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|  | Enterprise Exemplary Award 2022 |

About the bizSAFE Exemplary Award

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| **Objective** | : | bizSAFE Enterprise Exemplary Award recognizes bizSAFE Star Enterprises that have exemplary risk management and workplace safety and health (WSH) performance.Companies that have won this award for 3 consecutive years will be honoured with a Gold Award. |
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| **Qualifying Period** | : | 1 April 2021 to 31 March 2022 |
|  |  |  |
| **Closing Date** | : | 30 Jun 2022, 6:00pmWSH Council will inform you on the outcome of your application tentatively in Nov 2022 via email. |
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**Eligibility:** You are eligible for the bizSAFE Enterprise Exemplary Award if your company:

|  |  |  |
| --- | --- | --- |
| No | Item | Check |
|  | is a SME[[1]](#footnote-2) (excluding WSH Service Providers) |[ ]
|  | has attained bizSAFE Star |[ ]
|  | has implemented initiative(s) to manage and control risks upstream through elimination, substitution or engineering controls |[ ]
|  | has no blacklist record, pending investigation, conviction or prosecution in court by the Ministry of Manpower |[ ]
|  | has no fatality case during the qualifying period |[ ]
|  | has no Major Injury[[2]](#footnote-3) case during the qualifying period |[ ]
|  | has no Occupational Disease[[3]](#footnote-4) case during the qualifying period |[ ]
|  | has no Dangerous Occurrence[[4]](#footnote-5) case during the qualifying period |[ ]
|  | has no Stop Work Order during the qualifying period |[ ]
|  | is not in the Business Under Surveillance (BUS) programme during the qualifying period |[ ]

How to Apply

1. Check your eligibility by completing the eligibility checklist above. Only apply if you fulfil all the items.
2. Do a self-score in [Part 2](#Part_2_Risk_Management_Implementation). We recommend a score exceeding 80% before you engage an Assessor to assess your application.
3. Before you submit this application form, make sure you:

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| No | Item | Check |
|  | Read the [Terms and Conditions](#_Annex_B_–) |[ ]
|  | Fill up all sections in this application form (excluding the RM Implementation Checklist found in [Part 2](#Part_2_Risk_Management_Implementation)) |[ ]
|  | Save the completed application form in Word Document (\*.doc or \*.docx) format for submission. * Do not submit this application form in PDF format
 |[ ]
|  | Engage an Assessor with “bizSAFE RM audit” under their audit scope to conduct a 3rd party assessment of your application (click [here](https://www.mom.gov.sg/workplace-safety-and-health/wsh-service-providers/find-approved-service-providers/find-wsh-auditing-organisation-or-auditor) for the list of Assessors). |[ ]
|  | Notify WSH Council the date, time and location of the assessment via the booking system [here](https://outlook.office365.com/owa/calendar/OnSiteAssessment%40tal.sg/bookings/). WSH Council will verify the process by observing the assessment conducted by the assessor.* Submit your application form and indicate date of on-site assessment (via booking system) at least 3 working days in advance
 |[ ]
|  | Email the completed application form to bizsafeawards@wshc.sg with the subject title “**bizSAFE Enterprise Exemplary Award 2022 – <<name of company>>**” |[ ]

1. After you submit this application form:

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| No | Item | Check |
|  | 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.
 |[ ]
|  | Upload and submit the RM Implementation checklist **with the assessor’s scoring,** supporting documents and evidence in the dedicated Microsoft OneDrive folder created for you, by 30 Jun 2022.Link to the OneDrive folder will be sent to you individually after we receive the completed application form. |[ ]
|  | Name all supporting evidence according to their respective annexes in the RM Implementation Checklist:* + Any use of hyperlinks and bookmarks (if necessary) should be clearly reflected and all photographs / illustrations should be in colour and of clear resolution
	+ Information that is referenced incorrectly will be deemed unavailable. No score will be awarded if the information cannot be found in your submission
 |[ ]

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Part 1: General Information

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| Particulars of Applicant |

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| --- | --- |
| Name of Company(Used in ACRA & UEN Record) |       |
| ACRA No. / UEN |       |
| Mailing Address |       |
| Nature of Industry |       |
| Company / Group Employment Size* Include subsidiaries or associate companies of a holding / parent organisation
* Include temporary and part time employees
 |       |
| Company / Group Sales Turnover for Year 2021 | $      |
| No. of Reportable Accidents[[5]](#footnote-6)(1 Apr 2021 to 31 Mar 2022) |       |
| Has your company adopted any of the following Tripartite Standards?(Click [here](https://www.tafep.sg/organisations-have-adopted-tripartite-standards) to find out if your organisation has signed the Tripartite Standard.) | [ ]  Employment of Term Contract Employees[ ]  Flexible Work Arrangements[ ]  Grievance Handling[ ]  Recruitment Practices[ ]  Procurement of Services from Media Freelancers[ ]  Unpaid Leave for Unexpected Care Needs[ ]  Contracting with Self-employed Persons[ ]  Age-Friendly Workplace Practices[ ]  Work-Life Harmony |

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| Particulars of Contact Persons |
| Primary Contact Person | **Alternate Contact Person** |
| Name |       | **Name** |       |
| Designation |       | **Designation** |       |
| Contact No. |       (DID)       (Mobile) | **Contact No.** |       (DID)       (Mobile) |
| Email |       | **Email** |       |
|  |  |  |  |

# Part 2: Risk Management Implementation

Do a self-score for this section using the RM Implementation Checklist in [Part 2B](#_Part_2B:_Supporting). We recommend a score exceeding 80% before engaging an Assessor to assess your application.

**Part 2A: Summary Score Sheet**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| No | Topic | Max Score | Self-Score | Assessor’s Score |
| 1.1 | SMM at the workplace | 11 |       |       |
| 2.1 | WSH Policy and Governance | 7 |       |       |
| 2.2 | Risk Management (RM) | 26 |       |       |
| 2.3 | Safe Work Procedure (SWP) | 8 |       |       |
| 2.4 | RM Team | 4 |       |       |
| 2.5 | In-house WSH Rules | 5 |       |       |
| 2.6 | Inspection | 9 |       |       |
| 2.7 | Preventive Maintenance | 6 |       |       |
| 2.8 | WSH Training | 9 |       |       |
| 2.9 | Reporting and Investigation | 11 |       |       |
| 2.10 | Total WSH | 9 |       |       |
| 2.11 | Emergency Preparedness | 6 |       |       |
| Total | 111 |       |       |
| Score | 100% |       |       |

# Part 2B: Risk Management Implementation Checklist

Please complete and include the appended RM Implementation Checklist and supporting evidence, if any, with your application. Name the supporting evidence according to their respective annexes in the checklist.

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Part 3: Management Endorsement

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| In submitting this application,1. I affirm that all statements and information given by my company and in this application are true and correct to the best of my knowledge.
2. I further affirm that I have not withheld/ misrepresented any material facts.
3. I understand that if I make any false or misleading statement in this form, I may be disqualified from the bizSAFE Awards.
 |
| **Name** |       |
| **Designation** |       |
| **Contact Number** | **DID:**       | **Mobile:**       |
| **Email Address** |       |

**- END OF APPLICATION -**

# Annex A – List of Assessors

Please refer to <https://tinyurl.com/y4lj3foj>for the list of Assessors, and only engage assessors with “bizSAFE RM audit” under their audit scopes.



\*For illustration purpose

Annex B – Terms and Conditions

1. On-site assessments by auditors must be conducted in the presence of a WSH Council officer, failing which your application will be disqualified.
2. The bizSAFE Star status of your company must remain valid for the entire duration of the Awards process (i.e. from the submission of your application to the awards ceremony).
3. WSH Council reserves the right to reject any Late submissions and amendments after the closing date.
4. Your company will be disqualified if any of the following occurs before or on the day of the Awards Ceremony:
	* Any blacklist record, pending investigation, conviction or prosecution by the Ministry of Manpower;
	* Any Stop Work Order;
	* Your company is put on the Business Under Surveillance (BUS) programme;
	* Any incident that has caused death or major injury, contraction of an Occupational Disease or Dangerous Occurrences.
5. The WSH Council reserves the right to decline the submission by an applicant or company that is being investigated for possible breach of Workplace Safety and Health Act, Work Injury Compensation Act or any other government regulations (regardless of whether prosecution has or will be initiated), or where the acceptance of the entry may be detrimental to the significance of the Award presented by WSH Council.
6. The decision of the WSH Council is final.
1. Companies classified as SMEs must fulfill the following criteria:

	1. At least 30% shareholding that is local AND
	2. 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. [↑](#footnote-ref-2)
2. Refer to the following page for the definition of Major Injuries: <https://stats.mom.gov.sg/SL/Pages/Workplace-Safety-and-Health-Concepts-and-Definitions.aspx> [↑](#footnote-ref-3)
3. Any confirmed case of a disease specified in the Second Schedule of the Workplace Safety and Health Act. [↑](#footnote-ref-4)
4. Any event specified in the First Schedule of the Workplace Safety and Health Act. [↑](#footnote-ref-5)
5. Refer to the following page to understand what are reportable accidents: <https://www.mom.gov.sg/workplace-safety-and-health/work-accident-reporting/what-and-when-to-report> [↑](#footnote-ref-6)