



Workplace Safety and Health Awards 2023

WSH Awards for Supervisors Application Guidelines

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About WSH Awards for Supervisors

This award recognises supervisors who take care of their workers by improving the safety and health performance in their workplaces.

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.

The nominated supervisor must meet the following conditions:

- Either a Singaporean/ PR/ S Pass/ Work Permit holder
- Worked at least two years in the company as a supervisor
- Performed a junior supervisory role instead of managerial role
- Oversaw a team of at least five workers

Qualifying period: 1 January 2022 to 31 December 2022

1. No accident that has caused death or permanent disablement to workers under his/ her care
2. No breach¹ in workplace safety and health matters in the company under his/ her charge

Supervisors whom employers are nominating must have:

3. Illustrated the commitments to show that he/ she:
 - Takes care of workers
 - Contributes to improving the company's WSH performance
 - Has been active in the support for migrant welfare
4. Attended at least one [WSH course](#) at the supervisor level

Note: If you are nominating more than one supervisor, please submit separate applications for each of them. If the nominated supervisor is a registered WSH Officer, please advise them to apply for WSH Officer Awards instead.

¹ 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

The following associations will first evaluate their respective industry-specific applications:

- Association of Singapore Marine Industries (ASMI)*
- Singapore Logistics Association (SLA)
- Singapore Manufacturing Federation (SMF)
- The Singapore Contractors Associations Ltd (SCAL)

All other applications will be evaluated by the WSH Council.

*For marine industry, please submit the application to Association of Singapore Marine Industries (ASMI).

Interview session

Shortlisted supervisors will be required to attend an interview by a panel of judges held for each industry association.

Nomination by associations

A maximum of three winning supervisors from each association will be nominated for further evaluation to receive the WSH Award on a national platform.

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:

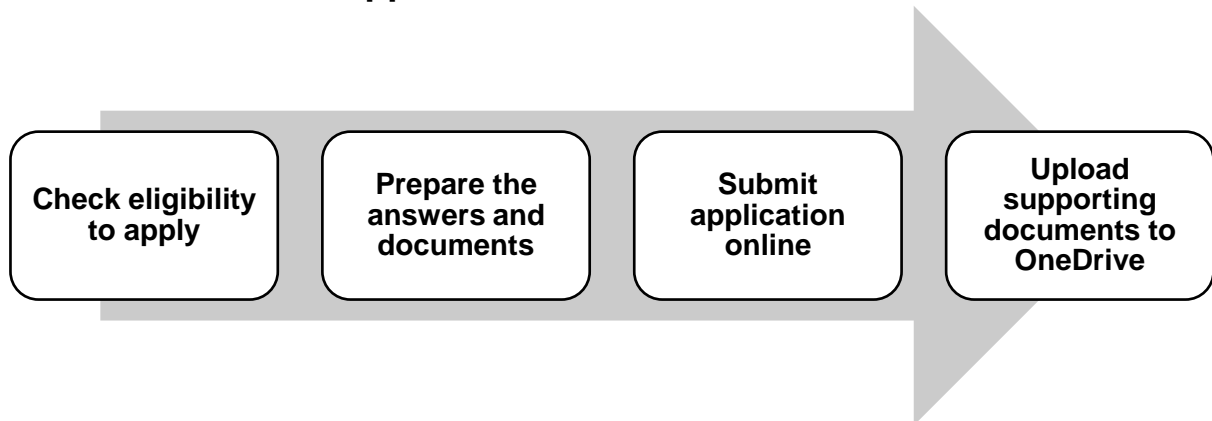
- Fatal accident
- Major injury accident
- Dangerous Occurrence (DO)

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 the application, please prepare the following information:

Part 1: Company's Details

Part 2: Supervisor's Details

Part 3: Evidence-Based Assessment

Part 4: Details of safety and health training courses, seminars, and workshops

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 application:

Part 3: Evidence-Based Assessment

Part 4: Details of safety and health training courses, seminars, and workshops

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

Company name	
Unique Entity Number (UEN)	
Company address	
SSIC Code	(Visit www.bizfile.gov.sg to retrieve)
Industry	<ul style="list-style-type: none"> • Chemical • Construction • Engineering • Facilities Management • Financial and Insurance Activities • Food and Beverages • Government and Statutory Agencies • Healthcare • Hospitality and Entertainment • Logistics and Transportation • Manufacturing • Marine • Water Supply, Sewage and Waste Management Activities • Wholesale and Retail Trade • Others: _____
Primary Work Activity	
Please select the trade/ industry association that is most relevant to your industry.	<ul style="list-style-type: none"> • Association of Singapore Marine Industries • Singapore Logistics Association • Singapore Manufacturing Federation • The Singapore Contractors Associations Ltd • None of the above
Is your company an SME ² ?	<input type="checkbox"/> Yes <input type="checkbox"/> No

² 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 addresses 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, Alternative Contact Person and Supervisor. Senior Management will not be receiving the OneDrive unique link.)

Senior Management	Salutation: Name: Designation: Contact number: Email address:
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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: Supervisor's Details

Salutation	
Name as per NRIC/ FIN/ WP	
Company name	<i>(Same company name will be printed on the trophy or certificate)</i>
Designation	
Contact number	
Email address	
Date of employment (with current company)	
Brief description of job duties	
Number of workers supervised	

Part 3: Evidence-Based Assessment

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 five pages, and is to be uploaded, with all supporting documents, to OneDrive.

Commitment to take care of workers

1. How did the supervisor encourage the workers in taking ownership of their safety and health? Cite at least one approach in strengthening ownership.
2. How did the supervisor ensure that the workers work in a safe and healthy environment? Cite at least one example where the supervisor identified health and safety risks in the workplace and recommended interventions to address the risks.
3. How did the supervisor communicate safety and health messages to the workers? Cite at least one example to show the supervisor's good working relationship with workers, where the workers feel comfortable enough to discuss safety and health issues with the supervisor.
4. Describe how the supervisor encourages good safety behaviour at the workplace. Cite at least one example where the supervisor rewards his/ her workers for good safety behaviour.

Commitment to improve the company's WSH performance

5. Describe the supervisor's contribution in improving the company's WSH performance. Cite the initiative(s) that the supervisor proposed during the qualifying period and at least one initiative that was successfully implemented. Elaborate about the results achieved due to the initiative (e.g., number of workers benefitted from the initiative).
6. Share the supervisor's achievements during each of the past three years (2022, 2021 and 2020).

Overall assessment

7. Tell us why the supervisor should be selected for this award. Cite the supervisor's achievements/ contributions in supporting the workers' welfare which go beyond his/ her scope of work and responsibilities, legislative requirements and/or company's WSH policies.

Part 4: Details of WSH training courses, seminars, and workshops

Complete the table and upload the respective evidence and certificates to OneDrive.

Total number of courses: _____

Safety and health training courses, seminars and workshops attended by the supervisor during qualifying period.

Note: At least one [WSH course](#) at the supervisor level

S/N	Name of course/ seminar/ workshop	Organiser/ Training Provider	Start date of course (DD-MMM-YYYY)	Course duration (hrs)

Note: If necessary, please add more rows to capture the supervisor's full training records.

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.