



Workplace Safety and Health Awards 2024

**bizSAFE Partner Awards
Application Guidelines**

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About bizSAFE Partner Award

This Award recognises bizSAFE Partners who have been proactive and committed in bringing their business partners on board the bizSAFE programme as well as incorporating bizSAFE as part of their procurement requirements.

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. Company must have:
 - Attained bizSAFE Level 3 and above
 - Attained bizSAFE Partner
 - Included bizSAFE Level 3 and above as a procurement criterion
 - Motivated existing bizSAFE Enterprises to progress to higher bizSAFE Level(s)
 - Have subscribed to the Ministry of Manpower's [WSH alert service for WSH Incident Reporting](#)

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.

If shortlisted, your company will be required to prepare a presentation in PowerPoint format and showcase your efforts to a panel of judges. The Judging Session will take place between May and June 2024, and you will be assessed based on the following items:

a. Recruitment Efforts	<u>Recruitment outcomes:</u> Judges will assess the number of business partners you have brought onboard the bizSAFE programme (e.g. first tier contractors and beyond, suppliers, or tenants).
	<u>Progression efforts:</u> Judges will assess your efforts in progressing your suppliers through the bizSAFE programme.
	<u>Recruitment initiatives:</u> Judges will assess your efforts in growing the bizSAFE community through your business network.
b. Other Initiatives	You may also highlight to the judges any additional efforts your company has invested in to qualify for the bizSAFE Partner Award, and how your company goes a step further to care for your business partners' safety and health.

Notes for Applicants Shortlisted for Judging Session

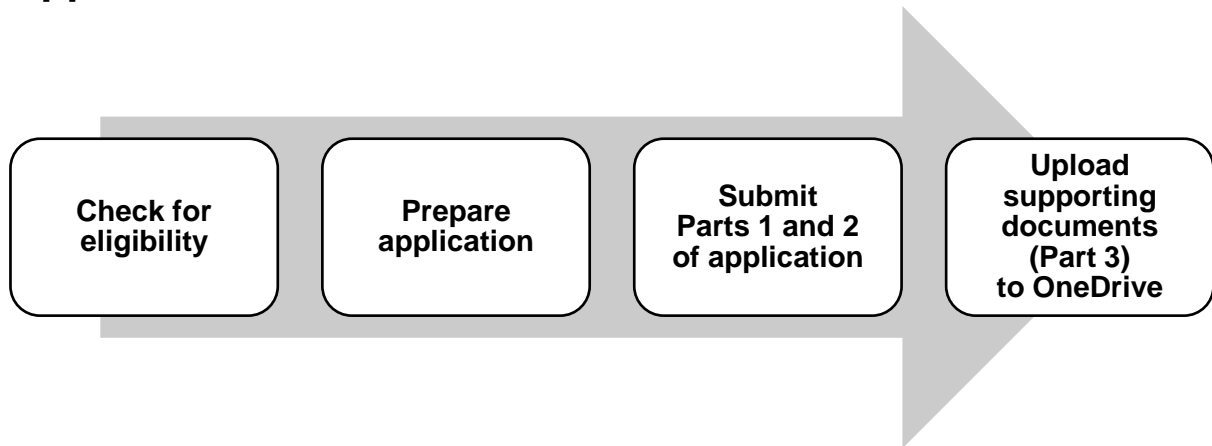
1. The WSH Council will conduct a short preparatory briefing session with shortlisted applicants before the Judging Session.
2. Information on the briefing session will be sent to shortlisted applicants via email.

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.

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

Application Submission

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

After you have received the OneDrive link, please upload the supporting documents (Part 3) 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

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.

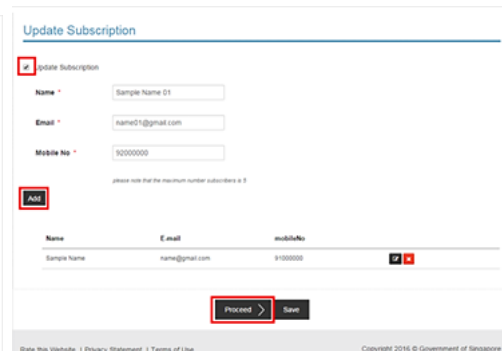
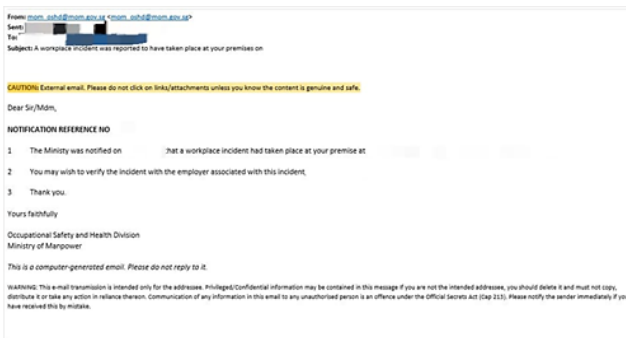
Part 2: WSH Statistics

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 "Submitted Incident Report" on the number of injuries reported under your UEN via the Ministry of Manpower [WSH Incident Reporting eService](#). See below for examples:



Part 3: Evidence-Based Assessment

Please list the key initiatives that were implemented for the items that require write-up.

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 1,000 words for item a(iii) and b assessed
- Write-up and statistics are to be uploaded, with all supporting documents, to OneDrive.

a) Recruitment Efforts [Total: 16 points]

i. Recruitment Outcomes [6 points]

Total No. of Business Partners:	
No. of Business Partners that are bizSAFE Level 3 and above:	
% of Business Partners that are bizSAFE Level 3 and above:	

bizSAFE Status	No. of Business Partners
bizSAFE Level 1	
bizSAFE Level 2	
bizSAFE Level 3	
bizSAFE Level 4	
bizSAFE Level Star	

ii. Progression Efforts [4 points]

Year	No. of Business Partners that have progressed to higher bizSAFE level(s)			
	L1 to L2	L2 or lower to L3	L3 or lower to L4	L4 or lower to Level Star
2022				
2023				

iii. Recruitment Initiatives [6 points]

Describe your initiatives in growing the bizSAFE community through your business network or supply chain.

b) Other Initiatives [4 points]

Describe your company's efforts in growing the bizSAFE community at industry level and how you go a step further to care for your business partners' safety and health.

c) bizSAFE Partner

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

Certificate number	
Expiry date (DD-MMM-YYYY)	

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

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 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.