

## WSH Advocate Programme Application Form

### INSTRUCTIONS

1. Please read the [Guidance Notes](#) at pages 3-4 before submitting this form.
2. All sections must be completed, please indicate "NA" in the fields which are not applicable to your organisation.
3. All information submitted must be complete, accurate, true, correct and consistent with the supporting documents (if necessary). Failure to do so will result in delay in processing or rejection of the submission.
4. Please submit the completed application form with any supporting document(s), to [contact@wshc.sg](mailto:contact@wshc.sg)

### SECTION A: COMPANY PARTICULARS

|   |  |   |  |
|---|--|---|--|
| Unique Entity Number (UEN):   |  | Company Name:   |  |
| Contact No.:  |  | Email:  |  |
| Number of Employees:  |  | Company Website:  |  |
| Address:  |  |   |  |
| <b>Industry Sector</b> <i>(please tick one):</i>  |  |   |  |
| <input type="checkbox"/> Chemicals<br><input type="checkbox"/> Construction<br><input type="checkbox"/> Engineering<br><input type="checkbox"/> Event/ Entertainment Organiser<br><input type="checkbox"/> Facilities Management<br><input type="checkbox"/> Financial and Insurance Activities<br><input type="checkbox"/> Food and Beverage<br><input type="checkbox"/> Government and Statutory Agencies<br><input type="checkbox"/> Healthcare<br><input type="checkbox"/> Hotels and Accommodation |  | <input type="checkbox"/> Landscape Care and Maintenance Activities<br><input type="checkbox"/> Manufacturing<br><input type="checkbox"/> Marine<br><input type="checkbox"/> Oil and Gas<br><input type="checkbox"/> Transportation & Storage<br><input type="checkbox"/> Veterinary<br><input type="checkbox"/> Water Supply, Sewage and Waste Management Activities<br><input type="checkbox"/> Wholesale and Retail Trade<br><input type="checkbox"/> Others (Please specify) _____ |  |

### SECTION B: LIAISON OFFICER PARTICULARS

|       |         |              |  |
|-------|---------|--------------|--|
| Name: |         | Designation: |  |
| Tel:  | Mobile: | Email:       |  |

**SECTION C: SURVEY ON EMPLOYEE PARTICIPATION IN WSH**

| No. | Question   | Answer |
|-----|--|--------|
| 1   | Briefly describe how the management show its commitment and support of employees' involvement in WSH |        |
| 2   | List the types of WSH training for the WSH Advocates   |        |
| 3   | List the types of WSH materials that are developed for internal communication                        |        |
| 4   | List the types of events that promote employees' involvement in WSH                                  |        |
| 5   | Briefly explain the channels where the company receive employees' feedback or suggestions on WSH     |        |
| 6   | Briefly explain how the company recognise employees who participate in or contribute to WSH          |        |

**SECTION D: DECLARATION BY MANAGEMENT**

|  |                            |
|--|----------------------------|
| <p>I hereby declare that:</p> <ol style="list-style-type: none"> <li>1. I am the CEO / Managing Director / Senior management * of the organisation and would like to participate in the WSH Advocate Programme.</li> <li>2. All the particulars, information and supporting documents given in this submission are true and correct as of the undersigned date.</li> <li>3. I have read, understood, and shall abide by the conditions as set out in the Guidance Notes for WSH Advocate programme.</li> </ol> |                            |
| Name:  | Signature & Company Stamp: |
| Designation:   |                            |
| Date:  |                            |

\* to delete as appropriate

## **WSH Advocate Programme** ~ GUIDANCE NOTES ~

### **Definitions:**

- 1.1 “WSHC” refers to the Workplace Safety and Health Council.
- 1.2 “WSH” refers to Workplace Safety and Health.
- 1.3 “Advocate” refers to a person who promotes safety and health, encourages safe behaviour and changes mindsets, as a way of life in his/her workplace. Their roles may include but not limited to:
  - Voice** WSH Advocates serve as feedback and communication channels between management and workers.
  - Observe** WSH Advocates look out for any unsafe acts and conditions at workplace and acts as another pair of eyes for safety and health.
  - Involve** WSH Advocates walk the safety talk and are very involved in safety and health activities.
  - Care** WSH Advocates encourage their fellow colleagues to care for the safety and health of one another.
  - Educate** WSH Advocates help their fellow colleagues to reinforce on the learning points from past incidents.

### **Criteria / Requirements**

- 2.1 All companies may participate in the WSH Advocate Programme by submitting the Application Form to [contact@wshc.sg](mailto:contact@wshc.sg)
- 2.2 There is no expiry date to the acknowledgement of WSH Advocate Programme.
- 2.3 Recognition or participation in the WSH Advocate Programme, including any audits conducted thereto and/or in conjunction with WSH Advocate recognition, as a WSH Advocate Company will not absolve a business, company, or organisation of any of its duties, obligations and requirements under the Workplace Safety and Health Act (WSHA) and the regulations made there under.

### **Suspension or Revocation of WSH Advocate Participation**

- 3.1 WSHC reserves the right to suspend or revoke a participating company or company’s WSH Advocate participation at any time.
- 3.2 During the suspension period, the company’s information will be removed from the WSH Advocate website. All company’s collaterals that have indicated its WSH Advocate Programme, such as the use of the WSH Advocate logo, shall be discontinued.

### **Cessation of Business**

- 4.1 Any company acknowledged by WSHC in WSH Advocate participation that intends to cease its business operations or is facing insolvency or bankruptcy proceedings is required to notify WSHC in writing within 14 calendar days of such intent or proceedings

## **Termination of Participation**

- 5.1 Any company acknowledged by WSHC in WSH Advocate participation may terminate its participation in the WSH Advocate Programme by giving WSHC 30 calendar days' notice in writing.
- 5.2 Upon such termination, the company must discontinue the use of all representations of WSH Advocate participation in the company's collaterals like email signatures, name cards, brochures, posters, etc. Actions will be taken by the WSH Council on the enterprise for abuse of the WSH Advocate logo or any misrepresentation.

## **Inspection and Audit**

- 6.1 WSHC reserves the right to carry out a verification inspection and/or audit at a company acknowledged by WSHC in WSH Advocate participation.
- 6.2 The company will fully cooperate with WSHC at such inspections and audits.

## **Programme Revision and Updates**

- 7.1 WSHC reserves the right to revise criteria of the WSH Advocate Programme at any time. WSHC may change the contents of the terms and conditions and/or create new terms or conditions at any time by notifying the participating company or organisation of the changes, and the date that the changes are specified to take effect. WSHC will alternatively notify the participating company or organisation of such changes via online message broadcast on the WSH Advocate website or in such manner as WSHC deems appropriate.

## **Intellectual Property**

- 8.1 The intellectual property rights arising from the WSH Advocate Programme, including the WSH Advocate and the WSH Advocate logo and relevant WSH Advocate training material, are owned, licensed, and controlled by WSHC.
- 8.2 No part or parts of the WSH Advocate logo may be reproduced, distributed, adapted, modified, published, displayed, broadcast, or transmitted in any manner or by any means without the prior consent of WSHC.
- 8.3 The WSH Advocate logo will not be used by a company or organization to indicate its WSH Advocate participation other than/ unless expressly allowed/ provided for by WSHC.

## **Fees**

- 9.1 The WSH Advocate Programme does not require any joining fee.