



## **Workplace Safety and Health Awards 2022**

### **Frequently Asked Questions (FAQ)**

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## Application Process

### Important dates

How do I know if my application is shortlisted?

If your application is shortlisted, representative(s) from the WSH Council and/ or your respective industry association will contact you by end May.

When is the convention/ judging session?

The WSH Council and/ or respective industry associations will organise conventions/ judging sessions in May/ June, depending on the award category.

How do I know if my shortlisted application is nominated for further evaluation to receive the WSH Award at the national level?

If your application is nominated, you will be informed by end June.

When will the results be announced?

The results will be released in mid-July 2022.

### Online submission

Who can submit the application online?

The applicant or appointed representative from the applicant's company can submit the application online. For WSHPA and SHARP applicants, you can seek your auditor's agreement to submit your application on your behalf. Any party submitting an application on behalf of the applicant will be responsible for the information provided in the application form.

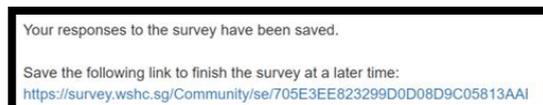
Can I request for more access rights to the OneDrive unique link?

Yes, you can request for up to seven (7) access rights (including contact person(s) and senior management indicated in the application form).

Can I save the online application form mid-way and continue working on the application later?

Yes, please click on the "SAVE" button at the bottom page of the application form as per the image below.

Do not close the window after clicking the "SAVE" button. Please wait for the system to generate a link for your saved record, to continue your submission later.



How do I know that my application has been submitted successfully?

Your contact person and senior management will receive the OneDrive unique link within three (3) working days. Should you not receive the unique link within this time, please check your "Junk Email" folder before emailing us.

Can anybody access the documents that I uploaded to OneDrive?

Only authorised persons who are granted access to the folder will be able to see the uploaded documents. There is added security by Microsoft such as two-factor authentication.

Is there an alternative way to submit our application?

Interested applicants must submit their application through the online application form on our website.

As the new submission is through OneDrive, are we still required to hyperlink all supporting documents?

Yes, all supporting documents must be easily retrievable and traceable, and any mislaid documents may result in the application being invalid.

## WSH Statistics

### **Injury records**

Note: The WSH Council does not have access to injury records/ incident reports/ details of accidents within the WSH Incident Reporting eService. You may wish to check with the relevant stakeholders/ parties on any reporting that had occurred at your company's worksite.

How do I check for the number of injuries reported to iReport?

You can check the number of injuries reported under your UEN via the [WSH Incident Reporting eService](#).

*If you are a related party to a work injury claim submitted by the employer (i.e. injured employee, insurer and legal representative), the incident report can be purchased online via the eService under "Submitted Incident Report". Choose "Select Action" and "Purchase Report".*

Are we able to extract report(s) submitted by the subcontractor by citing our workplace number?

The WSH Incident Reporting eService only allows employers to view details of work-related incident report of their employees. As mentioned in the note above, the WSH Council does not have access to the data and would not be able to release details of accidents which happened at your workplace that were reported by subcontractors. You may wish to check with the relevant stakeholders/ parties on any reporting that had occurred at your worksite.

Will our contractors' accidents also be taken into consideration when evaluating our application?

All accidents that happened at your worksite will be taken into consideration.

### **Number of workers / man-hours**

Can I use 2020 or 2022's number of workers?

No, all figures submitted must be taken from qualifying period between 1 Jan 2021 and 31 Dec 2021.

Can I include office staff in the number of workers?

Yes, office staff can be included if they are involved in the work process.

Are we able to include contractors' manhours?

Please only include your direct workforce, main and sub-contractors who are involved in the work process.

## Definition and data of injury reporting

What is the definition of minor injuries?

In assessing applications for WSH Awards 2022, minor injuries are to include injuries sustained by employees that result in four or more days of medical leave, or at least 24 hours of hospitalisation.

Do incidents resulting in less than three days of medical leave and light duties considered as a minor injury?

No.

What is the difference between major and minor injuries?

Refer to the definition [here](#).

What is the best accident-free period?

This criterion has been removed and is no longer applicable.

What is the industry injury rate of 2021?

Please refer to the table below:

<b>Industry</b>	<b>2021 Industry Injury Rate (per 100,000 workers)</b>	<b>50% of Industry Injury Rate (per 100,000 workers)*</b>	<b>12.5% of Industry Injury Rate (per 100,000 workers)**</b>
Construction	611	306	77
Marine	509	255	64
Manufacturing	726	363	91
Other sectors	295	148	37

\* WSH Performance Awards applicants must attain a company injury rate lower than 50% of industry injury rate.

\*\* SHARP applicants must attain a project or worksite injury rate lower than 12.5% of the industry injury rate.

## **Eligibility**

Would a fatal case in Company A affect Companies B and C's eligibility for the WSH Performance Awards?

As WSH Performance Awards applications are tagged to the company's UENs, if companies B and C bear a separate UEN, you may proceed to submit an application for these two companies.

Are we eligible to participate in SHARP if we have an offence under the Employment Act?

No, your application may be disqualified if there is any offence that resulted in more than two compound fines, or fines exceeding \$2,000, WSH-related investigations, conviction or prosecution.

Will my company's application for WSH Performance Award and SHARP be affected if my company has a pending case that occurred in 2022?

Yes, your application may be disqualified if the case resulted in a fatal/ major injury or a dangerous occurrence.

## Categories

### **WSH Developer Awards**

Is auditing service by a SAC-accredited WSH auditing organisation or WSH auditor required to apply for this Award?

No, auditing service is not required for WSH Developer Awards' applications.

### **WSH Performance Awards**

Do we need to submit our responses to the X-Factor checklist and CultureSAFE Evidence Based Assessment?

No, this criterion has been removed and is no longer applicable.

Can my company be considered under "Other Industries" although part of my business activities falls under the Construction/ Marine/ Manufacturing industry?

Some companies may have two (2) business Singapore Standard Industrial Classification (SSIC) activity codes. Please apply under your primary business activity.

Is there a minimum score at Bands 1 and 2 of ConSASS 2020 checklist that applicants must achieve?

No, there is no minimum score that you need to achieve for Bands 1 and 2. However, your application must achieve at least 70% of Band 3.

Which checklist should I use if my company is in both the construction and engineering industries? Do we use the ConSASS or WSHMS checklist?

You should first verify your company's primary business activity. For example, if your company's primary business activity falls within the Construction industries, please use ConSASS checklist, and ensure that the application meets all criteria.

If my technology company does not have ISO45001, CultureSAFE or Total WSH, can I still apply/ qualify for WSHPA?

A technology company will likely be classified within "Other Industries", and such companies are required to attain a valid ISO 45001 or bizSAFE Star to qualify.

Please note that CultureSAFE is no longer part of the criteria. As for Total WSH, it will be good if the Total WSH programme is integrated into your WSH management system.

If I am applying for the WSH Performance Award for my Construction company, can I submit WSHMS (2020) checklist since I am submitting at corporate level (headquarter)?

No, if your primary business activity falls within the Construction industries, you must use the ConSASS checklist to apply.

If my company does not include WSH statistics in the business report, will we still be considered for award?

Yes, you may still submit an application, but please elaborate on the type of WSH performance that your company publishes, in Part 3b.

## Safety and Health Award Recognition for Projects (SHARP)

### Can my company's workshop or term contracts apply for SHARP?

You may wish to check first if the workshop or term contract can achieve 320,000 manhours between 1 Jan 2021 to 31 Dec 2021. All headcount taken into consideration must be involved in the manual work.

### Can I combine various projects, worksites, or workplaces in my organisation when applying for SHARP?

No, SHARP is meant for large-scale projects or worksites like shipyard projects, construction worksites or large projects within an organisation. Applicants are to submit a single project for this category. Organisations with multiple projects or worksites should apply for WSHPA instead.

If the workplace has a unique Accounting and Corporate Regulatory Authority (ACRA) Registration Number on its own and different from the organisation owning it, it should apply under WSH Performance Award and not SHARP.

### What is the 2021 qualifying company injury rate applicable for SHARP?

The criterion to meet a qualifying company injury rate has been removed and is no longer applicable.

### What is the 2021 qualifying project injury rate applicable for SHARP?

The 2021 qualifying project injury rate is 12.5% of the national industry injury rate. Please refer to the table below:

Industry	2021 Industry Injury Rate (per 100,000 workers)	12.5% of Industry Injury Rate (per 100,000 workers)
Construction	611	77
Marine	509	64
Manufacturing	726	91
Other sectors	295	37

### Do we need to submit our responses to the X-Factor checklist and CultureSAFE Evidence Based Assessment?

No, this criterion has been removed and is no longer applicable.

### Can my company be considered under "Other Industries" although part of my business activities falls under the Construction/ Marine/ Manufacturing industry?

Some companies may have two (2) business Singapore Standard Industrial Classification (SSIC) activity codes. Please apply under the project/ worksite's primary business activity.

### Can my company still apply for SHARP if we did not register our joint venture with UEN?

Yes, your company can still submit an application for SHARP if the project has a workplace number.

## **WSH Innovation Awards**

Do our projects need to start and complete within the qualifying period (1st January 2021 to 31st December 2021)?

No, it is not necessary for the submitted project to start and complete within the qualifying period. However, the innovation solution must be implemented within the qualifying period for at least six months, with no reportable accident or incident in the workplace.

## **WSH Awards for Supervisors**

Can I apply for both WSH Awards for Supervisors and WSH Officer Awards?

No, please apply for either award relevant to you.

If you are a registered WSH Officer, you may apply for the WSH Officer Awards.

If you are a supervisor with a junior supervisory role, you may apply for the WSH Awards for Supervisors. Please note that persons occupying a managerial role will not be considered for the WSH Awards for Supervisors.

## **WSH Officer Awards**

Can I apply for both WSH Officer Awards and WSH Awards for Supervisors if I am a registered WSH Officer?

No, please apply for either award relevant to you.

As a registered WSH Officer, you will be overqualified to apply for WSH Awards for Supervisors.