



**Workplace Safety and Health Awards 2025**  
**Culture of Acceptance, Respect and Empathy (CARE)**  
**Awards**  
**Application Guidelines**

## Table of Contents

<b><i>About the Culture of Acceptance, Respect and Empathy (CARE) Awards</i></b> _____	<b>3</b>
<b><i>Criteria</i></b> _____	<b>3</b>
<b><i>Evaluation</i></b> _____	<b>4</b>
<b><i>Interview</i></b> _____	<b>4</b>
<b><i>Disqualification</i></b> _____	<b>4</b>
<b><i>Application Process</i></b> _____	<b>5</b>
<b><i>Application Submission</i></b> _____	<b>5</b>
<b><i>Important Dates</i></b> _____	<b>5</b>
<b><i>Part 1: Company's Details</i></b> _____	<b>6</b>
<b><i>Part 2: Workplace Mental Well-being Initiatives</i></b> _____	<b>8</b>
<b><i>Part 3: Evidence-Based Assessment</i></b> _____	<b>9</b>
<b><i>Terms and Conditions</i></b> _____	<b>11</b>

## About the Culture of Acceptance, Respect and Empathy (CARE) Awards

This Award recognises companies that have adopted exemplary mental well-being practices in their workplaces, and highlights them as employers of choice.

### Criteria

The criteria below represent the minimum conditions required to qualify for the award. Fulfilling them will not automatically equate to the applicant being awarded.

The Award Panel will select the award recipients based on the ranked WSH performance and achievements, and all decisions are final. 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 2024 to 31 December 2024

#### Entry Criteria

1. No [workplace accident](#) across all worksites, that led to fatality and [major injury](#).
2. No breach<sup>1</sup> in workplace safety and health, and labour matters in the company.
3. Applicant must have an established workplace mental well-being policy and system.
4. Applicant must have subscribed to the Ministry of Manpower's [WSH alert service for WSH Incident Reporting](#).

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<sup>1</sup> Includes Stop Work Order, Business Under Surveillance Programme, more than two composition 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 supporting documents, records and data will be verified and assessed.

## Interview

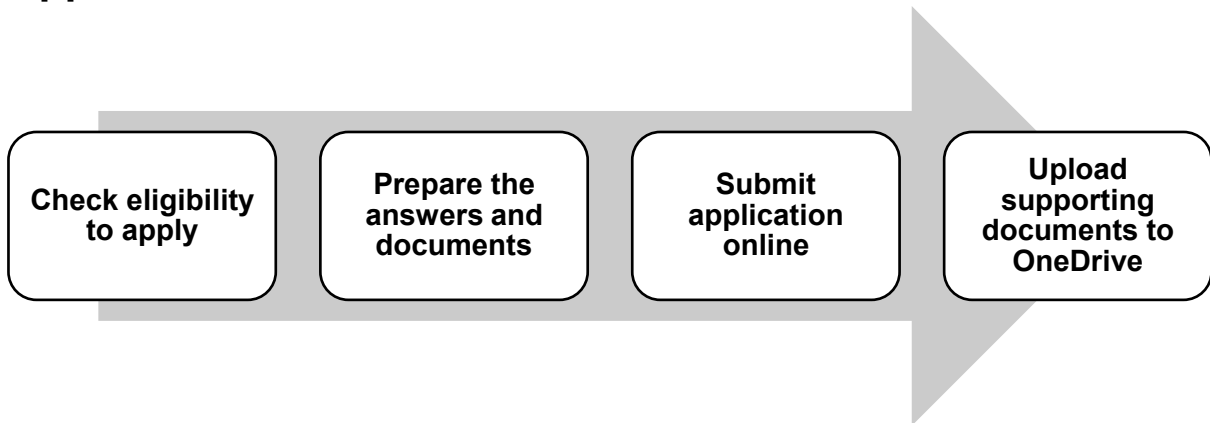
If shortlisted, applicants will be required to attend an interview session to showcase their workplace mental well-being practices to a panel of judges. The session will take place between May and June 2025.

## Disqualification

An application may be disqualified if:

- a) A [workplace accident](#) resulting in any of the following occurs **before** the announcement of results in **September 2025**:
  - Fatal accident
  - [Major injury](#) accident
  - Dangerous Occurrence (DO)
  - Infringement of [legislation under MOM's purview](#)
- b) 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.
- c) An applicant withdraws or amends its [WSH Incident Report](#) and/ or an ongoing work injury claim during the period of application. An investigation will be conducted before the application can continue to be considered.

## Application Process



Before submitting the application, please check for your [eligibility](#) and prepare the following:

[Part 1](#): Company's Details

[Part 2](#): Workplace Mental Well-being Initiatives

[Part 3](#): Evidence-Based Assessment

## Application Submission

[Click here](#) to submit Parts 1 and 2 of your application.

After you have received your unique OneDrive link from the WSH Council, please upload the supporting documents (Part 3) to complete your application. Please note that the link access will expire on 2 April 2025, 6pm.

## Important Dates

Qualifying Period:	1 January 2024 – 31 December 2024
Application Submission Deadline: (with all supporting documents uploaded to OneDrive)	1 April 2025
Note: The access to OneDrive will expire on 2 April 2025.	
Awards Ceremony:	September 2025 (TBA)

## Part 1: Company's Details

Company name as per UEN	<i>(Same company name will be printed on the trophy or certificate)</i>
<a href="#">Unique Entity Number (UEN)</a>	<i>(All injuries reported under this UEN number will be taken into consideration)</i>
Company address	
<a href="#">SSIC Code</a>	<i>(Visit <a href="http://www.bizfile.gov.sg">www.bizfile.gov.sg</a> to retrieve)</i>
Industry	<ul style="list-style-type: none"> <li><input type="radio"/> Construction</li> <li><input type="radio"/> Manufacturing</li> <li><input type="radio"/> Marine</li> <li><input type="radio"/> Transportation &amp; Storage</li> <li><input type="radio"/> Accommodation &amp; Food Service Activities</li> <li><input type="radio"/> Administrative &amp; Support Service Activities</li> <li><input type="radio"/> Health &amp; Social Services</li> <li><input type="radio"/> Professional, Scientific &amp; Technical Activities</li> <li><input type="radio"/> Real Estate Activities</li> <li><input type="radio"/> Wholesale &amp; Retail Trade</li> <li><input type="radio"/> Others: _____</li> </ul>
Primary work activity	
Is your company an SME <sup>2</sup> ?	<input type="checkbox"/> Yes <input type="checkbox"/> No
<a href="#">Total workforce</a>	

### Contact Persons' Details

*(Note: A unique OneDrive link will be sent to the Contact Persons only, via the email addresses provided below.)*

Contact Person	Salutation: Family Name: Given Name: Designation: Contact Number: Email Address:
Alternative Contact Person	Salutation: Family Name: Given Name: Designation: Contact Number: Email Address:

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

### Additional OneDrive Access (Optional)

You may 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	

### Senior Management's Details

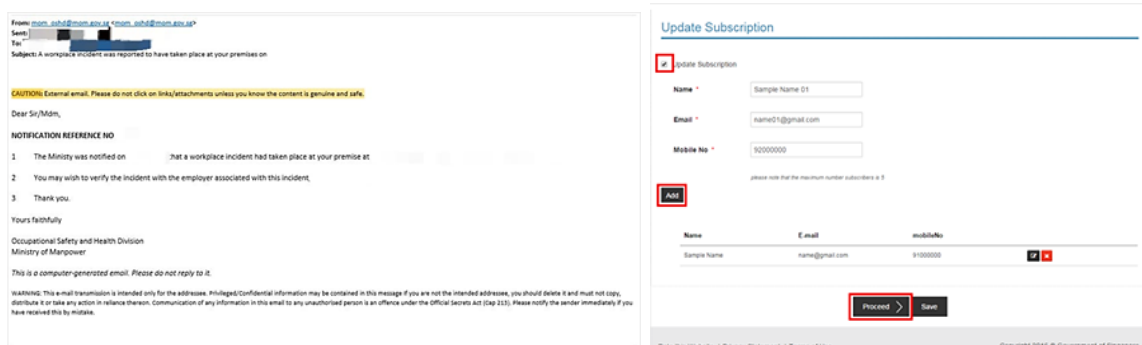
(Note: The application result will be sent to the Senior Management and two Contact Persons.)

Senior Management	Salutation: Family Name: Given Name: Designation: Contact Number: Email Address:
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### Subscription to the Ministry of Manpower's WSH Alert Service for WSH Incident Reporting

The alert service is useful because it will alert you, as a workplace occupier, on injuries, accidents, and unsafe conditions at your workplace.

Please submit a screenshot of your subscription to the MOM's [WSH alert service for WSH Incident Reporting](#). See below for examples:



### Acknowledgment

By submitting this form as part of my application for the WSH Awards,

- I acknowledge that the decision of the Award Panel is final, and appeals will not be considered.
- I agree to be bound by the Award Panel's decision, which is made at their sole discretion based on the established criteria and judging guidelines.

## Part 2: Workplace Mental Well-being Initiatives

The initiatives listed below are not required to be eligible for award, but applicants that have more comprehensive mental well-being measures, which could be evidenced through such initiatives, will be evaluated more favourably.

Please provide the following information and upload all supporting documents to OneDrive.

Has the company adopted the <a href="#">Total WSH</a> approach?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Has the company implemented a structured <a href="#">peer support</a> system?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have all the Peer Supporters in the company undergone Peer Support training?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Which training did the Peer Supporters undergo? Please select from the options below:  <input type="checkbox"/> <a href="#">Level 1 Well-being First Responder</a> programme offered under the Well-being Champions Network <input type="checkbox"/> Level 1 Peer Support Certification training offered under <a href="#">Health Promotion Board's Workplace Outreach Wellness Programme</a> <input type="checkbox"/> <a href="#">WSQ-Certified Training in Peer-to-Peer Mental Well-being Support at Work</a> offered by NTUC LearningHub <input type="checkbox"/> <a href="#">Certificate in Peer Support</a> offered by Social Service Institute under the National Council of Social Service <input type="checkbox"/> Others: please specify	
Did the company use <a href="#">iWorkHealth</a> in the past year?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Has the company formally appointed a Workplace Mental Well-being Champion to take the lead on Mental Well-being initiatives?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is the company a member of the <a href="#">Well-being Champions Network</a> ?	<input type="checkbox"/> Yes <input type="checkbox"/> No



## Part 3: Evidence-Based Assessment

a) Please answer the following questions.

Your submission 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 (3) pages and is to be uploaded with all supporting documents, to OneDrive.

### **Workplace Mental Well-being Initiatives**

1. Describe the mental well-being support initiatives that your company has in place (e.g. training, subsidies, access to counselling, peer support and employee benefits).
2. Beyond the above initiatives, share how your company fosters a psychologically safe culture, and how it is integrated into the broader company culture.
3. Share how your company regularly monitors the effectiveness of its mental well-being initiatives. This should include the use of iWorkHealth or any other equivalent tool and show the last two years' results, if any.
4. Share how your company communicates its mental well-being initiatives and results to your management, employees, and external stakeholders.
5. 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**

6. List the names and designations of employees who have contributed significantly to your company's mental well-being journey. Describe their roles.

Culture of Acceptance, Respect and Empathy (CARE) Awards 2025

- b) Please list initiatives and achievements of the past three years (including qualifying year), including the successful identification and resolution of workplace stressors that led to improved employees' mental well-being.

Please provide specific examples and quantifiable results to demonstrate the impact of your initiatives on overall workplace mental well-being.

Preference will be given to results related to psychosocial risk mitigation such as improved WSH indicators, reduced incidence of workplace stress, or qualitative feedback from peer support groups.

Your submission 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 (3) pages, and is to be uploaded, with all supporting documents, to OneDrive.

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

<b>Year</b>	<b>Initiatives</b>	<b>Achievements</b>
<b>2024</b>		
<b>2023</b>		
<b>2022</b>		

## Terms and Conditions

**By submitting an application, the applicant is deemed to have read and understood the terms and conditions.**

- All applications must be fully completed and submitted to the WSH Council via OneDrive before the submission deadline. Applications received after the submission deadline will be deemed invalid and rejected. The WSH Council will not be responsible or liable for any lost, late, mislaid, or incomplete applications.
- Any application received via email, postal or delivery services will not be accepted.
- The WSH Council reserves the right to reject any application without explanation or notice.
- The WSH Council 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.
- The applicant is deemed to have given consent for their details to be shared with third parties, inclusive but not limited to, judges, representatives of the respective industry associations, and appointed vendors.
- All applicants will be notified of their results via email by end August 2025. The WSH Council's decision shall be final.
- Award recipients will be officially announced during the Awards ceremony taking place in September 2025.
- 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.