



Workplace Safety and Health Awards 2024

Frequently Asked Questions (FAQ)

Table of Contents

APPLICATION PROCESS	5
Important dates	5
How do I know if my application is shortlisted for judging?	5
When is the convention/ judging session?	5
How do I know if my shortlisted application is nominated for further evaluation to receive the WSH Awards at the national level?	5
When will the results be announced?	5
Online submission	5
Who can submit the application online?	5
Can I request for more access rights to the OneDrive unique link?	5
Can I save the online application form mid-way and continue working on the application later?	6
How do I know that my application has been submitted successfully?	6
Can anybody access the documents that I have uploaded to OneDrive?	6
Is there an alternative way to submit my application?	6
As the new submission is through OneDrive, am I still required to hyperlink all supporting documents?	6
Why can't I access the OneDrive folder create for me to upload my supporting documents?	7
I received an error message indicating "file path name exceeds the limit" while making changes to the uploaded documents directly on the OneDrive folder.	7
WSH STATISTICS	8
Injury records	8
How do I check for the number of injuries reported to iReport?	8
Am I able to extract report(s) submitted by the subcontractor by citing my workplace number?	8
Will my contractors' injury records also be taken into consideration when evaluating my application?	8
Number of workers / manhours	9
Can I use 2022 or 2024's number of workers?	9
Can I include office staff in the number of workers?	9
Am I able to include my contractors' manhours?	9
Definition and data of injury reporting	9
What is the definition of minor injuries?	9
Are incidents resulting in less than three days of medical leave and light duties considered as minor injuries?	9
What is the difference between major and minor injuries?	9
What is the best accident-free period?	9
What are the industry injury rates of 2023?	9
Eligibility	10
Would a fatal case in Company A affect Companies B and C's eligibility for the WSH Performance Awards (WSHPA)?	10
Are we eligible to participate in SHARP if we have an offence under the Employment Act?	Error!
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Will my company's application for WSH Performance Award and SHARP be affected if my company has a pending case that occurred in 2023?	10
CATEGORIES	11
WSH Developer Awards	11
Is auditing service by an SAC-accredited WSH auditing organisation or WSH auditor required to apply for this Award?	11
WSH Performance Awards (WSHPA)	11
Can my company still apply if we do not meet the minimum number of manhours, i.e. 1.5 million manhours?	11
Can my company be considered under "Other Industries" although part of my business activities falls under the construction/ marine/ manufacturing industry?	11
Is there a minimum score at Bands 1 and 2 of ConSASS 2020 checklist that applicants must achieve?	11
Which checklist should I use if my company is in both the construction and engineering industries?	11
Do we use the ConSASS or WSHMS checklist?	11
If my technology company does not have ISO45001, CultureSAFE, or Total WSH, can I still apply/ qualify for the Award?	11
If I am applying for the Award for my construction company, can I submit WSHMS 2020 checklist since I am submitting at corporate level (headquarter)?	12
If my company does not include WSH statistics in the business report, will we still be considered for award?	12
How do I know which industry injury rate should I refer to when applying?	12
Safety and Health Award Recognition for Projects (SHARP)	12
Can my company's workshop or term contracts qualify for SHARP?	12
Can I combine various projects, worksites, or workplaces in my organisation when applying for SHARP?	12
What is the 2023 qualifying company injury rate for SHARP?	13
What is the 2023 qualifying project injury rate applicable for SHARP?	13
Can my company be considered under "Other Industries" although part of my business activities falls under the construction/ marine/ manufacturing industry?	13
Can my company still apply for SHARP if we did not register our joint venture with UEN?	13
WSH Innovation Awards	13
Do my projects need to start and complete within the qualifying period (1 January 2023 to 31 December 2023)?	13
Can I apply for my projects that were bought-off-the-shelves?	13
WSH Awards for Supervisors	14
Can I apply for both WSH Awards for Supervisors and WSH Officer Awards?	14
Can I apply for WSH Awards for Supervisors again, if I have recently received this Award?	14
WSH Officer Awards	14
Can I apply for both WSH Officer Awards and WSH Awards for Supervisors if I am a registered WSH Officer?	14
Can I apply for WSH Officer Awards again if I have recently received this Award?	14
CARE Awards	14
Is auditing service by an SAC-accredited WSH auditing organisation required to apply for this Award?	14

bizSAFE Enterprise Exemplary Awards	15
Are there any costs involved when applying for the bizSAFE Enterprise Exemplary Awards?	15
Can I reschedule the on-site assessment?	15
How do I check my organisation's bizSAFE status and validity period?	15
How to check if my organisation is a Small Medium Enterprise (SME)?	15
bizSAFE Partner Awards	15
My organisation's bizSAFE Partner Awards application was only recently approved. Can I still apply for the bizSAFE Partner Awards?	15
How do I check my organisation's bizSAFE status and validity period?	16
WSH Tech Awards	16
Does the WSH Tech have to be implemented within the qualifying period (1 January 2023 - 31 December 2023)?	16
How do I check my organisation's bizSAFE status and validity period?	16

Application Process

Important dates

How do I know if my application is shortlisted for judging?

If your application is shortlisted, representative(s) from the WSH Council and/ or your respective industry association will contact you by end May.

When is the convention/ judging session?

The WSH Council and/ or respective industry associations will organise conventions/ judging sessions in May/ June, depending on the award category.

How do I know if my shortlisted application is nominated for further evaluation to receive the WSH Awards at the national level?

If your application is nominated, you will be informed by end-June 2024.

When will the results be announced?

Applicants will be informed of their application outcomes in mid-July 2024 via email. Recipients of WSH Awards 2024 will be officially announced during the Awards ceremony, planned for end-July 2024.

Online submission

Who can submit the application online?

The applicant or appointed representative from the applicant's company can submit the application online. For WSHPA and SHARP applicants, you can seek your auditor's agreement to submit the application on your behalf. Any party submitting an application on behalf of the applicant will be responsible for the information provided in the application form.

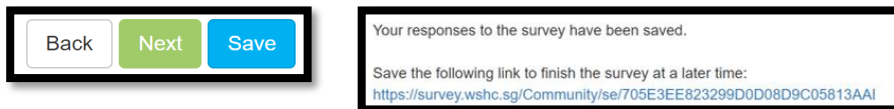
Can I request for more access rights to the OneDrive unique link?

Yes, you can request for up to six (6) access rights (including contact person(s) indicated in the application form). Senior Management will not be receiving the OneDrive unique link.

Can I save the online application form mid-way and continue working on the application later?

Yes, please click on the “Save” button at the bottom page of the application form as per the image below.

Do not close the window after clicking the “Save” button. Please wait for the system to generate a link for your saved record, to continue your submission later.



How do I know that my application has been submitted successfully?

Upon submitting your application online, an email will be sent to you from wshawards@wshc.sg. If you do not see the email in your inbox, kindly check your "junk mail" folder or "spam" folder.

Additionally, you can expect to receive a OneDrive link from support@wshc.sg within three (3) working days after submitting the online form. Should you not receive the unique link within this time, please check your “Junk Email” folder before emailing us.

Can anybody access the documents that I have uploaded to OneDrive?

Only authorised persons who are granted access to the folder will be able to see the uploaded documents. There will be added security by Microsoft such as two-factor authentication.

Is there an alternative way to submit my application?

No. Interested applicants can only submit their application through the online application form on WSH Council’s website.

As the new submission is through OneDrive, am I still required to hyperlink all supporting documents?

There is no need to hyperlink all supporting documents. However, please ensure that all supporting documents are properly identified and easily traceable. Any misidentified and mislaid documents may result in the application being invalid.

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

Please check with your company's IT department to ensure that your company policy allows access to online cloud storage. Otherwise, please contact support@wshawards.sg to provide an alternative email address that can access the OneDrive.

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

I received an error message indicating "file path name exceeds the limit" while making changes to the uploaded documents directly on the OneDrive folder.

The file directory in the OneDrive folder has a limit of 255 characters. Applicants are advised to ensure that each file name is kept within 180 characters. Please also avoid creating and uploading documents into multiple sub-folders on the OneDrive.

WSH Statistics

Injury records

How do I check for the number of injuries reported to iReport?

You can check the number of injuries reported under your UEN via the [WSH Incident Reporting eService](#) and through email alerts on reports of accidents and injuries that occur at your workplace via [WSH alert service for WSH Incident Reporting](#).

If you are a related party to a work injury claim submitted by the employer (i.e. injured employee, insurer and legal representative), the incident report can be purchased online via the eService under "Submitted Incident Report". Choose "Select Action" and "Purchase Report".

Am I able to extract report(s) submitted by the subcontractor by citing my workplace number?

The WSH Incident Reporting eService only allows employers to view details of work-related incident reports of their own employees. The WSH Council does not have access to the data and thus would not be able to release details of incidents that occurred at your worksite which were reported by your subcontractors. Please check with your relevant stakeholders/partners on any other reports of incidents at your worksite.

Will my contractors' injury records also be taken into consideration when evaluating my application?

All incidents that occurred at your worksite will be taken into consideration.

Number of workers/ manhours

Can I use 2022 or 2024's number of workers?

No, all figures submitted must be from the qualifying period between 1 January 2023 and 31 December 2023.

Can I include office staff in the number of workers?

Yes, office staff can be included if they are involved in the work process.

Am I able to include my contractors' manhours?

Please only include your direct workforce, main and sub-contractors who are involved in the work process.

Definition and data of injury reporting

What is the definition of minor injuries?

In assessing applications for WSH Awards 2024, minor injuries are to include non-severe injuries with any instance of medical leave or light duties.

Are incidents resulting in less than three days of medical leave and light duties considered as minor injuries?

Yes.

What is the difference between major and minor injuries?

Refer to the definition [here](#).

What is the best accident-free period?

This criterion has been removed and is no longer applicable.

What are the industry injury rates of 2023?

The industry injury rates of 2023 will be announced through WSH Bulletin when it has been published in April/ May 2024. In the event that 2023's rates are not released before the application deadline, we recommend to use a 10% reduction from the previous year's industry injury rate as a good proxy.

Eligibility

Would a fatal case in Company A affect Companies B and C's eligibility for the WSH Awards?

Applications are tagged to companies' respective UENs. Thus, if Company B and Company C hold separate UENs from Company A, you may proceed to submit an application for Company B and Company C.

Will my company's application be affected if my company has a pending case that occurred in 2023?

Yes, your application may be disqualified if the case resulted in a fatal/ major injury or a dangerous occurrence.

Categories

WSH Developer Awards

Is auditing service by an SAC-accredited WSH Auditing Organisation (AO) required to apply for this Award?

No, auditing is not required for WSH Developer Awards applications.

WSH Performance Awards (WSHPA)

Can my company still apply if we do not meet the minimum number of manhours, i.e. 1.5 million manhours?

You may apply if your company does not have minor injury cases within the qualifying period. No minimum manhours is required if you meet this criterion.

Can my company be considered under “Other Industries” although part of my business activities falls under the construction/ marine/ manufacturing industry?

Some companies may have two (2) business Singapore Standard Industrial Classification (SSIC) activity codes. Please apply under your primary business activity.

Is there a minimum score at Bands 1 and 2 of ConSASS 2020 checklist that applicants must achieve?

No, there is no minimum score that you need to achieve for Bands 1 and 2. However, your application must achieve at least 70% of Band 3.

Which checklist should I use if my company is in both the construction and engineering industries? Do we use the ConSASS or WSHMS checklist?

You should use the checklist relevant to your company’s primary business activity. For example, if your company’s primary business activity falls within the construction industries, please use the ConSASS checklist.

If my technology company does not have ISO45001, CultureSAFE, or Total WSH, can we still apply/ qualify for the Award?

A technology company will likely be classified within “Other Industries”, and such companies are required to attain a valid ISO 45001 or bizSAFE Level Star to qualify.

Please note that CultureSAFE is no longer part of the criteria. As for Total WSH, it will be good if the Total WSH programme is integrated into your WSH management system.

If I am applying for the Award for my construction company, can I submit WSHMS 2020 checklist since I am submitting at corporate level (headquarter)?

No, if your primary business activity falls within the construction industry, you must use the ConSASS checklist to apply.

If my company does not include WSH statistics in the business report, will we still be considered for award?

Yes, you may still submit an application but please elaborate on the type of WSH performance that your company publishes, in Part 3b.

How do I know which industry injury rate should I refer to when applying?

You may refer to page 3 of the [Singapore Standard Industrial Classification 2015 \(Version 2018\)](#), where the first two digits of your company's UEN denote the division and its section.

Safety and Health Award Recognition for Projects (SHARP)

Is my company eligible to apply for SHARP if we have an offence under the Employment Act?

No, your application may be disqualified if there is any infringement of legislation under MOM's purview.

Can my company's workshop or term contracts qualify for SHARP?

Yes, if the workshop operations or term contract can achieve 400,000 manhours between 1 January 2023 and 31 December 2023. All headcounts taken into consideration must be involved in the manual work.

Can I combine various projects, worksites, or workplaces in my company when applying for SHARP?

No, SHARP is meant for large-scale projects or worksites like shipyard projects, construction worksites, or large projects within a company. Applicants are to submit a single project for this category. Companies with multiple projects or worksites should apply for WSHPA instead.

If the workplace's Accounting and Corporate Regulatory Authority (ACRA) Registration Number is different from the company owning it, it should be applied under WSHPA and not SHARP.

What is the 2023 qualifying company injury rate for SHARP?

The criterion to meet a qualifying company injury rate has been removed for SHARP and is no longer applicable.

What is the 2023 qualifying project injury rate applicable for SHARP?

The 2023 qualifying project injury rate is 25% of the national industry injury rate. If the industry injury rate is not released in time before the application deadline, a 10% reduction from the previous year's industry injury rate would be a good proxy.

Can my company be considered under "Other Industries" although part of my business activities falls under the construction/ marine/ manufacturing industry?

Some companies may have two (2) business Singapore Standard Industrial Classification (SSIC) activity codes. Please apply under the project/ worksite's primary business activity.

Can my company still apply for SHARP if we did not register our joint venture with UEN?

Yes, your company can still submit an application for SHARP if the project has a workplace number.

WSH Innovation Awards

Do my projects need to start and complete within the qualifying period?

No, it is not necessary for the submitted project to start and complete within the qualifying period between 1 January 2023 and 31 December 2023. However, the innovation solution must be implemented within the qualifying period for at least six months, with no reportable accident or incident in the workplace.

Can I apply for my projects that were bought-off-the-shelves?

No, unless the project incorporated innovative element(s) and customisation(s) that were specific in mitigating or eliminating the WSH risk.

WSH Awards for Supervisors

Can I apply for both WSH Awards for Supervisors and WSH Officer Awards?

No, please apply for either award relevant to you.

If you are a registered WSH Officer, please apply for the WSH Officer Awards.

If you are a supervisor with a junior supervisory role, you may apply for the WSH Awards for Supervisors. Please note that persons occupying a managerial role will not be considered for the WSH Awards for Supervisors.

Can I apply for WSH Awards for Supervisors again, if I have recently received this Award?

Past award recipients are required to observe a five-year cooling-off period before they can reapply for the same award. See illustration for example:

2020	2021	2022	2023	2024	2025	2026
Awarded as recipient	Five-year cooling period					Eligible to apply

WSH Officer Awards

Can I apply for both WSH Officer Awards and WSH Awards for Supervisors if I am a registered WSH Officer?

No, please apply for either award relevant to you. As a registered WSH Officer, you will be overqualified to apply for WSH Awards for Supervisors.

Can I apply for WSH Officer Awards again if I have recently received this Award?

Past award recipients are required to observe a five-year cooling-off period before they can reapply for the same award. See illustration for example:

2020	2021	2022	2023	2024	2025	2026
Awarded as recipient	Five-year cooling period					Eligible to apply

CARE Awards

Is auditing service by an SAC-accredited WSH Auditing Organisation (AO) required to apply for this Award?

No, auditing service is not required for CARE Awards' applications.

bizSAFE Enterprise Exemplary Awards

Are there any costs involved when applying for the bizSAFE Enterprise Exemplary Awards?

Applicants may need to pay a service fee to the Auditing Organisation (AO) for the compulsory on-site assessment, which is part of the application requirement.

Can I reschedule the on-site assessment?

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

How do I check my company's bizSAFE status and validity period?

You can use the [bizSAFE Self-Help Tool](#) to check on your company's bizSAFE status and validity period.

How to check if my company is a Small Medium Enterprise (SME)?

An SME is a company or business registered or incorporated in Singapore that has an annual sales turnover of less than \$100 million OR employs less than 200 employees.

For example:

Scenario 1:

The company has 150 employees and a S\$200 million annual sales turnover. This is an SME as it fulfills one of the criteria of having less than S\$100 million in annual sales turnover.

Scenario 3:

The company has 201 employees and a S\$120 million annual sales turnover. This is not an SME as it does not meet the criteria of hiring less than 200 employees or having less than S\$100 million in annual sales turnover.

bizSAFE Partner Awards

My company's bizSAFE Partner Awards application was only recently approved. Can I still apply for the bizSAFE Partner Awards?

If your company already has existing processes and initiatives to bring partners onboard the bizSAFE programme during the qualifying period (between 1 January 2023 and 31 December 2023), you may submit your application for WSH Council's assessment and evaluation.

How do I check my company's bizSAFE status and validity period?

You can use the [bizSAFE Self-Help Tool](#) to check for your company's bizSAFE status and validity period.

WSH Tech Awards

Does the WSH Tech have to be implemented within the qualifying period?

No, the technology can be implemented prior to the qualifying period between 1 January 2023 and 31 December 2023. However, the technology must remain in operation during the entire duration of the qualifying period.

Can I still qualify if the WSH Tech was implemented only for a certain period during the qualifying period?

The technology must be in operation throughout the entire duration of the qualifying period in order to qualify for the WSH Tech Awards. If the WSH Tech is only operational for a selected timeline within the qualifying period, it would not meet the qualifying guideline.

For example:

Scenario 1:

The WSH technology was implemented on 1 January 2023, and ceased operation on 30 June 2023. Application will not be considered as it does not meet the entry criteria.

Scenario 2:

The WSH technology was implemented on 1 December 2022, and is still in operation today. Application will be considered as meeting the entry criteria and will progress for further evaluation.

Scenario 3:

The WSH technology was implemented on 8 January 2023 and is still in operation today. As the WSH technology was not operational throughout the entire qualifying period, application will not be considered.

How do I check my company's bizSAFE status and validity period?

You can use the [bizSAFE Self-Help Tool](#) to check for your company's bizSAFE status and validity period.