



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

### **WSH Officer Awards Application Guidelines**

## Table of Contents

|   |           |
|---|-----------|
| <b>About WSH Officer Awards</b>   | <b>3</b>  |
| <b>Criteria</b>   | <b>3</b>  |
| <b>Evaluation</b>   | <b>4</b>  |
| Disqualification before announcement of results                         | 4         |
| <b>Application Process</b>  | <b>5</b>  |
| How to submit the application?  | 5         |
| Application submission  | 5         |
| Important dates   | 5         |
| <b>Part 1: Company's Details</b>  | <b>6</b>  |
| <b>Part 2: WSH Officer's Details</b>                                    | <b>8</b>  |
| <b>Part 3: Evidenced-Based Assessment</b>                               | <b>9</b>  |
| <b>Part 4: Details of WSH training courses, seminars, and workshops</b> | <b>10</b> |
| <b>Terms and Conditions</b>   | <b>11</b> |

## About WSH Officer Awards

This award recognises exemplary performance and valuable contributions by registered WSH Officers (WSHOs) in cultivating safe and healthy workplaces in Singapore.

## Criteria

The criteria below represent the minimum 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 registered and practising WSH Officer must meet the following conditions:

1. Worked in the company for at least two years
2. Registered as a WSH Officer for at least five years
3. Attended at least one [WSH course](#) in obtaining or refreshing related knowledge on emerging technical skills and generic competencies
4. Application must be supported by their company

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

1. No accident that caused death or permanent disablement in the company
2. No breach<sup>1</sup> in workplace safety and health matters in the company

#### The registered and practising WSH Officer must meet the following conditions during the qualifying period:

3. Implemented initiatives and/ or programmes within company that improved company's WSH performance
4. Contributed to the industry with proposals and implementations in cultivating safe and healthy workplaces

<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

All applications will be assessed. This includes verification and auditing of all submitted supporting documents, records and data.

## Interview session

Shortlisted officers will be required to present their portfolio by a panel of judges comprising of Ministry of Manpower (MOM), WSH Council and Singapore Institution of Safety Officers (SISO).

## 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:

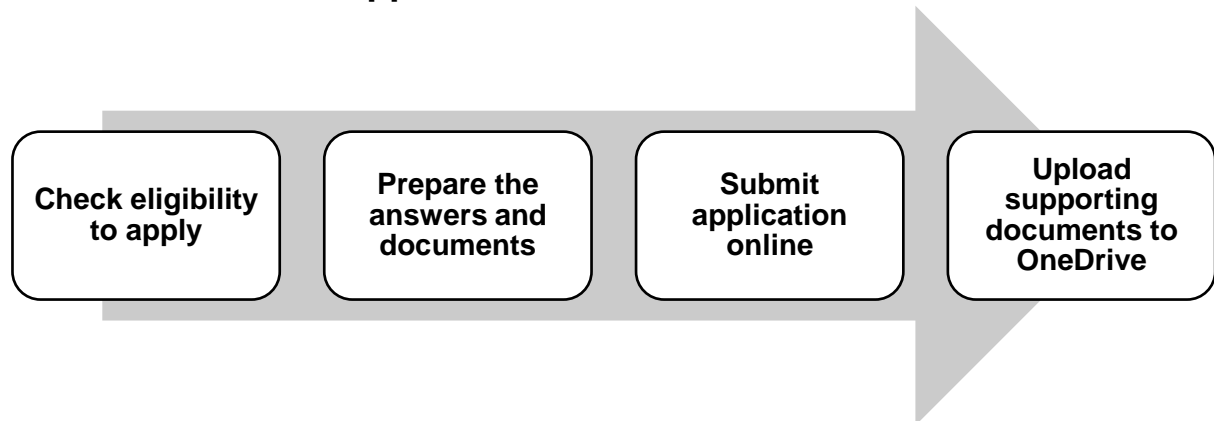
- Fatal accident
- Major injury accident
- Dangerous Occurrence (DO)

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 online, please prepare the following information:

Part 1: Company's Details

Part 2: WSH Officer'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:<br>(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                               | (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                      |  |
| 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:<br>Name:<br>Designation:<br>Contact number:<br>Email address:   |
| Alternative Contact Person   | Salutation:<br>Name:<br>Designation:<br>Contact number:<br>Email address:   |
| Referral for the application | Salutation:<br>Name:<br>Designation:<br>Company name:<br>Contact number:<br>Email address:<br>Relationship to applicant:<br>Why the applicant deserves to win the award (in less than 255 characters) |

### 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:<br>Name:<br>Designation:<br>Contact number:<br>Email address: |
|-------------------|---|

### 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: WSH Officer'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)                  |   |
| Number of years as a registered WSH Officer                |   |
| Please state the year that you have applied for this Award | <i>(Skip if this is your first application)</i>                         |



## Part 3: Evidenced-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 two (2) pages, and is to be uploaded, with all supporting documents, to OneDrive.

### **Within company**

1. What are your duties and responsibilities in relation to safety and health within the company?
2. Describe what you have implemented in the company and highlight one of the programmes which improved the safety and health of the workplace. Please provide evidence to support your answer.
3. Did your company win any safety and health award in 2021 and/ or 2022? What is your contribution to your company in this achievement?

### **Within industry**

4. Share the initiatives that you have proposed or implemented in cultivating safe and healthy workplaces within the industry. Examples include presenting papers in WSH seminar, helping other companies to develop or improve on WSH, publishing WSH research papers, articles and/ or books, and serving in technical committees or work groups in developing WSH codes or standards in organisation like SPRING Singapore and WSH Council.

### **Overall assessment**

5. Tell us why you deserve to win this award. Include your initiative(s) implemented during the qualifying year, and your achievements/ contributions during each of the past three years (2022, 2021 and 2020) which go beyond your responsibilities as an employee of the company.

## 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:** \_\_\_\_\_

| <p>Safety and health training courses, seminars and workshops attended during the qualifying period</p> <p>Note: At least one <a href="#">WSH course</a> in obtaining or refreshing related knowledge on emerging technical skills and generic competencies</p> |                                      |                                 |                                       |                          |
|---|--------------------------------------|---------------------------------|---------------------------------------|--------------------------|
| S/N   | Name of course/<br>seminar/ workshop | Organiser/<br>Training Provider | Start date of course<br>(DD-MMM-YYYY) | Course<br>duration (hrs) |
|   |                                      |                                 |                                       |                          |
|   |                                      |                                 |                                       |                          |
|   |                                      |                                 |                                       |                          |

Note: If you have attended more courses, add more rows to capture your 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.