



Workplace Safety and Health Awards 2024

**bizSAFE Enterprise Exemplary Awards
Application Guidelines**

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About bizSAFE Enterprise Exemplary Award

This Award recognises bizSAFE Star Enterprises that have exemplary risk management and workplace safety and health (WSH) performance.

Following are the two types of bizSAFE Enterprise Exemplary Award:

bizSAFE Enterprise Exemplary Award (Gold)	<ul style="list-style-type: none">• To be shortlisted for evaluation, applicant needs to be a recipient of the bizSAFE Enterprise Exemplary Award for three or more years consecutively
bizSAFE Enterprise Exemplary Award	<ul style="list-style-type: none">• Good risk management and workplace safety and health performance

Criteria

The criteria below represent the minimum conditions required to qualify. Fulfilling them does not mean the applicant will be awarded.

The Award Panel will select the recipients by assessing which applicants best fulfil the criteria. The decision to award by the Panel would be 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 2023 to 31 December 2023

Entry Criteria

1. Company with:
 - No major and fatal injuries
 - No Dangerous Occurrence (DO)
 - No breach in WSH and labour matters
2. Implemented a Risk Management Plan that is holistic and pragmatic, where upstream risk controls and personal health risks are considered.
3. Applying company must:
 - Be an SME¹ (not a WSH Service Provider)
 - Have attained bizSAFE Level Star
 - Comply with the on-site assessment requirement
 - Have Subscribed to the Ministry of Manpower's [WSH alert service for WSH Incident Reporting](#)
 - Not be an applicant for WSH Performance Award

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

On-Site Assessment Requirements

Applicants are required to complete a Risk Management Implementation checklist. For items deemed “not applicable”, it is required to state the reason(s) in the “Notes” column.

Conduct a Self-check

Please ensure that all criteria in the Risk Management Implementation checklist are met, and achieve a self-score of at least 80%, before engaging AO to conduct an on-site assessment.

Avoid Conflict of Interest

Engage auditing services through an SAC accredited WSH Auditing Organisation (AO) whose scope includes “bizSAFE RM audit”. The list of SAC accredited AOs is provided on the [MOM website](#).

Please see below for an example:

SAC Certificate No: AO- [REDACTED]	
SCOPES :	<ul style="list-style-type: none">• Construction worksite• bizSAFE RM audit

The same AO can only provide auditing services for a company for up to two consecutive years. A different AO must be appointed for the third year.

Booking of WSH Council Officer for On-site Assessment with Auditing Organisation

WSH Council will conduct random on-site assessment. When your company is selected, the onsite assessment by your auditor must be conducted in the presence of a WSH Council officer, failing which your application will be disqualified.

You are required to notify WSH Council of the date, time and location of the assessment via the booking system. Booking system link will be provided via email upon successful application. WSH Council will verify the process by observing the assessment conducted by the auditor.

- Booking (via booking system) of WSH Council officer for on-site assessment must be submitted at least three working days in advance.
- Site selected for assessment should have **at least three to five ongoing key work activities or WSH initiatives to showcase.**

Evaluation

All supporting documents, records and data will be verified and assessed. WSH Council will be checking all incident reports reported under your UEN with the Ministry of Manpower (MOM), any discrepancy may lead to immediate disqualification. A visit to the applicant's workplace may also be requested.

Disqualification before Announcement of Results

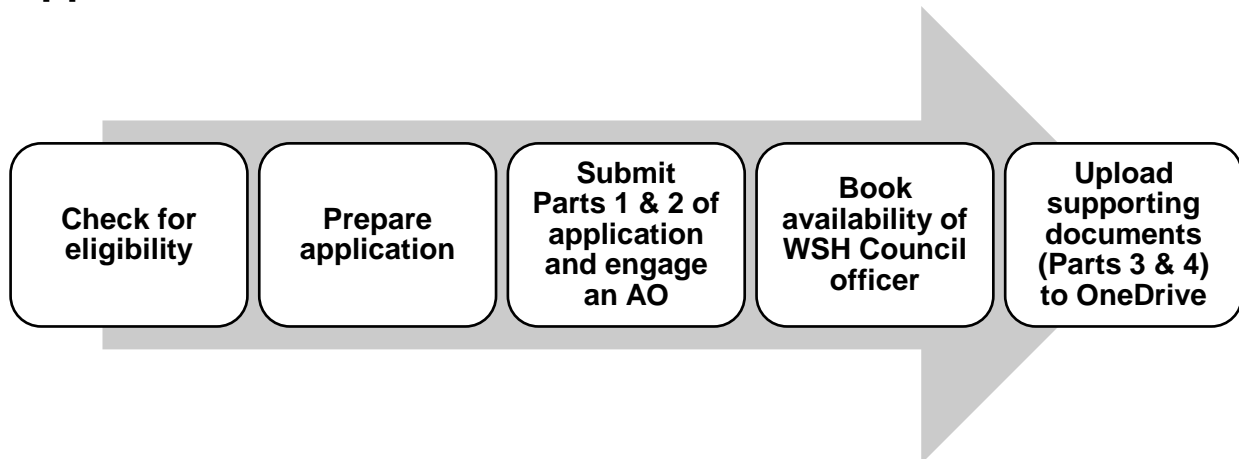
An application may be disqualified under any of the following circumstances:

1. If a [workplace accident](#) with any of the following consequences occurs **before** the announcement of results in **July 2024**:
 - Fatal accident
 - [Major injury](#) accident
 - Dangerous Occurrence (DO)
 - Infringement of [legislation under MOM's purview](#)
2. 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.
3. If 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.

Notes for SAC Accredited Auditing Organisations

1. The applicant will pay the AO for services rendered by your auditor.
2. You are required to check whether the applicants have achieved a self-score of at least 80% and successfully booked the availability of WSH Council officers to observe the on-site assessment before beginning to render any auditing services. You will need to input the evidence gathered and use the “Notes” column to take down your observations or further comments that the applicant might have and allocate a score in the checklist.
3. You are required to assess the applicants’ RM implementation in accordance with the checklist provided and the supporting documents at their workplace in person.
4. Your auditor is required to fully complete “Part 4: Auditor’s Details and Declaration Form”. Please provide your auditor’s details, indicate strengths, areas for improvement and any other observations of each application, before signing off the declaration form.

Application Process



Before submitting the application, please check for [eligibility](#) and prepare the following information:

[Part 1](#): Company's Details

[Part 2](#): WSH Statistics

[Part 3](#): Evidence-Based Assessment

[Part 4](#): Auditor's Details and Declaration Form

Application Submission

[Click here](#) to submit Parts 1 and 2 of your application.

After you have received your unique OneDrive link and completed the on-site assessment, please upload the supporting documents (Parts 3 and 4) to complete your application.

Important Dates

Qualifying Period:	1 January 2023 – 31 December 2023
Application Submission Deadline: (with all supporting documents uploaded to OneDrive)	18 April 2024
Awards Ceremony:	End-July 2024 (TBA)

Part 1: Company's Details

Company name as per UEN	<i>(Same company name will be printed on the trophy or certificate)</i>
Unique Entity Number (UEN)	<i>(All injuries reported under this UEN number will be taken into consideration)</i>
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 ¹ ?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Company/ group employment size	
Company/ group sales turnover for year 2023	

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

Contact Persons' Details

(Note: OneDrive unique link will be sent to the email addresses provided.)

Contact Person	Salutation: Name: Designation: Contact number: Email address:
Alternative Contact Person	Salutation: Name: Designation: Contact number: Email address:

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: Name: Designation: Contact number: Email address:
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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	
Additional email address	
Additional email address	
Additional email address	

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.

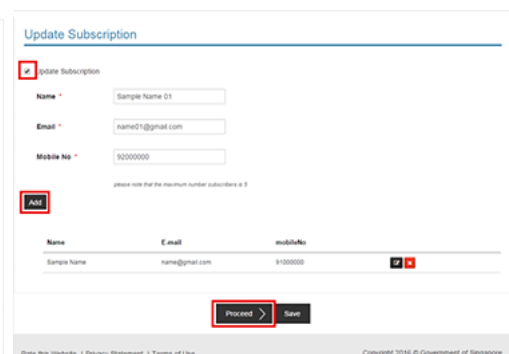
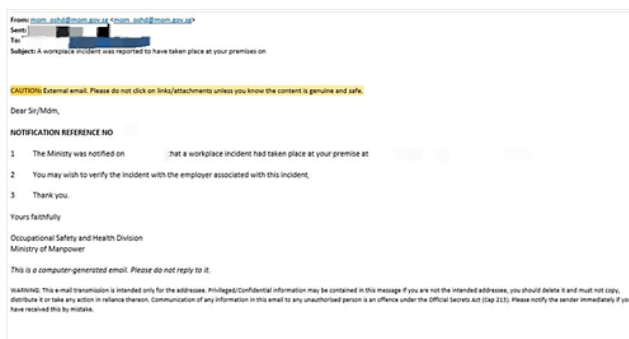
Part 2: WSH Statistics

a) For qualifying period between **1 January 2023 and 31 December 2023**, please provide the following information:

Did the company have any workplace incident ?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Was the company issued any Stop Work Order (SWO) ?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Did the company enter the Business Under Surveillance (BUS) programme ?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Has the company received more than two composition fines (or fines exceeding \$2,000) from MOM's Occupational Safety and Health Division, inclusive of health-related offences?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Did the company receive any demerit points ?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Has the company faced any WSH-related investigation, conviction, or prosecution (including pending cases) under legislation within MOM's purview ?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Number of injuries reported (Include non-severe injuries with any instance of medical leave or light duties)	

You can check the number of injuries reported under your UEN. The incident report can be purchased online via the [WSH Incident Reporting eService](#) under "Submitted Incident Report". Choose "Select Action" and "Purchase Report".

b) Please submit a screenshot of your subscription to the Ministry of Manpower's [WSH alert service for WSH Incident Reporting](#). See below for examples:



Part 3: Evidence-Based Assessment – RM Implementation

- a) Please indicate your total self-score using the scoring matrix below in the online application form.

No	Topic	Max Score
1.1	WSH Policy and Governance	7
1.2	Risk Management (RM)	26
1.3	Safe Work Procedure (SWP)	8
1.4	RM Team	4
1.5	In-house WSH Rules	5
1.6	Inspection	9
1.7	Preventive Maintenance	6
1.8	WSH Training	9
1.9	Reporting and Investigation	11
1.10	Total WSH	9
1.11	Emergency Preparedness	6
Total		100
Score		100%

i. bizSAFE Level Star

Please provide the bizSAFE certificate number and upload the valid bizSAFE Level Star certificate issued by WSH Council to OneDrive.

Certificate number	
Expiry date (DD-MMM-YYYY)	

Note: Your company's bizSAFE Enterprise status must remain valid for the entire duration of the Awards process (i.e. from the submission of your application to the Awards Ceremony).

Part 4: Auditor's Details and Declaration Form

Auditor's name	
Auditing organisation	
Business contact number	
Business email address	
For on-site assessment:	Please ensure applying company has booked the availability of WSH Council officer with details of the date, time, location, and AO provided via the booking system.

Declaration Form by the Auditor

I hereby declare that I:

- (a) have not provided assessing services to the same applicant for more than two consecutive years;
- (b) will conduct the on-site assessment in the presence of WSH Council officers and complete the RM implementation checklist with scores assigned to the company;
- (c) will not make any duplicate copy of the evidence submitted or copy its contents without the consent of the owner; and
- (d) will not directly or indirectly disclose or make available any information, in whole or in part, given to me by the applicant, to any other person or party, except during submission to WSH Council.

Signature of Auditor

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.
- 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.
- By submitting an application, the applicants give consent for their details to be shared with third parties, inclusive but not limited to the judges, representatives of the respective industry associations and the appointed event agency. 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-July 2024. The WSH Awards Council's decisions shall be final.
- Award recipients will be officially announced during the Awards ceremony taking place in end-July 2024.
- 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.