criteria

You are welcome to apply if you:

- Are a Small and Medium Enterprise (SME)* (excluding WSH Service Providers)
- Have attained bizSAFE Star
- Have implemented a Risk Management Plan that is holistic and pragmatic, where upstream risk controls and personal health risks are considered
 - a) *At least 30% shareholding that is local AND*
 - b) *One of the following:*
 - *i. A group employment size of not more than 200 employees (including part-timers) OR;*
 - *ii. A group annual sales turnover of not more than \$100 million.*

bizSAFE Enterprise Exemplary Award – Application criteria

- No blacklist record, pending investigation, conviction or prosecution in court by the Ministry of Manpower (MOM)
- Do not have any of the following during the qualifying period:
 - Fatality case
 - Major injury case
 - Occupational disease case
 - Dangerous occurrence case
 - Stop work order
 - Business Under Surveillance (BUS)

bizSAFE Enterprise Exemplary Award – Application process

1. Download the application form from www.wshc.sg/bizsafeawards
2. Do a self-score using the RM Implementation Checklist in the application form. We recommend a score exceeding 80% before you engage an Assessor to assess your application.
3. Engage an auditor* to conduct a 3rd party assessment of your application. Please refer to the application form for the list of approved auditing organisations.

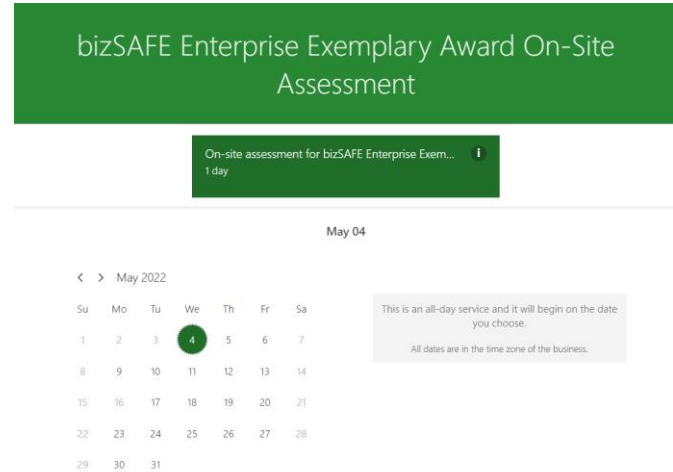
**Note: Applicants should not engage the same auditing organisation for more than 2 consecutive years.*

bizSAFE Enterprise Exemplary Award – Application process

4. **[New]** Notify WSH Council the date, time and location of the assessment via the booking system link* provided in the application form. WSH Council will verify the process by observing the assessment conducted by the assessor.

Mandatory fields for booking system:

- ✓ Applicant name
- ✓ Business Email
- ✓ Company Name
- ✓ Business Contact Number
- ✓ Auditing Organisation Name:
- ✓ Assessor Name
- ✓ Address of on-site assessment
- ✓ Preferred time for assessment
 - I.E. Consider 9am if full day is required



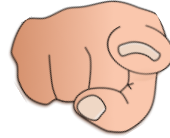
*Note: <https://outlook.office365.com/owa/calendar/OnSiteAssessment@tal.sg/bookings/>

bizSAFE Enterprise Exemplary Award – Application process

5. Things to note when booking WSH Council officer's availability:

- On-site assessment starts from 4th May 2022
- Confirm the availability of your assessor before you book a date in the booking system.
- Do not 'chope' multiple dates in advance for the assessment, only book the confirmed date for the assessment
- Earliest booking date is 3 days later from date of booking (e.g. Applicant access the booking system on 1 May 2022, date for booking is only available on 5 May 2022 onwards.)
- Submission of application form to WSH Council must be done before the on-site assessment date.
- WSH Council will not accept booking of on-site assessment after 23 June 2022 (last day)
- WSH Council will send a confirmation email once booking is successful.

For Assessors:



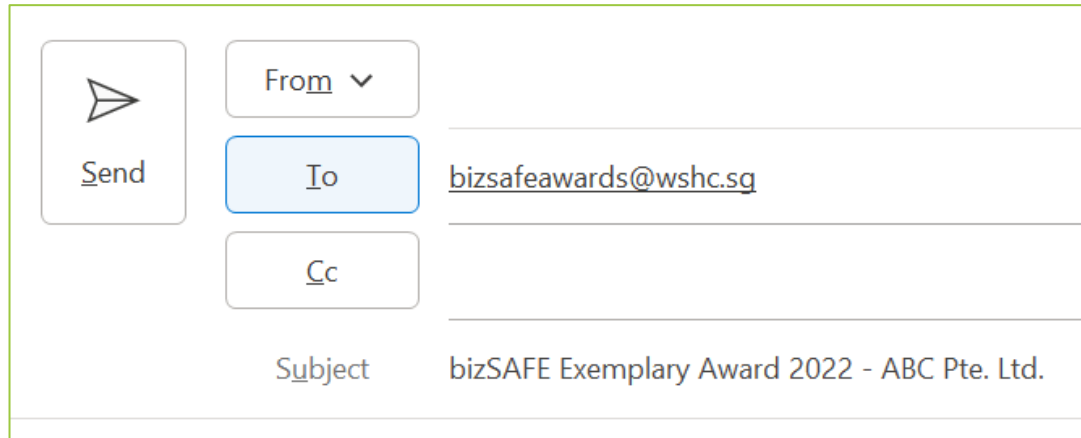
You play a very important role!

Please **double check** with your client to make sure they have received the confirmation email from WSH Council before carrying out the on-site assessment on the date, time and venue indicated in the email.

Remember to complete the declaration form for assessor in the RM Implementation checklist after the on-site assessment.

How to apply

1. Fill up and email the completed application form to bizsafeawards@wshc.sg, using the subject title: bizSAFE Exemplary Award 2022 - <<name of company>>

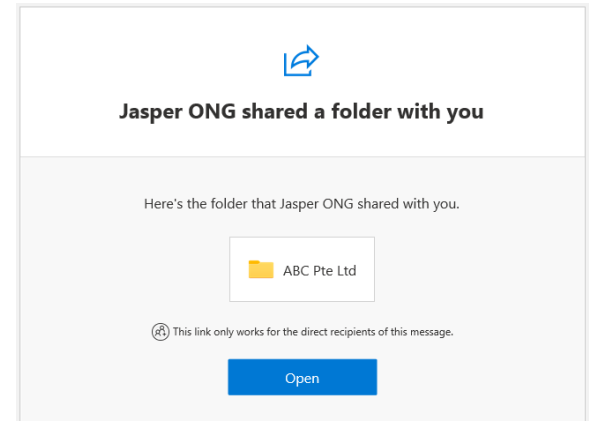


The image shows a screenshot of an email composition interface. On the left is a 'Send' button with a right-pointing arrow icon. To its right are four input fields: 'From' with a dropdown arrow, 'To' (highlighted in light blue) containing the email address 'bizsafeawards@wshc.sg', 'Cc', and 'Subject' containing the text 'bizSAFE Exemplary Award 2022 - ABC Pte. Ltd.'. The entire form is enclosed in a thin green border.

How to apply

2. A dedicated Microsoft OneDrive folder will be created for you to upload your supporting documents and evidences.

Link to the OneDrive folder will be sent to you individually after we receive the completed application form.



How to apply

3. Proceed with the on-site assessment on the date, time and location submitted in the booking system.
 - On-site assessments by auditors must be **conducted in the presence of a WSH Council officer**, failing which your application will be **disqualified**.
4. Upon completing the on-site assessment, upload the completed RM Implementation Checklist (with auditors' scoring) and supporting documents / evidences into the OneDrive folder before application deadline (30 June 2022).



Things to note – before you submit the application form

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2. Please do not password protect your files/supporting documents.
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bizSAFE Champion Award

bizSAFE Champion Award

Recognise individuals who have been key players in improving safety and health performances in their workplaces.

These are employees who have been appointed by their companies to lead and drive the successful implementation of WSH programmes to attain bizSAFE.



bizSAFE Champion Award – Application criteria

The nominated champion should:

- represent a company that has achieved bizSAFE Star
- be a full-time employee of the company (non-WSH Officers will have an advantage);
- have attended the bizSAFE Level 2 course (Develop a Risk Management Implementation Plan) or its equivalent;


bizSAFE Champion Award – Application criteria

The nominated champion should:

- not be part of the management team (i.e. not in the top two tiers of your organisational chart);
- be active in driving WSH programmes and initiatives within the company for at least 2 years in the company
- Bonus points will be awarded to the champion, if the company he/she is representing wins the bizSAFE Exemplary or Partner award

How to apply

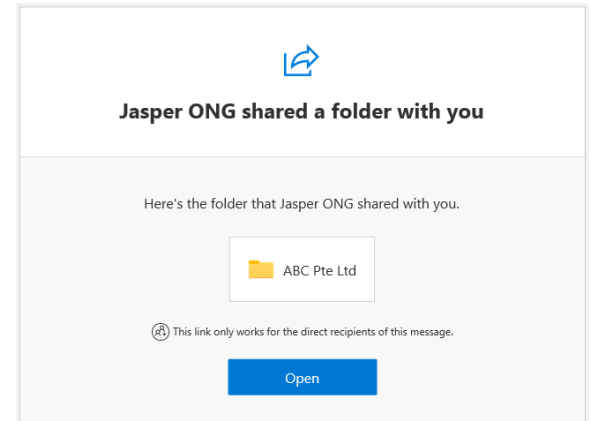
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 Send	From ▾	
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	Cc	
	Subject	bizSAFE Champion Award 2022 - ABC Pte. Ltd.

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WSH Courses & Workshops Attended		
<small>(List all the WSH-related courses and workshops you have attended and submit all documentary evidence in a folder labelled "WSH Courses attended by bizSAFE Champion" in your application submission.)</small>		
Name of course or workshop	Organiser or Training Provider	Course Date
<input type="text"/> e.g. bizSAFE Level 2, etc.	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>



WSH Courses
Attended

Part 3B: Write-Up by bizSAFE Champion Nominee

Assessment for bizSAFE Champion Award	
Question	For nominee's input
What was the state of WSH in your company before you were appointed the WSH Champion?	<input type="text"/> <small>(within 250 words)</small>
What difference did you make as a WSH Champion? <small>(Use one or more initiatives within your company to describe the difference you made.)</small>	<input type="text"/> <small>(within 250 words)</small>



Supporting
Evidences

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30 June 2022 (Thursday), 6.00pm



Qualifying Period:

1 April 2021 to 31 March 2022

Common FAQ

Common FAQ

1. Are there any costs involved for applying the bizSAFE Awards 2022?

There will be no cost for applying of bizSAFE Awards. However, If you are applying for bizSAFE Enterprise Exemplary Award, the applying company may need to pay a service fee to the Auditing Organization (AO) for the on-site assessment.

2. Can I reschedule the on-site assessment for bizSAFE Enterprise Exemplary Award if there are any changes in work schedule?

Yes, click on the 'reschedule button' in the confirmation email you received and select a new date for the on-site assessment.

Common FAQ

3. Why can't I access the OneDrive folder created for me to upload my supporting documents?

Check with your company IT department to make sure your company policy allows you to access online cloud storage or email to bizsafeawards@wshc.sg and provide an alternative email address that can access OneDrive.

Due to security reasons, WSH Council will only allow submission through OneDrive.

Questions?

Contact me at:

Email: ray_tan@wshc.sg or bizSAFEawards@wshc.sg

Website: www.wshc.sg/bizsafeawards



***biz*SAFE Awards 2022**

Application opens on 25 April 2022

