



Workplace Safety and Health Awards 2023
Culture of Acceptance, Respect and Empathy (CARE)
Award
Application Guidelines

Table of Contents

About Culture of Acceptance, Respect and Empathy (CARE) Award	3
Criteria	3
Evaluation	4
Disqualification before announcement of results	4
Application Process	5
How to submit the application?	5
Application submission	5
Important dates	5
Part 1: Company's Details	6
Part 2: Evidence-Based Assessment	8
Terms and Conditions	10

About Culture of Acceptance, Respect and Empathy (CARE) Award

This award recognises companies that have adopted exemplary mental well-being practices and highlights them as employers of choice.

Criteria

The criteria below represent the minimum conditions required to qualify. Fulfilling them does not mean the applicant will be awarded. The Award Panel will select the winners by assessing which applicants best fulfil the criteria. In addition, the Award Panel reserves the right to confer one Award to companies with multiple but identical applications, unless outcomes or achievements cited vary.

Qualifying period: 1 January 2022 to 31 December 2022

Notable WSH Performance

1. No [workplace accident](#) across all worksites that led to fatality and major injury¹
2. No breach² in workplace safety and health, and labour matters in the company
3. Have in place an established mental well-being policy and system

¹ Major injury is defined as severe injury with more than 20 days of medical leave (cumulative).

² Includes Stop Work Order, Business Under Surveillance Programme, more than two compound fines (or fines exceeding \$2,000) including health-related offences from MOM Occupational Safety and Health Division, demerit points and WSH-related investigations, conviction or prosecution (including pending cases) with regard to workplace and labour matters under the Workplace Safety and Health Act and Employment Act. Excludes COVID-19 related matters.

Evaluation

All applications will be thoroughly assessed. This includes verification and auditing of all submitted supporting documents, records and data. Shortlisted applicants will be required to attend an interview.

Disqualification before announcement of results

An application may be disqualified if a [workplace accident](#) with any of the following consequences occurs before the announcement of results:

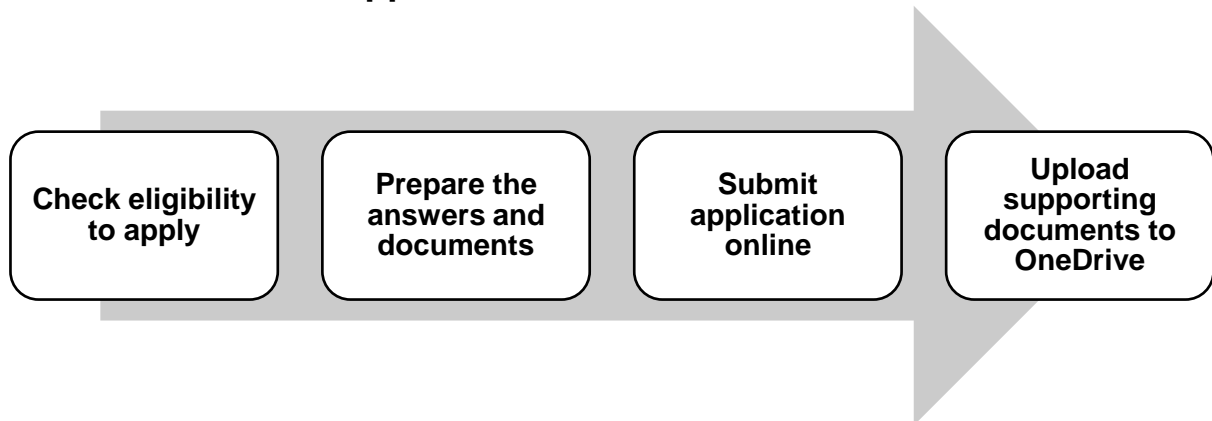
- Fatal accident
- Major injury accident
- Dangerous Occurrence (DO)

An application may also be disqualified if it contains inaccurate, false or misleading supporting documents, records or data, or if there is adverse reporting in the media pertaining to the applicant's or nominating company's workplace safety and health performance.

An applicant who withdraws or amends its [WSH Incident Report](#) and/ or an ongoing work injury claim during the period of application may be disqualified. An investigation will be conducted before the application can continue to be considered.

Application Process

How to submit the application?



Before submitting your application, please prepare the following information:

Part 1: Company's Details

Part 2: Evidence-Based Assessment

Application submission

[Click here](#) to submit your application online. After you have received the OneDrive link, please upload the following supporting documents to complete your submission:

Part 2: Evidence Based Assessment

- a. Workplace Mental Well-being initiatives
- b. Employees' contributions

Important dates

Qualifying Period:	1 January 2022 – 31 December 2022
Application Submission Deadline: (with all supporting documents uploaded to OneDrive)	26 April 2023
Results Announcement:	15 August 2023
Awards Presentation:	End August 2023 (TBA)

Part 1: Company's Details

Please provide the following information:

Company name as per UEN	<i>(Same company name will be printed on the trophy or certificate)</i>
Unique Entity Number (UEN)	<i>(All injuries reported under this UEN number will be taken into consideration)</i>
Company address	
SSIC Code	<i>(Visit www.bizfile.gov.sg to retrieve)</i>
Industry	<ul style="list-style-type: none"> • Chemicals • Construction • Engineering • Facilities Management • Financial and Insurance Activities • Food and Beverages • Government and Statutory Agencies • Healthcare • Hospitality and Entertainment Industry • Logistics and Transportation • Manufacturing • Marine • Water Supply, Sewage and Waste Management Activities • Wholesale and Retail Trade • Others: _____
Primary work activity	
Is your company an SME ³ ?	<input type="checkbox"/> Yes <input type="checkbox"/> No

³ Definition of an SME: 1) Must have 30% local ownership; AND 2) Either group employment <200 employees; OR group annual sales turnover <\$100 mil

Contact Persons' Details

(Note: OneDrive unique link will be sent to the email address provided.)

Contact Person	Salutation: Name: Designation: Contact number: Email address:
Alternative Contact Person	Salutation: Name: Designation: Contact number: Email address:

Senior Management's Details

(Note: Application result will be sent to Senior Management, Contact Person and Alternative Contact Person. Senior Management will not be receiving the OneDrive unique link.)

Senior Management	Salutation: Name: Designation: Contact number: Email address:
-------------------	---

Additional OneDrive Access (Optional)

You can request for up to four (4) additional access rights to authorise other parties to access the folder. Please provide their email addresses below.

Additional email address 1	
Additional email address 2	
Additional email address 3	
Additional email address 4	

Part 2: Evidence-Based Assessment

a) Please answer the following questions.

Your answer sheet should adhere to the following specifications:

- Font type and size: Arial, size 11
- Line spacing: 1.5 spacing between lines
- Your write-up should not exceed three pages and is to be uploaded, with all supporting documents, to OneDrive.

Workplace Mental Well-being Initiatives

1. What are the mental well-being support initiatives that your company has in place? These can include training, subsidies, access to counselling, peer support and employee benefits.
2. How does your company regularly monitor the effectiveness of your company's mental well-being initiatives, and respond to results from monitoring tools/methods? This should include how the results are communicated to your management, employees, and external stakeholders.
3. Cite tangible benefits (e.g., improved productivity, revenue, output, reduced staff attrition, etc) that your company and employees have gained from the mental well-being initiatives implemented.

Employees' Contributions

4. List the names and designations of employees who have contributed significantly to your company's mental well-being journey. Explain the roles that they have undertaken.

b) Please list achievements of the past three years (including qualifying year).

Achievements listed should be in point form, and all supporting documents are to be uploaded to OneDrive.

Year	Achievements
2022	
2021	
2020	

c) Please list new initiatives implemented in qualifying year.

New initiatives listed should be in point form, and all supporting documents are to be uploaded to OneDrive.

Year	New initiatives implemented
2022	<ol style="list-style-type: none">1.2.3.

Terms and Conditions

- By submitting an application, the applicant will be deemed to have read and understood the terms and conditions.
- All applications must be submitted to the WSH Council before the submission deadline. Applications received after the submission deadline will not be accepted. The WSH Council will not be responsible or liable for any lost, late, mislaid, or incomplete applications as all such applications will be deemed invalid.
- Any application received via email, postal or delivery services will not be accepted.
- Applicants may submit multiple applications to different Award categories. However, all submitted applications must be tailored to the requirements of each category.
- The WSH Awards 2023 Committee reserves the right to reject any application without explanation or notice.
- The WSH Awards 2023 Committee reserves the right to disqualify any application not accompanied by the appropriate or correct supporting documents or any application deemed to be inaccurate, false, or misleading.
- By submitting an application, the applicants give consent for their details to be shared with the judges and representatives of the respective industry associations. All awards applicants will be deemed to have consented to the transfer and sharing of their personal, company and project data and information for the purpose of administering and judging of the Awards.
- All applicants will be notified of their results via email by mid-August 2023. The WSH Awards 2023 Committee's decisions shall be final.
- Award recipients will be officially announced during the Awards ceremony taking place in end August 2023.
- The WSH Council will produce a media and publicity campaign highlighting the Awards, Award categories and recipients. All recipients agree to offer the WSH Council the exclusive right to use the content, images, and videos for the promotion of the Awards. In addition, all recipients give their consent for their exemplary safety and health management systems and initiatives to be featured in media interviews, articles or speeches. Select recipients may be approached to speak at WSH-related events organised by the WSH Council and/ or its partners.
- All recipients grant the WSH Council the exclusive right to use and reproduce their name, trademark and company logo for pre-event, onsite and post-event marketing of the Awards.
- The WSH Council reserves the right to alter or reschedule the Awards, the Awards ceremony and/ or to change the judging panel and/ or these terms at its own discretion, at any time and without notice.