



Workplace Safety and Health Awards 2025

WSH Officer Awards Application Guidelines

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About the WSH Officer Awards

This Award recognises registered WSH Officers for their exemplary performance and valuable contributions in cultivating safe and healthy workplaces in Singapore.

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

The applicant's company must meet the following conditions

1. No accident that has caused death or permanent disablement in the company.
2. No breach¹ in workplace safety and health matters in the company.

The WSH Officer must meet the following conditions:

3. Implemented initiatives and/ or programmes that improved the company's WSH performance.
4. Contributed to the industry with proposals and implementations in cultivating safe and healthy workplaces.
5. Worked in the company for at least two (2) years.
6. Registered as a WSH Officer for at least five (5) years.
7. Attended at least one [WSH course](#) during the qualifying period, to obtain or refresh knowledge on emerging technical skills and generic competencies.
8. Have not been awarded the WSH Officer Award during the last five (5) years.

¹ 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

All supporting documents, records and data will be verified and assessed.

Interview

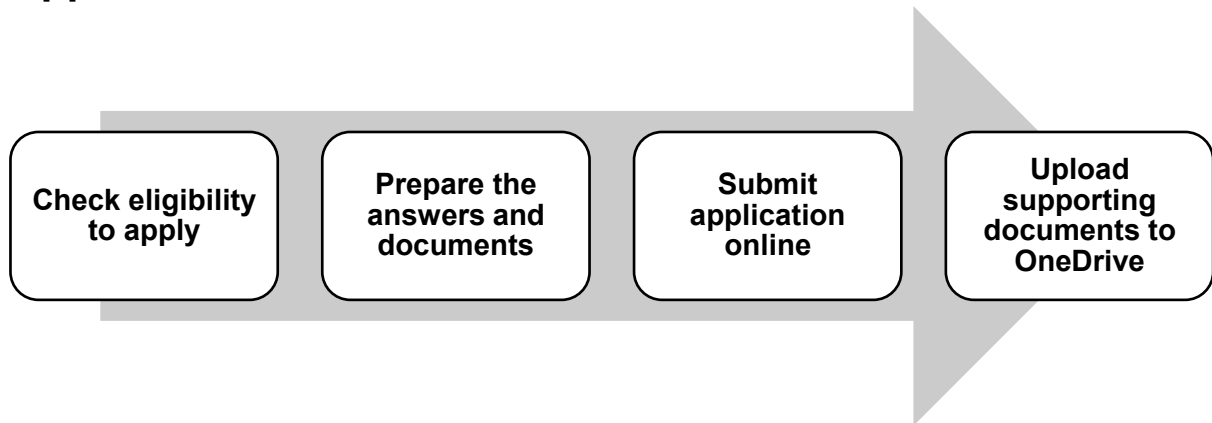
Shortlisted officers will be required to present their portfolio to a panel of judges comprising representatives from the Ministry of Manpower (MOM), the WSH Council and the Singapore Institution of Safety Officers (SISO). This will take place between May and June 2025.

Disqualification

An application may be disqualified if:

- a) A [workplace accident](#) with any of the following consequences occurs at the nominating company **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) 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](#): 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 Parts 1 and 2 of your application.

After you have received your unique OneDrive link from the WSH Council, please upload the supporting documents (Parts 3 and 4) to complete your application. Please note that the link access will expire on 2 April 2025, 6pm.

Important Dates

Qualifying Period:	1 January 2024 – 31 December 2024
Application Submission Deadline: (with all supporting documents uploaded to OneDrive)	1 April 2025
Note: The access to OneDrive will expire on 2 April 2025.	
Awards Ceremony:	September 2025 (TBA)

Part 1: Company's Details

Company name	<i>(Same company name will be printed on the trophy or certificate)</i>
Unique Entity Number (UEN)	
Company address	
SSIC Code	<i>(Visit www.bizfile.gov.sg to retrieve)</i>
Industry	<ul style="list-style-type: none"> <input type="radio"/> Construction <input type="radio"/> Manufacturing <input type="radio"/> Marine <input type="radio"/> Transportation & Storage <input type="radio"/> Accommodation & Food Service Activities <input type="radio"/> Administrative & Support Service Activities <input type="radio"/> Health & Social Services <input type="radio"/> Professional, Scientific & Technical Activities <input type="radio"/> Real Estate Activities <input type="radio"/> Wholesale & Retail Trade <input type="radio"/> Others: _____
Primary work activity	
Is your company an SME ² ?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Total workforce	

Contact Persons' Details

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

² Definition of an SME: 1) Must have 30% local ownership; AND 2) Either group employment <200 employees; OR group annual sales turnover <\$100 million.

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

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: WSH Officer's Details

Salutation	
Full name as per NRIC/ FIN/ WP	
Company name	<i>(Same company name will be printed on the trophy or certificate)</i>
Designation	
Business contact number	
Business email address	
Date of employment (with current company)	
Number of years as a registered WSH Officer	
Please state the year(s) that the WSH Officer had previously applied for this Award.	<i>(Indicate "NA" if this is the first application)</i>

Part 3: Evidence-Based Assessment

a) Written Application

Please answer the following questions. Your submission 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. Describe the WSH officer's duties and responsibilities in the company.
2. Cite two to three WSH initiatives that the WSH officer had implemented at the company. Describe his/ her role and its scale within these initiatives.
3. Did the WSH officer's efforts or initiatives contribute to the company receiving any WSH-related awards or accolades within the past three (3) years, i.e. from 2022 to 2024? If yes, please elaborate on his/ her contributions.

Within industry

4. Share the initiatives that the WSH officer had proposed or implemented in cultivating safe and healthy workplaces within the industry. The examples should include presenting papers at WSH seminars; partnering other companies in developing or improving their WSH; publishing WSH research papers, articles and/ or books; and serving in technical committees or work groups in developing WSH codes or standards in organisations like EnterpriseSG and the WSH Council.

Overall assessment

5. Tell us why the WSH officer deserves to win this award. Include the initiative(s) implemented during the qualifying year, and the achievements/ contributions in the past three years (2024, 2023 and 2022). The response should include examples that went beyond the WSH officer's responsibilities in the company.

b) Video Introduction

The WSH officer is required to submit a short video, covering the following:

1. Personal Introduction

- Brief overview of professional background
- Current role and responsibilities

2. Key Achievements

- Highlight significant accomplishments
- Share impactful projects or initiatives led, citing quantitative results

3. Motivation

- Articulate reasons for applying for the WSH Officer Award
- Explain how the award aligns with professional goals

Technical Specifications

- Duration: Not exceeding two (2) minutes
- Resolution: Minimum 720p (1280x720)
- 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. Include the hyperlink in the application form.

Important Notes

- The video will be an additional component in the assessment of the application.
- Applicants are advised to maintain a clear, concise, and professional presentation throughout the video.
- Please ensure the video remains accessible until end September 2025.

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 WSH Officer during the qualifying period.

Note: Please list at least one [WSH course](#) in obtaining or refreshing related knowledge on emerging technical skills and generic competencies

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

Note: Applicants are to add more rows to capture all training records during the qualifying period, where applicable.

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.