



## **Workplace Safety and Health Awards 2024**

### **WSH Awards for Supervisors Application Guidelines**

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## About WSH Awards for Supervisors

This award recognises supervisors who take care of their workers by improving the safety and health performance in their workplaces.

### 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 best based on the ranked WSH performance and achievements. 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.

The nominated supervisor must meet the following conditions:

- Either a Singaporean/ PR/ S Pass/ Work Permit holder.
- Worked at least two years in the company as a supervisor.
- Performed a junior supervisory role instead of managerial role.
- Oversaw a team of at least five workers.
- Not past winner for WSH Awards for Supervisors for last five years.

### Qualifying period: 1 January 2023 to 31 December 2023

1. No accident that has caused death or permanent disablement to workers under his/ her care.
2. No breach<sup>1</sup> in workplace safety and health matters in the company under his/ her charge.

**Supervisors whom employers are nominating must have:**

3. Illustrated the commitments to show that he/ she:
  - Takes care of workers.
  - Contributes to improving the company's WSH performance.
  - Has been active in the support for workers' welfare.
4. Attended at least one [WSH course](#) at the supervisor level.

Note: If you are nominating more than one supervisor, please submit separate applications for each of them. If the nominated supervisor is a registered WSH Officer, please advise them to apply for WSH Officer Awards instead.

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<sup>1</sup> Includes Stop Work Order, Business Under Surveillance Programme, more than two composition ~~and~~ fines (or fines exceeding \$2,000) including health-related offences from MOM Occupational Safety and Health Division, demerit points and WSH-related investigations, conviction or prosecution (including pending cases) with regard to workplace and labour matters under the [Workplace Safety and Health Act and Employment Act](#). Excludes COVID-19 related matters.

## Evaluation

The following associations will first evaluate their respective industry-specific applications:

- Association of Singapore Marine Industries (ASMI)\*
- Singapore Logistics Association (SLA)
- Singapore Manufacturing Federation (SMF)
- The Singapore Contractors Associations Ltd (SCAL)

All other applications will be evaluated by the WSH Council.

\*For marine industry, please submit the application to Association of Singapore Marine Industries (ASMI).

## Interview Session

Shortlisted supervisors will be required to attend an interview by a panel of judges held for each industry association.

## Nomination by Associations

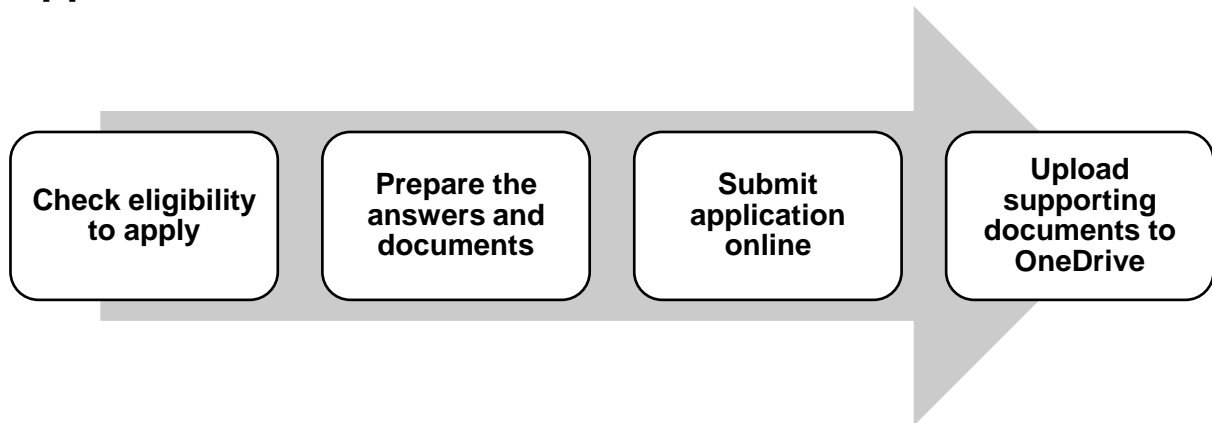
A maximum of three winning supervisors from each association will be nominated for further evaluation to receive the WSH Award on a national platform.

## Disqualification before Announcement of Results

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

- a) 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](#)
- b) 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.
- c) 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](#): Supervisor's Details

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

[Part 4](#): Details of safety and health training courses, seminars, and workshops

## Application Submission

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

After you have received your unique OneDrive link from the WSH Council, 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	
<a href="#">Unique Entity Number (UEN)</a>	
Company address	
<a href="#">SSIC Code</a>	(Visit <a href="http://www.bizfile.gov.sg">www.bizfile.gov.sg</a> to retrieve)
Industry	<ul style="list-style-type: none"> <li><input type="radio"/> Construction</li> <li><input type="radio"/> Manufacturing</li> <li><input type="radio"/> Marine</li> <li><input type="radio"/> Transportation &amp; Storage</li> <li><input type="radio"/> Accommodation &amp; Food Service Activities</li> <li><input type="radio"/> Administrative &amp; Support Service Activities</li> <li><input type="radio"/> Health &amp; Social Services</li> <li><input type="radio"/> Professional, Scientific &amp; Technical Activities</li> <li><input type="radio"/> Real Estate Activities</li> <li><input type="radio"/> Wholesale &amp; Retail Trade</li> <li><input type="radio"/> Others: _____</li> </ul>
Primary Work Activity	
Please select the trade/ industry association that is most relevant to your industry.	<ul style="list-style-type: none"> <li><input type="radio"/> Association of Singapore Marine Industries</li> <li><input type="radio"/> Singapore Logistics Association</li> <li><input type="radio"/> Singapore Manufacturing Federation</li> <li><input type="radio"/> The Singapore Contractors Associations Ltd</li> <li><input type="radio"/> WSH Council (for any other industries)</li> </ul>
Is your company an SME <sup>2</sup> ?	<input type="checkbox"/> Yes <input type="checkbox"/> No

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

**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, Alternative Contact Person and Supervisor. 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 1	
Additional email address 2	
Additional email address 3	
Additional email address 4	

**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: Supervisor's Details

Salutation	
Name as per NRIC/ FIN/ WP	
Company name	<i>(Same company name will be printed on the trophy or certificate)</i>
Designation	
Business contact number	
Business email address	
Date of employment (with current company)	
Brief description of job duties	
Number of workers supervised	
Please state the year that Supervisor had applied for this Award	<i>(Skip if this is Supervisor's first application)</i>



## Part 3: Evidence-Based Assessment

Please answer the following questions. Your answer sheet 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 five pages, and is to be uploaded, with all supporting documents, to OneDrive.

### **Commitment to take care of workers**

1. How did the supervisor encourage the workers in taking ownership of their safety and health? Cite at least one approach in strengthening ownership.
2. How did the supervisor ensure that the workers work in a safe and healthy environment? Cite at least one example where the supervisor identified health and safety risks in the workplace and recommended interventions to address the risks.
3. How did the supervisor communicate safety and health messages to the workers? Cite at least one example to show the supervisor's good working relationship with workers, where the workers feel comfortable enough to discuss safety and health issues with the supervisor.
4. Describe how the supervisor encourages good safety behaviour at the workplace. Cite at least one example where the supervisor rewards his/ her workers for good safety behaviour.

### **Commitment to improve the company's WSH performance**

5. Describe the supervisor's contribution in improving the company's WSH performance. Cite the initiative(s) that the supervisor proposed during the qualifying period and at least one initiative that was successfully implemented. Elaborate about the results achieved due to the initiative (e.g., number of workers benefitted from the initiative).
6. Share the supervisor's achievements during each of the past three years (2023, 2022 and 2021).

### **Overall assessment**

7. Tell us why the supervisor should be selected for this award. Cite the supervisor's achievements/ contributions in supporting the workers' welfare which go beyond his/ her scope of work and responsibilities, legislative requirements and/or company's WSH policies.

## Part 4: Details of WSH training courses, seminars, and workshops

Complete the table and upload the respective evidence and certificates to OneDrive.

**Total number of courses:** \_\_\_\_\_

Safety and health training courses, seminars and workshops attended by the supervisor during qualifying period.

Note: At least one [WSH course](#) at the supervisor level

S/N	Name of course/ seminar/ workshop	Organiser/ Training Provider	Start date of course (DD-MMM-YYYY)	Course duration (hrs)

Note: If necessary, please add more rows to capture the supervisor's full training records.

## 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 judges; representatives of the respective industry associations and 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.