

bizSAFE Awards 2023 – Public Briefing



12 May 2023

Mr Ray Tan

Workplace Safety & Health Council

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bizSAFE Awards 2023



Application opens:

11 May 2023 (Thursday)

Application Deadline:

7 July 2023 (Friday), 6.00pm



Qualifying Period:

1 April 2022 to 31 March 2023

bizSAFE Partner Award

bizSAFE Partner Award

Recognise bizSAFE Partners who have:

- been proactive and committed in bringing their business partners* on board the bizSAFE programme
- incorporated bizSAFE as part of their procurement requirements



bizSAFE Partner Award – Application Criteria

You are welcome to apply if you have:

- Achieved at least bizSAFE Level 3 and is a bizSAFE Partner (excluding WSH Service Providers)
- Included bizSAFE Level 3 and above as a procurement criterion
- Motivated existing business partners* to progress to higher bizSAFE Levels

**Refers to contractors, sub-contractors, tenants, customers, suppliers, vendors, etc*

bizSAFE Partner Award – Application Criteria

- No blacklist record, pending investigation, conviction or prosecution in court by the Ministry of Manpower (MOM)
- Do not have any of the following during the qualifying period:
 - Fatality case
 - Major injury case
 - Dangerous occurrence case
 - Stop work order
 - Business Under Surveillance (BUS)
- Companies applying for the awards **may be** disqualified if they have occupational diseases within the qualifying period

bizSAFE Partner Award – Assessment



**Recruitment
Efforts**



**Nurturing
Efforts**



**Bonus
Initiatives**

bizSAFE Partner Award – Assessment

Tell us which business partners you brought onboard bizSAFE, and how did you bring them onboard.



Recruitment Efforts

bizSAFE Partner Award – Assessment

Besides having bizSAFE Level 3 as a procurement criterion, how else has your company encouraged your business partners to improve WSH and progress to a higher bizSAFE Level?



**Nurturing
Efforts**

bizSAFE Partner Award – Assessment

Share 3 reasons why your company deserves this award.

- Tell us about the extra mile your company has taken, for instance:
 - the additional efforts your company has taken as a bizSAFE Partner to help your business partners to improve WSH, and taking care of physical health and mental well-being of their employees
 - Illustrate WSH Leadership by driving WSH initiatives with your business partners
 - any other x-factors that sets your company apart from other bizSAFE Partners



**Bonus
Initiatives**

bizSAFE Partner Award – Judging

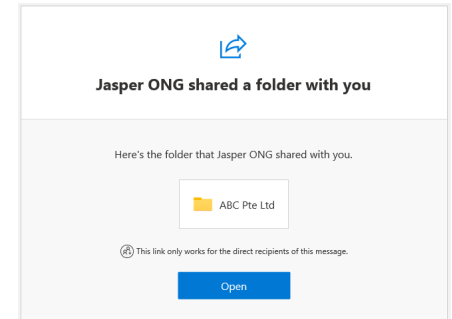
- Shortlisted companies will be invited to showcase your efforts to a panel of judges.
- Shortlisted companies shall cover the following topics during judging session:
 - Recruitment Efforts
 - Nurturing Efforts
 - Bonus Initiatives
- There will be a short online preparatory briefing with shortlisted applicants before the Judging Session



How to apply

1. Submit the application form online via www.wshc.sg/bizsafeawards
2. A dedicated Microsoft OneDrive folder will be created for you to upload your supporting documents and evidences.

Link to the OneDrive folder will be sent to you individually after we receive the completed application form.



How to apply

3. Upload your supporting documents and evidences into the respective folders before the application deadline (7 July 2023).



1. Recruitment Efforts



2. Nurturing Efforts



3. Bonus Initiatives

Things to note – before you submit the application form

1. Make sure you provide us with a valid / working email address in the application form. Please double check for typo errors / accuracy.
2. Provide us with the email address which you wish to access the OneDrive folder with.
3. Due to security reasons, only the contact person, alternate contact person and the senior management indicated in the application form will be given access to the OneDrive folder.

Things to note – when you are uploading the documents

1. Label / name the documents clearly. Ensure there are less than 180 characters for the file name.
2. Please do not password protect your files / supporting documents.
3. Access to the OneDrive folder will be restricted after application deadline.
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 - Late submissions and amendments after the closing date will not be accepted.

bizSAFE Enterprise Exemplary Award

bizSAFE Enterprise Exemplary Award

Recognise small and medium-sized enterprises (SMEs) that have:

- achieved bizSAFE Star, and
- exhibited outstanding WSH performance and standards.

Companies that have won this award for three (3) consecutive years will be honored with Gold Award.



bizSAFE Enterprise Exemplary Award – Application criteria

You are welcome to apply if you:

- Are a Small and Medium Enterprise (SME)* (excluding WSH Service Providers)
- Have attained bizSAFE Star
- Have implemented a Risk Management Plan that is holistic and pragmatic, where upstream risk controls and personal health risks are considered
 - a) *At least 30% shareholding that is local AND*
 - b) *One of the following:*
 - *i. A group employment size of not more than 200 employees (including part-timers) OR;*
 - *ii. A group annual sales turnover of not more than \$100 million.*

bizSAFE Enterprise Exemplary Award – Application criteria

- No blacklist record, pending investigation, conviction or prosecution in court by the Ministry of Manpower (MOM)
- Do not have any of the following during the qualifying period:
 - Fatality case
 - Major injury case
 - Dangerous occurrence case
 - Stop work order
 - Business Under Surveillance (BUS)
- Companies applying for the awards **may be** disqualified if they have occupational diseases within the qualifying period

bizSAFE Enterprise Exemplary Award – Application process

1. Do a self-score using the RM Implementation Checklist (download from bizSAFE Awards webpage). We recommend a score exceeding 80% before you engage an Assessor to assess your application.
2. Submit the application form online via www.wshc.sg/bizsafeawards
3. Engage an auditor* to conduct a 3rd party assessment of your application
Please refer to the application form for the list of approved auditing organisations.

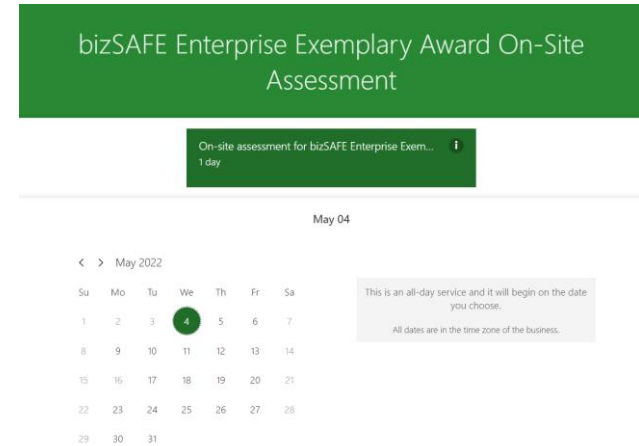
**Note: Applicants should not engage the same auditing organisation for more than 2 consecutive years.*

bizSAFE Enterprise Exemplary Award – Application process

4. After you submit the online form, you will receive a link to the booking system. Notify WSH Council the date, time and location of the assessment via the booking system link* provided in the application form. WSH Council will verify the process by observing the assessment conducted by the assessor.

Mandatory fields for booking system:

- ✓ Applicant name
- ✓ Business Email
- ✓ Company Name
- ✓ Business Contact Number
- ✓ Auditing Organisation Name:
- ✓ Assessor Name
- ✓ Address of on-site assessment
- ✓ Preferred time for assessment
 - I.E. Consider 9am if full day is required



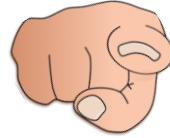
*Note: <https://outlook.office365.com/owa/calendar/OnSiteAssessment@tal.sg/bookings/>

bizSAFE Enterprise Exemplary Award – Application process

5. Things to note when booking WSH Council officer's availability:

- On-site assessment starts from 15th May 2023
- Confirm the availability of your assessor before you book a date in the booking system.
- Do not 'chope' multiple dates in advance for the assessment, only book the confirmed date for the assessment
- Earliest booking date is 3 days later from date of booking (e.g. Applicant access the booking system on 15 May 2023, date for booking is only available on 18 May 2023 onwards.)
- Submission of online application form to WSH Council must be done before the on-site assessment date.
- WSH Council will not accept booking of on-site assessment after 5 July 2023 (last day)
- WSH Council will send a confirmation email once booking is successful.

For Assessors:



You play a very important role!

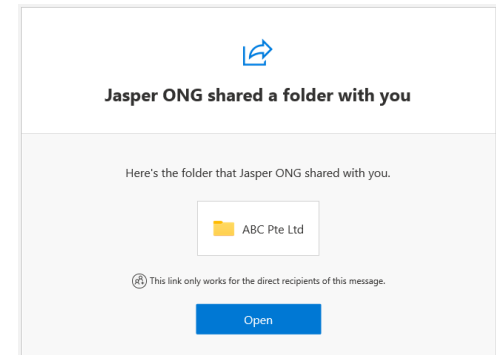
Please **double check** with your client to make sure they have received the confirmation email from WSH Council before carrying out the on-site assessment on the date, time and venue indicated in the email.

Remember to complete the declaration form for assessor in the RM Implementation checklist after the on-site assessment.

How to apply

1. Submit the application form online via www.wshc.sg/bizsafeawards
2. A dedicated Microsoft OneDrive folder will be created for you to upload your supporting documents and evidences.

Link to the OneDrive folder will be sent to you individually after we receive the completed application form.



How to apply

3. Proceed with the on-site assessment on the date, time and location submitted in the booking system.
 - On-site assessments by auditors must be **conducted in the presence of a WSH Council officer**, failing which your application will be **disqualified**.
4. Upon completing the on-site assessment, upload the completed RM Implementation Checklist (with auditors' scoring) and supporting documents / evidences into the OneDrive folder before the application deadline (7 July 2023).



Things to note – before you submit the application form

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3. Due to security reasons, only the contact person, alternate contact person and the senior management indicated in the application form will be given access to the OneDrive folder.

Things to note – when you are uploading the documents

1. Label / name the documents clearly, according to how you referenced it in the RM Implementation Checklist. Ensure there are less than 180 characters for the file name.
2. Please do not password protect your files/supporting documents.
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bizSAFE Champion Award

bizSAFE Champion Award

Recognise individuals who have been key players in improving safety and health performances in their workplaces.

These are employees who have been appointed by their companies to lead and drive the successful implementation of WSH programmes to attain bizSAFE.



bizSAFE Champion Award – Application criteria

The nominated champion should:

- represent a company that has achieved bizSAFE Star
- be a full-time employee of the company (non-WSH Officers will have an advantage);
- have attended the bizSAFE Level 2 course (Develop a Risk Management Implementation Plan) or its equivalent;

bizSAFE Champion Award – Application criteria

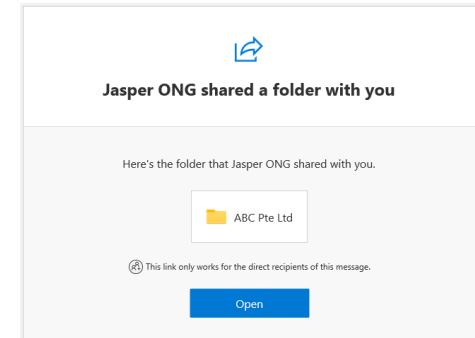
The nominated champion should:

- not be part of the management team (i.e. not in the top two tiers of your organisational chart);
- be active in driving WSH programmes and initiatives for at least 2 years in the company
- Bonus points will be awarded to the champion, if the company he/she is representing wins the bizSAFE Exemplary or Partner award

How to apply

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2. A dedicated Microsoft OneDrive folder will be created for you to upload your supporting documents and evidences.

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How to apply

3. Upload your supporting documents and evidences into the respective folders before the application deadline (7 July 2023).

WSH Courses & Workshops Attended		
<small>(List all the WSH-related courses and workshops you have attended and submit all documentary evidence in a folder labelled "WSH Courses attended by bizSAFE Champion" in your application submission.)</small>		
Name of course or workshop	Organiser or Training Provider	Course Date
<input type="text"/> e.g. bizSAFE Level 2, etc.	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>



WSH Courses
Attended

Part 3B: Write-Up by bizSAFE Champion Nominee

Assessment for bizSAFE Champion Award	
Question	For nominee's input
What was the state of WSH in your company before you were appointed the WSH Champion?	<input type="text"/> <small>(within 250 words)</small>
What difference did you make as a WSH Champion? <small>(Use one or more initiatives within your company to describe the difference you made.)</small>	<input type="text"/> <small>(within 250 words)</small>



Supporting
Evidences

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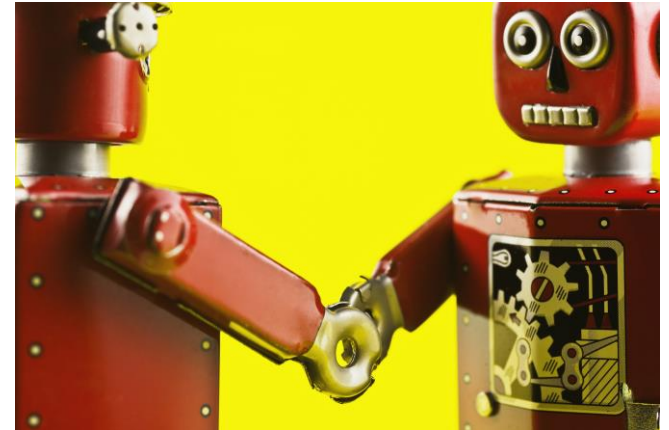
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WSH Tech Award

WSH Tech Award

Recognise bizSAFE Enterprises that have:

- Committed to enhance workplace safety and health through the adoption of tech-enabled solutions.



WSH Tech Awards– Application Criteria

You are welcome to apply if you have:

- Achieved at least bizSAFE Level 3 and above
- have adopted effective technology to mitigate WSH risks

Note: Applicants should only submit **ONE application to feature the adoption of technologies at the workplace*

WSH Tech Awards– Application Criteria

- No blacklist record, pending investigation, conviction or prosecution in court by the Ministry of Manpower (MOM)
- Do not have any of the following during the qualifying period:
 - Fatality case
 - Major injury case
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WSH Tech Award – Assessment

Part A : Adoption of Technology to improve WSH (40%)

Problem Statement:

- Describe your WSH Issue

Technologies adopted

1. Describe how the technology or technologies can effectively address the WSH Issue
2. Scale of Implementation
3. Capital and operating cost of the technology/ technologies on a per worker basis.

WSH Tech Award – Assessment

Part B: Impact of WSH Tech to be assessed before and after implementation (60%)

- Injury rate
- WSH incident / Near-miss / Risky situation pertaining to the WSH Issue
- Man-hours for the task
- Any other metrics to show the benefits for the application of the tech-solution

Note: Supporting documents are to be provided for the topics assessed in Part A and Part B

WSH Tech Award – Interview session

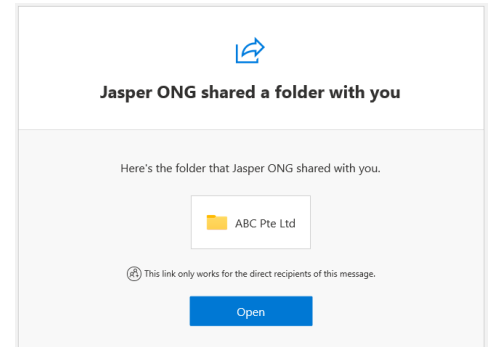
- Shortlisted companies will be interviewed based on the submission of the write-up and the supporting documents provided.



How to apply

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Part A –
Adoption of
Technology



Part B - Impact

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Application Deadline:

7 July 2023 (Friday), 6.00pm



Qualifying Period:

1 April 2022 to 31 March 2023

Common FAQ

Common FAQ

1. Are there any costs involved for applying the bizSAFE Awards?

There will be no cost for applying of bizSAFE Awards. However, If you are applying for bizSAFE Enterprise Exemplary Award, the applying company may need to pay a service fee to the Auditing Organization (AO) for the on-site assessment.

2. Can I reschedule the on-site assessment for bizSAFE Enterprise Exemplary Award if there are any changes in work schedule?

Yes, click on the 'reschedule button' in the confirmation email you received and select a new date for the on-site assessment.

Common FAQ

3. Why can't I access the OneDrive folder created for me to upload my supporting documents?

Check with your company IT department to make sure your company policy allows you to access online cloud storage or email to bizsafeawards@wshc.sg and provide an alternative email address that can access OneDrive.

Due to security reasons, WSH Council will only allow submission through OneDrive.

Common FAQ

4. I received an error message indicating “file path name exceeds the limit” when accessing the file in the OneDrive to make adjustment on the uploaded documents.

The file directory in OneDrive folder is limited to 255 characters. As the primary folder created for your company will take up appx 60 - 75 characters, applicants are advised to ensure that all file names have less than 180 characters each and do not create multiple sub-folders.

Example of lengthy file name:

C:\Users\wshrtn\OneDrive - TAL\BizSAFE Partner Awards\ Applications\XYZ
CONSTRUCTION\WSH Policy and Governance\1.1c Explaining WSH requirement of
Job Scope and appointment letter of machine operator

Example of file name within 180 characters:

C:\Users\wshrtn\OneDrive - TAL\BizSAFE Partner Awards\ Applications\XYZ
CONSTRUCTION\ RM implementation chklist 1.1c



Questions?

Contact me at:

Email: ray_tan@wshc.sg or bizSAFEawards@wshc.sg

Website: www.wshc.sg/bizsafeawards



***biz*SAFE Awards 2023**

Application opens on 11 May 2023

