



## **Workplace Safety and Health Awards 2025**

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

## Table of Contents

<b><i>About the WSH Innovation Awards</i></b> _____	<b>3</b>
<b><i>Criteria</i></b> _____	<b>4</b>
<b><i>Evaluation</i></b> _____	<b>5</b>
<b><i>Presentation</i></b> _____	<b>5</b>
<b><i>Nomination by Associations</i></b> _____	<b>5</b>
<b><i>Disqualification</i></b> _____	<b>5</b>
<b><i>Application Process</i></b> _____	<b>6</b>
<b><i>Application Submission</i></b> _____	<b>6</b>
<b><i>Important Dates</i></b> _____	<b>6</b>
<b><i>Part 1: Company’s Details</i></b> _____	<b>7</b>
<b><i>Part 2: Innovation Team’s Details</i></b> _____	<b>9</b>
<b><i>Part 3: Report</i></b> _____	<b>10</b>
<b><i>Part 4: Presentation</i></b> _____	<b>12</b>
<b><i>Part 5: Video Introduction</i></b> _____	<b>14</b>
<b><i>Terms and Conditions</i></b> _____	<b>15</b>

## **About the WSH Innovation Awards**

This Award recognises companies that have implemented exemplary WSH innovations and solutions to improve safety and health standards in their workplaces.

## 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 breach<sup>1</sup> in workplace safety and health matters in the company, due to the implementation of the innovation project.

#### **An innovative WSH solution which:**

2. Was produced by a team comprising employees and contractors (involved in the work where the innovation is to be deployed).
3. Focused on:
  - a) Minimising safety hazards in areas such as working at height. The solution may take the form of an engineering measure, practice or safety system that eliminate, control or significantly reduce risks; OR
  - b) Implementing upstream risk controls to eliminate or minimise risks from workplace hazards such as exposure to hazardous substances or excessive noise.
4. Resulted in significant improvements in WSH.
5. Was implemented for at least six (6) 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. Did not infringe any copyright or patent law.

Note: Applicants keen to submit multiple projects for consideration of award are to submit a separate application for each project. If the implemented WSH solution involves the adoption of a commercially available WSH technology, please apply for the WSH Tech Awards instead.

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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

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

- Association of Process Industry (ASPRI)
- Association of Singapore Marine and Offshore Energy Industries (ASMI)\*
- Container Depot and Logistics Association (Singapore) (CDAS) and Singapore Logistics Association (SLA)
- Singapore Hotel Association (SHA)
- Singapore Manufacturing Federation (SMF)
- The Singapore Contractors Associations Ltd (SCAL)

All other applications will be evaluated by the WSH Council.

\*Applicants from the marine industry are to submit their application to the Association of Singapore Marine and Offshore Energy Industries (ASMI).

## Presentation

Shortlisted applications will be required to present their projects to a panel of judges at a judging session to be organised by the respective industry associations. The session will take place between May and June 2025.

## Nomination by Associations

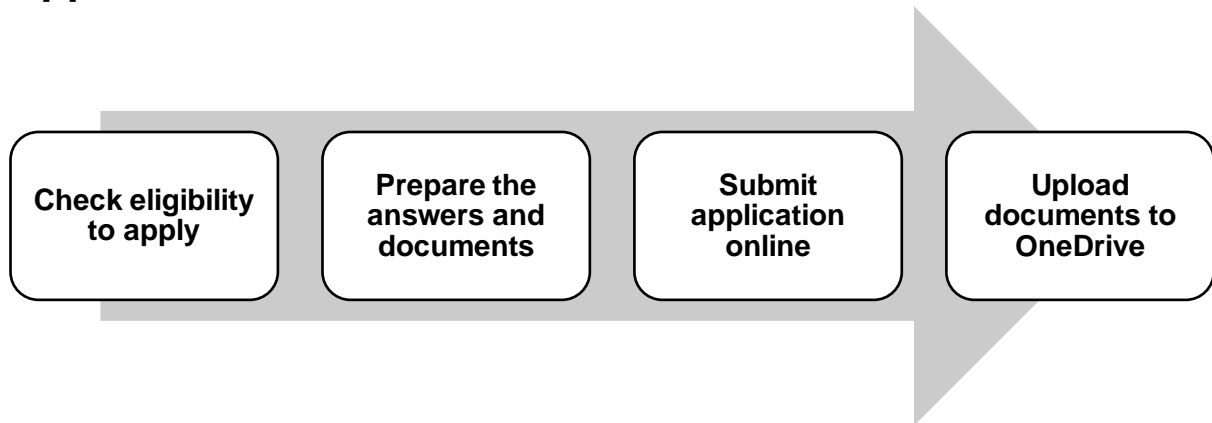
Each industry association will shortlist and nominate a maximum of three applications, for further evaluation to receive the WSH Award at the national platform.

## 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) If 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](#): Innovation Team's Details

[Part 3](#): Report

[Part 4](#): PowerPoint Slides

[Part 5](#): Video Introduction

## Application Submission

[Click here](#) to submit Parts 1, 2 and 5 of your application.

After you have received your unique OneDrive link from the WSH Council, please upload the documents (Parts 3 and 4) to complete your application. Please note that the link access will expire on 7 April 2025, 6pm.

## Important Dates

Qualifying Period:	1 January 2024 – 31 December 2024
Application Submission Deadline: (with all supporting documents uploaded to OneDrive)	4 April 2025
Note: The access to OneDrive will expire on 7 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>	
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	
Please select the association that is most relevant to your industry, so that your application will be routed to it for evaluation.	<ul style="list-style-type: none"> <li><input type="radio"/> Association of Process Industry</li> <li><input type="radio"/> Association of Singapore Marine and Offshore Energy Industries</li> <li><input type="radio"/> Container Depot and Logistics Association (Singapore) and Singapore Logistics Association</li> <li><input type="radio"/> Singapore Hotel Association</li> <li><input type="radio"/> Singapore Manufacturing Federation</li> <li><input type="radio"/> The Singapore Contractors Associations Ltd</li> <li><input type="radio"/> WSH Council (for any other industries)</li> </ul>
Is your company an SME <sup>2</sup> ?	<input type="checkbox"/> Yes <input type="checkbox"/> No
<a href="#">Total workforce</a>	

<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.

**Contact Persons' Details**

*(Note: A unique OneDrive link will be sent to the Contact Persons, 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:

**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	
Additional email address	
Additional email address	
Additional email address	

**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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**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: 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 submit your report based on the outline below. 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 (20) 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 the team?
- 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: Presentation

Prepare a presentation on PowerPoint to introduce your project and upload the deck to OneDrive.

Your presentation will be evaluated based on the following:

ITEMS	EVALUATION CRITERIA (recommended scores)
<b>Project Selection and Problem Definition</b> (15 points)	Reasons for selecting the project; and confirmation that the solution was not bought off-the-rack (5 points)
	A systematic approach was adopted in identifying the root causes of the problem or the risk encountered (5 points)
	The project scope was well-defined, and the problem was clearly identified (5 points)
<b>Innovation</b> (25 points)	Recommended solutions were innovative and practical (20 points)
	Alternative solutions were evaluated (5 points)
<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 points)
	Tangible results (e.g., productivity gain, reduction of WSH injuries/ accidents) were explained (15 points)
	Intangible results were explained (5 points)
<b>Standardisation</b> (10 points)	Documentation of new procedures (5 points)
	New procedures were well communicated to and actively practised by all stakeholders (5 points)
<b>Review and Project Expandability</b> (5 points)	Project was reviewed for further improvements (5 points) <ul style="list-style-type: none"> <li>• Expandability – whether the solution can be built on/ modified so that it can be applied to other situations or adapted to increase the protection where required.</li> <li>• Applicants whose solution eliminates risks and can potentially be adapted industry-wide will be assessed more favourably.</li> </ul>
<b>Presentation</b> (10 points)	Presentation was clear, effective, and easy to understand (5 points)
	Written submission was clear and concise. Team members showed a deep understanding of the project during the Q&A interview segment. (5 points)

<b>(Bonus Points)</b>	Recommended solution incorporates element(s) of Total WSH (up to 5 points)
<b>Incorporation of Total WSH Adoption of Technology</b>	Recommended solution incorporates use of technology to mitigate/ eliminate WSH risks (up to 5 points)

## Part 5: Video Introduction

Applicants for the WSH Innovation Awards are required to submit a short video showcasing their innovative project/ solution. The video must demonstrate the WSH improvement before and after implementation.

### Video Content Requirements

The video shall feature the following key segments:

1. Before Implementation (recommended duration: 50 seconds)
  - Show the workplace scenario before the innovation was introduced
  - Highlight key safety issues or inefficiencies
2. Innovation Overview (recommended duration: 50 seconds)
  - Brief explanation of the innovative solution
  - How it addresses the safety issues or inefficiencies
3. After Implementation (recommended duration: 50 seconds)
  - Show the workplace scenario after implementing the innovation
  - Highlight improvements in safety, efficiency, or other relevant metrics

### Technical Specifications

- Duration: Not exceeding three (3) minutes
- Resolution: Minimum 1080p (1920x1080)
- Format: Any standard video format (e.g., MP4, AVI, MOV)

### Submission Process

1. Upload the video to any video hosting platform (e.g., YouTube, Vimeo).
2. Set the video privacy settings to “unlisted” or “public”.
3. Paste the hyperlink in the designated field of your application form.

### Important Notes

- The video will be a crucial component in evaluating the innovative project/ solution’s impact and effectiveness.
- Applicants are advised to:
  - Use visual aids, demonstrations, or animations to clearly illustrate the before and after scenarios;
  - Deliver a clear, concise, and professional presentation throughout the video;
  - Ensure high-quality video that displays well on large screens;
  - Ensure the video remains accessible until end September; and
  - Retain the original video footage, as it may be selected for use by the WSH Council for publicity of the Awards.

## 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.
- All applicants are 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.