

Top Executives WSH Programme (TEWP) FAQs (updated on 5 Jun 2024)

SN	Questions	Answers	Remarks										
A - Industries required to complete TEWP													
1	How do I know if the TEWP is required for my company?	<p>From 1 Mar 2024, it is mandatory for at least one top executive (CEO or Board Director responsible for WSH) to complete the Top Executive WSH Programme (TEWP), if your firm is in the construction, manufacturing, transport & storage, and marine industries. The TEWP will be mandatory, if:</p> <p>i) Your company's Singapore Standard Industrial Classification (SSIC) submitted to the Accounting and Corporate Regulatory Authority (ACRA) is under construction, manufacturing, marine, or transport & storage industries as listed below:</p> <table border="1" data-bbox="754 1272 1195 1655"> <thead> <tr> <th>Industry</th> <th>SSIC 2020 codes</th> </tr> </thead> <tbody> <tr> <td>Construction</td> <td>41-43</td> </tr> <tr> <td>Manufacturing</td> <td>10-32 exclude 301</td> </tr> <tr> <td>Marine</td> <td>301, 52252, 52225</td> </tr> <tr> <td>Transport & Storage</td> <td>49-53 exclude 52252, 52225</td> </tr> </tbody> </table> <p>OR</p> <p>ii) Your company employs any work pass holders (employment pass, 'S' pass and work permit) under the following Work Pass account categories: Construction, Manufacturing, Marine, or Process, based on your</p>	Industry	SSIC 2020 codes	Construction	41-43	Manufacturing	10-32 exclude 301	Marine	301, 52252, 52225	Transport & Storage	49-53 exclude 52252, 52225	
Industry	SSIC 2020 codes												
Construction	41-43												
Manufacturing	10-32 exclude 301												
Marine	301, 52252, 52225												
Transport & Storage	49-53 exclude 52252, 52225												

SN	Questions	Answers	Remarks										
		company's SSIC declared to MOM Work Pass Division.											
2	How do I check my company's SSIC?	<p>You can log in to your company's account on bizfile to find out the SSIC declared to ACRA. If the first two or three numbers of the SSIC falls under any of the SSIC codes in the table below, you are required to complete the Top Executive WSH Programme. For example, If the company's SSIC is 41001, the company's SSIC is declared under the construction industry and is required to complete the Top Executive WSH Programme.</p> <table border="1"> <thead> <tr> <th>Industry</th> <th>SSIC 2020 codes</th> </tr> </thead> <tbody> <tr> <td>Construction</td> <td>41-43</td> </tr> <tr> <td>Manufacturing</td> <td>10-32 exclude 301</td> </tr> <tr> <td>Marine</td> <td>301, 52252, 52225</td> </tr> <tr> <td>Transport & Storage</td> <td>49-53 exclude 52252, 52225</td> </tr> </tbody> </table>	Industry	SSIC 2020 codes	Construction	41 -43	Manufacturing	10-32 exclude 301	Marine	301, 52252, 52225	Transport & Storage	49-53 exclude 52252, 52225	
Industry	SSIC 2020 codes												
Construction	41 -43												
Manufacturing	10-32 exclude 301												
Marine	301, 52252, 52225												
Transport & Storage	49-53 exclude 52252, 52225												
3	Are there any exemptions for companies in higher-risk sectors from attending the Top Executive WSH Programme?	No, there is no exemption.											
4	Can my company be exempted from attending the Top Executive WSH Programme as the SSIC does not reflect the risk level of my work activities?	If the current SSIC under ACRA does not correctly reflect the work activities of your company, we recommend for your company to update the SSIC under ACRA accordingly.											
5	Can my company be exempted from attending the Top Executive WSH Programme as my company has ceased or about to cease operations?	We recommend for your company to update ACRA and any relevant government agencies on your business closure so that your company do not have to fulfil the TEWP requirement.											
B – Top Executives required to complete TEWP													
1	Is the CEO or a Board Director required to attend? Does the entire Board needs to attend?	The requirement is for at least one person from the organisation (by UEN), either the CEO or Board											

SN	Questions	Answers	Remarks
		<p>Director that is responsible for WSH to complete the Top Executive WSH programme. In situation where there is no appointed CEO or Board Director, a person in an equivalent position should complete the Top Executive WSH programme.</p> <p>Nonetheless, we encourage as many senior executives beyond the CEO and all Board Directors to attend, as a good practice.</p>	
2	<p>With the rollout of Top Executive WSH Programme for CEO and Board of Directors, can Project Director/Head of Department attend the mentioned course? They are not sitting in the Board of Directors Level.</p>	<p>The requirement is for at least one person from the organisation (by UEN), either the CEO or Board Director responsible for WSH, to complete the Top Executive WSH programme.</p> <p>Persons who are not CEO or Board Directors are also welcome to attend the TEWP. However, they do not replace the CEO or Board Directors who are required to complete the Top Executive WSH programme.</p>	
3	<p>Can the COO/CFO of the company replace the CEO to attend the programme?</p>	<p>No. Other corporate officers can fulfil the TEWP requirement only if they are appointed as Board Directors in charge of WSH.</p>	
4	<p>Does the Director appointed to attend the Top Executive WSH programme need to be a person registered as a director of the company in ACRA?</p>	<p>No.</p>	
5	<p>Can the Board of Directors, as registered in ACRA, assign the Project Director (not on company ACRA) to be responsible for the principles and measures under the Approved Code of Practice (ACOP) for chief executives and board of directors' WSH Duties?</p>	<p>No. The person responsible for the Principles and Measures under the ACOP, must be a member of the Board of Directors, in addition to the Chief Executive.</p>	<p>Refer to ACOP FAQ to #10 and #18</p>

SN	Questions	Answers	Remarks
6	Understand that Chief Executives or Board Directors of companies in high-risk sectors are required to attend the Top Executive WSH Programme (TEWP) by March 2024. We are A2 Contractor under construction sector, with two Managing Directors. Can we arrange only one Director to attend? Or it must be two Directors?	At least one person from the organisation (by UEN), either the CEO or Board Director that is responsible for WSH to complete the Top Executive WSH programme.	
7	If the Board of Director is a foreigner and is stationed overseas, must he attend the TEWP?	<p>Yes, if the company's CEO or Board Director responsible for WSH is stationed overseas, he/she is still required complete the TEWP. He/she may subscribe to the online version which is accessible from any internet-enabled device.</p> <p>If he/she does not have a Foreign Identification Number (FIN) and therefore cannot apply for SingPass, then the requirement to complete can be delegated to the next top decision-making corporate officer, based in Singapore.</p>	
8	Can a CEO or Board Director of the parent or holding company represent its subsidiary company to attend the Top Executive WSH Programme?	The person representing a company to complete the Top Executive WSH Programme must be its CEO or Board Director who directly manages the company and is responsible for WSH and not the CEO or Board Director of the holding or parent company who is not directly managing the subsidiary company.	
9	I am a CEO / Board Director who directly oversees multiple entities. Can my attendance for the TEWP fulfil the requirement for all these multiple entities?	Yes. During registration, attendees should declare the companies (based on UENs) whom he/she is the CEO or Board Director. His/her attendance would be considered as fulfilling the TEWP requirement for all these companies. This is applicable to only companies directly under the CEO or Board Director. It does not apply to companies that are subsidiaries. The CEO of Board	

SN	Questions	Answers	Remarks
		Directors of the subsidiary companies, if different from the parent company, is required to complete the TEWP.	
10	Can the company assign multiple Board of Directors to be responsible for individual principles and measures under ACOP?	Yes	
C - TEWP for bizSAFE Programme			
1	Does attaining the bizSAFE Level 1 programme meet the requirement for the Top Executive WSH Programme?	The TEWP is different from bizSAFE Level 1 programme. The TEWP covers key topics like the Code of Practice on Chief Executives' and Board of Directors' Workplace Safety and Health Duties, and accident root cause analysis based on guidelines from MOM/WSHC, which are not covered in bizSAFE Level 1 programme. Therefore, CEOs or Board Directors of companies in high-risk industries regardless of bizSAFE level, are required to complete the TEWP.	
2	Is TEWP the same as bizSAFE Level 1?		
3	For top executives with a bizSAFE Level 1 certificate, is it still mandatory to attend the TEWP course?		
4	Does attaining the TEWP meet the requirement for level 1 under bizSAFE programme?		
5	Is this course an additional course that top management must attend (on top of bizSAFE Level 1) or is it a new updated course which replaces the current bizSAFE Level 1 course?		Companies currently can proceed to attend bizSAFE level 2 course after completing TEWP. From 1 April 24, the TEWP will replace bizSAFE level 1 course from 1 April 24 as bizSAFE level 1 course will cease on 31 Mar 24.
6	Are there any courses that is accepted and allows the company to be waived from attending the Top Executive WSH Programme?		No. The TEWP offered by the three training providers listed, is curated to ensure that the top executives have the know-how to develop their company's WSH capabilities.
7	Is the company required to submit the certificate to MOM or WSHC upon completion of TEWP?		There is no need for the company to submit the certificate to MOM or WSHC upon completion of TEWP, unless you have been informed by MOM or WSHC to do so.

SN	Questions	Answers	Remarks
D - Details of TEWP			
1	What is the duration of the Top Executive WSH Programme?	TEWP is a three-hour programme. Pls refer to the training providers' registration webpages for details	
2	What would be the cost fees to attend the Top Executive WSH Programme?	Pls refer to the training providers' registration webpages for more details on cost	
3	What are the common workplace incidents that are covered in the programme?	Pls refer to the training providers' registration webpages for the programme outline	
4	Will there be any subsidies to attend the programme?	There is no subsidy for the course.	
5	Applicants to the Top Executive WSH Programme (TEWP) need to submit a personal declaration on their roles in their companies related to WSH. Must the person who attend the TEWP be the same person who makes the declaration.	Yes, the person who submits the personal declaration must also be the same person who completes the TEWP.	
6	Is the TEWP declaration form applicable to the Private, Public and People sectors?	Yes, all CEOs or Board Directors attending the programme, whether from the Public, Private or People (Social Service Agencies, NGOs etc) sectors must complete the Declaration form, prior to attending the TEWP.	
7	SingPass is only for locals, if the CEOs/BOD are foreigners/expats, how do they apply for SingPass.	Persons who are interested to attend the TEWP and do not have SingPass to register for the programme, can proceed to apply for the SingPass using their NRIC or Foreign Identification Number (FIN). Please refer to Link	
E - Penalties for not completing TEWP			
1	Could MOM extend the deadline to comply with the TEWP requirements?	The TEWP is easily accessible for Chief Executives and Board Directors through in-person or online training. As compliance with the requirement is not difficult, there are no plans to extend the deadline.	
2	What are the consequences for companies in the higher-risk sectors	From 1 Mar 2024, it is mandatory for at least one top executive (CEO	

SN	Questions	Answers	Remarks
	that do not comply with the requirement to attend the Top Executive WSH Programme?	or Board Director responsible for WSH) to complete the Top Executive WSH Programme (TEWP), if your firm is in the construction, manufacturing, transport & storage, and marine industries. Failure to do so will lead to a fine of \$20,000.	
3	As the top executive who attended the TEWP just left the company, are we given a grace period to send another top executive for the programme?	Companies in the high-risk sectors are given a grace period of three months from the time when the top executive leaves the company to send their new CEO or another Board Director for the TEWP. This is to ensure every company has at least one senior corporate officer responsible for WSH and has the know-how to develop their company's WSH capabilities.	
4	What is the grace period given to new companies to send their top executives to attend the TEWP?	New companies in the high-risk sectors are given a grace period of three months from the date of commencement of the company to send their top executives for the TEWP. This is to ensure every company has at least one senior corporate officer responsible for WSH and has the know-how to develop the company's WSH capabilities.	