



## **Workplace Safety and Health Awards 2023**

### **WSH Innovation Awards Application Guidelines**

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## About WSH Innovation Awards

This award recognises exemplary WSH innovations across various industries, where teams have implemented innovative solutions to improve safety and health standards 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.

### Qualifying period: 1 January 2022 to 31 December 2022

#### **Companies with an innovative solution that meets all the following conditions:**

1. No breach<sup>1</sup> in workplace safety and health matters in the company, which is due to the implementation of the innovation project
2. Led by a team comprising employees
3. Focused on:
  - Minimising safety hazards such as work at height. The solution may be in the form of engineering measures, practices or safety systems that eliminate, control or significantly reduce a hazard's risks; OR
  - Implementing upstream risk control to eliminate or minimise risks from workplace health hazards such as chemicals, noise and ergonomics.
4. Resulted in significant improvement in WSH
5. Implemented for at least six months with no reportable accident or incident in the workplace
6. Has in place effective risk control measures which do not create or lead to new risk(s)
7. Does not infringe any copyright or patent law

If you wish to apply for more than one project, please submit a separate application for each project.

<sup>1</sup> 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 Process Industry (ASPRI)
- Association of Singapore Marine Industries (ASMI)\*
- Singapore Hotel Association (SHA)
- 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).

## Presentation

Shortlisted applications will present their projects to a panel of judges at the convention held for each industry association.

## Nomination by associations

A maximum of three winning teams 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:

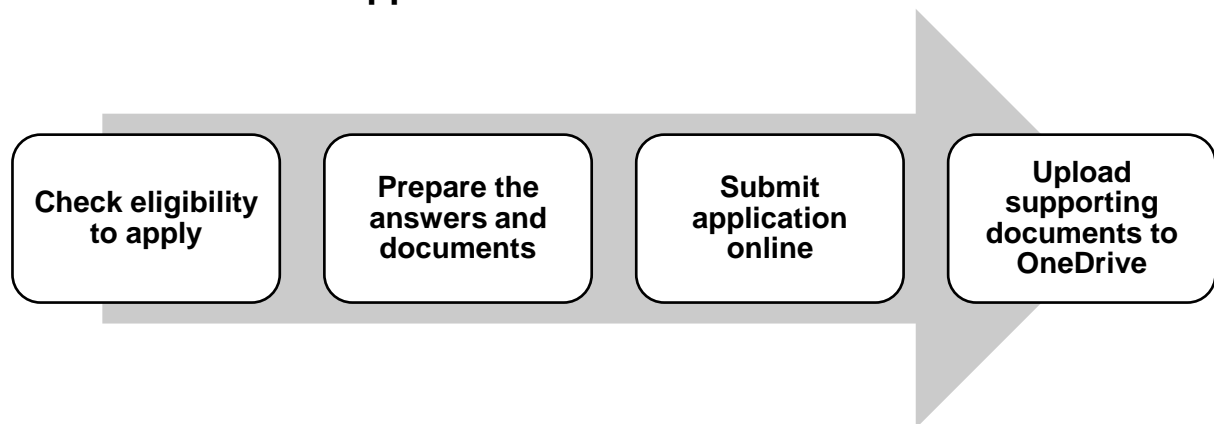
- Fatal accident
- Major injury accident
- Dangerous Occurrence (DO)

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 details:

- Part 1: Company's Details
- Part 2: Innovation Team's Details
- Part 3: Report
- Part 4: PowerPoint Slides

## 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: Report
- Part 4: PowerPoint Slides

## 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 as per UEN	(Same company name will be printed on the trophy or certificate)
<a href="#">Unique Entity Number (UEN)</a>	
Company address	
<a href="#">SSIC code</a>	(Visit <a href="http://www.bizfile.gov.sg">www.bizfile.gov.sg</a> to retrieve)
Industry	<ul style="list-style-type: none"> <li>• Chemicals</li> <li>• Construction</li> <li>• Engineering</li> <li>• Facilities Management</li> <li>• Financial and Insurance Activities</li> <li>• Food and Beverages</li> <li>• Government and Statutory Agencies</li> <li>• Healthcare</li> <li>• Hospitality and Entertainment Industry</li> <li>• Logistics and Transportation</li> <li>• Manufacturing</li> <li>• Marine</li> <li>• Water Supply, Sewage and Waste Management Activities</li> <li>• Wholesale and Retail Trade</li> <li>• Others: _____</li> </ul>
Primary work activity	
Innovation awards are evaluated by these organisations. Please select one that is most relevant to your industry.	<ul style="list-style-type: none"> <li>• Association of Process Industry</li> <li>• Singapore Hotel Association</li> <li>• Singapore Logistics Association</li> <li>• Singapore Manufacturing Federation</li> <li>• The Singapore Contractors Associations Ltd</li> <li>• None of the above</li> </ul>
Is your company an SME <sup>2</sup> ?	<input type="checkbox"/> Yes <input type="checkbox"/> No

<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 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 and Alternative Contact Person. 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 as below.

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

## Part 2: Innovation Team's Details

Name of team	<i>(Name is limited to 50 characters and is case-sensitive; Title Case is preferred over UPPERCASE)</i>
Date of team formation	
Name of team members	
Title of project	<i>(Name is limited to 50 characters and is case-sensitive; Title Case is preferred over UPPERCASE)</i>
Company name	
Number of workers ( <i>direct workforce</i> )	



## Part 3: Report

Please refer to the outline below on the contents of your project. Your report 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 twenty pages, and is to be uploaded, with all supporting documents, to OneDrive.

### 1. Table of Contents (with page number)

### 2. Executive Summary of Project

- Project Theme:
- Problem:
- Causes:
- Solution:
- Abstract: Within 200 words, describe the uniqueness of your project, and how it helps improve safety and health standards within the workplace.

### 3. Project Details

#### A. About the Project Team Leader and Members (name and designation)

#### B. Project Selection and Definition

- Reasons for selecting project: i.e., the root cause, the problem, how does it affect them?
- Risk assessment conducted before improvement
- How comprehensive the solution is in providing protection to those exposed to the hazard and whether the solution has addressed the risks adequately.
- Ease of set-up and use
- The worker's willingness to use the solution
- Life Cycle Cost i.e., initial purchase, maintenance, inspection, training, storage, etc.
- The degree of involvement and participation of the employees (including contractors) in risk management, and development and implementation of the solution
- Effectiveness of the control programme in supporting the successful implementation of the control solution
- Areas for improvement

#### C. Analytical Techniques

- Tools and risk assessment techniques used
- Approaches in identification and verification of root causes

#### D. Corrective Actions and Implementation

- Alternate solutions
- Recommended solutions
- Risk assessment conducted after improvement
- Implementation

**E. Tangible And Intangible Results Achieved**

**F. Standardisation**

- Documentation
- Adoption and maintenance of new procedures

**G. Expandability**

- Ideas that can be built on and applied to other situations or can be adapted to increase protection tend to be more useful.

**H. Review and Sustenance**

- Review for future improvements
- Team's next project

**I. Images/ Videos of Before and After Implementation**

## Part 4: PowerPoint Slides

Prepare a deck of PowerPoint slides to introduce your project and upload the deck to OneDrive.

You may refer to the evaluation criteria below.

ITEMS	EVALUATION CRITERIA (recommended scores)
<b>Project Selection and Problem Definition</b> (15 points)	Reasons for selecting the project; and the solution is not bought off-the-rack (5 pts)
	A systematic approach was adopted in identifying the root causes of the problem or the risk encountered (5 pts)
	The project scope was well defined, and the problem was clearly identified (5 pts)
<b>Innovation</b> (25 points)	Recommended solutions were innovative and practical (20 pts). Solutions are to be innovative, sound, and practical
	Alternative solutions were evaluated (5 pts)
<b>Results Achieved</b> (35 points)	Risk assessment was conducted on the process or machine <b>before and after</b> implementing the final solution (15 pts)
	Tangible results (e.g., productivity gain, reduction of WSH injuries/ accidents) were explained (15 pts)
	Intangible results were explained (5 pts)
<b>Standardisation</b> (10 points)	Steps were taken to ensure that the new procedures were documented (5 pts)
	Action was taken to ensure that the new procedures were well communicated and actively practised (5 pts)
<b>Review and Project Expandability</b> (5 points)	Project was reviewed for further improvements (5 pts) <ul style="list-style-type: none"> <li>Expandability – whether the solution can be built on/ modified so that it could be applied to other situations or adapted to increase the protection where required.</li> <li>Applicant who can demonstrate a solution that eliminates the risks and can potentially be translated industry-wide will gain more points.</li> </ul>
<b>Presentation</b> (10 points)	Presentation was clear, effective, and easy to understand (5 pts)
	Written submission was clear, effective, and Question & Answer session reflects team members' understanding of the project (5 pts)

<p><b>(Bonus Point)</b></p> <p><b>Incorporation of Total WSH</b> (up to 5 points)</p>	<p>Recommended solution incorporates Total WSH element/s</p> <ul style="list-style-type: none"> <li>Control solution incorporates Total WSH element/s or uses technology to mitigate/eliminate the WSH risk</li> </ul>
<p><b>Adoption of Technology</b> (up to 5 points)</p>	<p>Recommended solution incorporates use of technology to mitigate/ eliminate the WSH risk</p>

## 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.