



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

### **WSH Officer Awards Application Guidelines**

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## About WSH Officer Awards

This award recognises exemplary performance and valuable contributions by registered WSH Officers (WSHOs) in cultivating safe and healthy workplaces in Singapore.

### 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 registered and practising WSH Officer must meet the following conditions:

- Worked in the company for at least two years.
- Registered as a WSH Officer for at least five years.
- Attended at least one [WSH course](#) in obtaining or refreshing related knowledge on emerging technical skills and generic competencies.
- Application must be supported by their company.
- Not past winner for WSH Officer Award in last five years.

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

1. No accident that caused death or permanent disablement in the company.
2. No breach<sup>1</sup> in workplace safety and health matters in the company.

**The registered and practising WSH Officer must meet the following conditions during the qualifying period:**

3. Implemented initiatives and/ or programmes within company that improved company's WSH performance.
4. Contributed to the industry with proposals and implementations in cultivating safe and healthy workplaces.

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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

All supporting documents, records and data will be verified and assessed.

## Interview Session

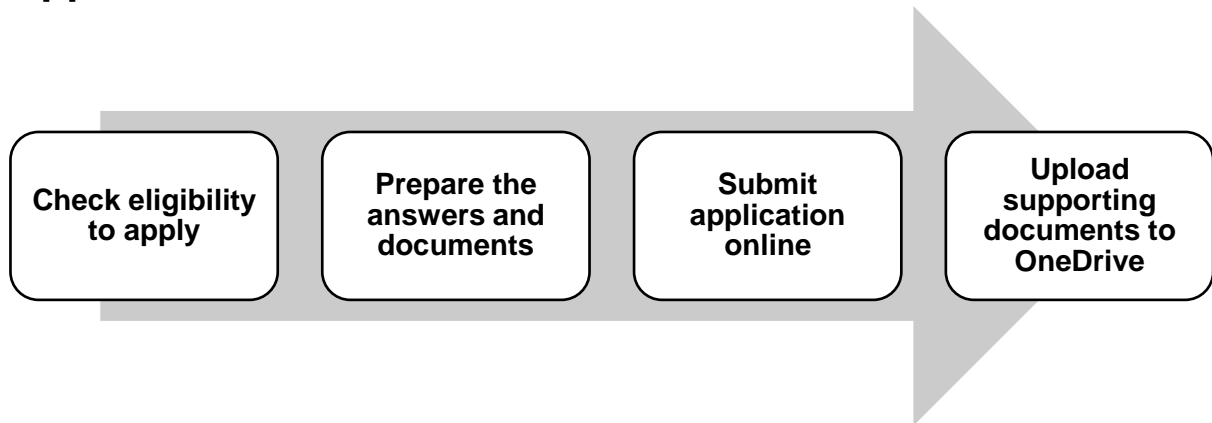
Shortlisted officers will be required to present their portfolio by a panel of judges comprising of Ministry of Manpower (MOM), WSH Council and Singapore Institution of Safety Officers (SISO).

## 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](#): WSH Officer'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	<i>(Same company name will be printed on the trophy or certificate)</i>
<a href="#">Unique Entity Number (UEN)</a>	
Company address	
<a href="#">SSIC Code</a>	<i>(Visit <a href="http://www.bizfile.gov.sg">www.bizfile.gov.sg</a> to retrieve)</i>
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	
Is your company an SME <sup>2</sup> ?	<input type="checkbox"/> Yes <input type="checkbox"/> No

### 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:

<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 million.

Referee for the application	Salutation: Name: Designation: Company name: Contact number: Email address: Relationship to applicant: Why the applicant deserves to win the award (in less than 255 characters)
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**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 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: WSH Officer'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)	
Number of years as a registered WSH Officer	
Please state the year that you have applied for this Award	<i>(Skip if this is your first application)</i>



## Part 3: Evidenced-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 two (2) pages, and is to be uploaded, with all supporting documents, to OneDrive.

### **Within company**

1. What are your duties and responsibilities in relation to safety and health within the company?
2. Describe what you have implemented in the company and highlight one of the programmes which improved the safety and health of the workplace. Please provide evidence to support your answer.
3. Did your company win any safety and health award in 2022 and/ or 2023? What is your contribution to your company in this achievement?

### **Within industry**

4. Share the initiatives that you have proposed or implemented in cultivating safe and healthy workplaces within the industry. Examples include presenting papers in WSH seminar, helping other companies to develop or improve on WSH, publishing WSH research papers, articles and/ or books, and serving in technical committees or work groups in developing WSH codes or standards in organisation like EnterpriseSG and WSH Council.

### **Overall assessment**

5. Tell us why you deserve to win this award. Include your initiative(s) implemented during the qualifying year, and your achievements/ contributions during each of the past three years (2023, 2022 and 2021) which go beyond your responsibilities as an employee of the company.

## 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 during the qualifying period				
Note: At least one <a href="#">WSH course</a> in obtaining or refreshing related knowledge on emerging technical skills and generic competencies				
S/N	Name of course/ seminar/ workshop	Organiser/ Training Provider	Start date of course (DD-MMM-YYYY)	Course duration (hrs)

Note: If you have attended more courses, add more rows to capture your 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.