



## **Workplace Safety and Health Awards 2023**

### **WSH Performance Awards Application Guidelines**

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## About WSH Performance Awards

This award recognises companies that have implemented exemplary safety and health management systems and went to extraordinary lengths to safeguard their employees and contractors across all their worksites.

There are three types of WSH Performance Awards: Excellence, Gold and Silver Award.

<b>Excellence</b>	<ul style="list-style-type: none"> <li>No workplace incident occurred within the qualifying period</li> <li>To be shortlisted for evaluation, applicant needs to be a recipient of the Gold Award for three or more years consecutively</li> </ul>
<b>Gold</b>	<ul style="list-style-type: none"> <li>No workplace incident occurred within the qualifying period</li> <li>To be shortlisted for evaluation, applicant needs to be a recipient of the Silver Award for three or more years consecutively</li> </ul>
<b>Silver</b>	<ul style="list-style-type: none"> <li>Good safety and health performance and systems</li> </ul>

## 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 winners by assessing which applicants best fulfil the criteria. 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.

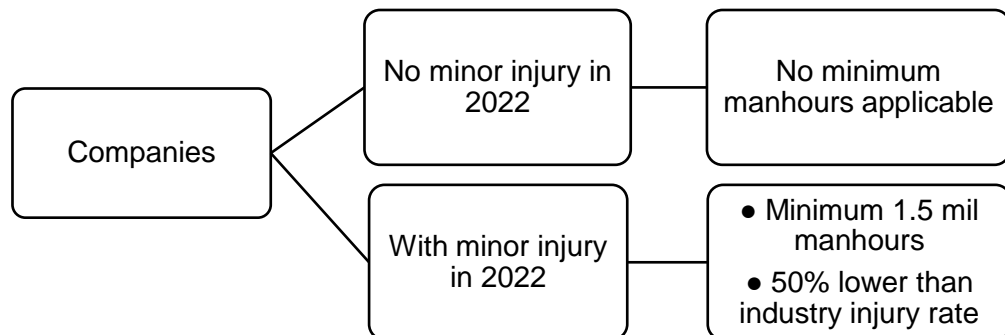
### Qualifying period: 1 January 2022 to 31 December 2022

#### Notable WSH Performance

1. No [workplace accident](#) across all worksites that led to fatality and major injury<sup>1</sup>

For applicants with minor workplace injuries (excluding light duties), the following additional criteria applies:

- Minimum 1.5 million manhours achieved
- Company injury rate must be lower than the industry injury rate ([WSH National Statistics 2022](#)) by 50%



For example:

S/N	Industry	2021 Industry Injury Rate (per 100,000 workers)	50% of Industry Injury Rate (per 100,000 workers)
1	Construction	611	306
2	Marine	509	255
3	Manufacturing	726	363
4	Other Industries	295	148

In the event that the industry injury rate is not released in time during the period of application, a 10% reduction from the previous year's industry injury rate would be a good proxy.

2. No [Dangerous Occurrence](#) (DO) across all worksites

<sup>1</sup> Major injury is defined as severe injury with more than 20 days of medical leave (cumulative).

3. No breach<sup>2</sup> in workplace safety and health, and labour matters
4. Completed the following checklists or attained the valid certifications:

Industry	Types of checklists or certifications
Construction	Achieved total element score of at least 70% for Band III in <a href="#">ConSASS</a> 2020 checklist
Marine, Manufacturing	Achieved total element score of at least 70% for Band III in <a href="#">WSHMS</a> 2020 checklist
Other Industries	Attained Singapore Accreditation Council (SAC) accredited ISO 45001 certification/ bizSAFE STAR  Note: Certification must be valid or renewed in 2022

### **Strengthen WSH Ownership**

5. Encouraged contractors and sub-contractors working at all sites to be minimally [bizSAFE](#) Level 3-certified
6. Publishes WSH performance<sup>3</sup> annually as an integral part of the business performance report
7. Considered contractors' WSH performance in awarding contracts and giving incentives
8. Participated/ contributed<sup>4</sup> to WSH Council programmes/ events/ campaigns (till application submission deadline)

### **Enhance Focus on Workplace Health**

9. Implemented holistic WSH Management System(s) that integrates work, safety and health
10. Implemented upstream controls or programmes to prevent [occupational diseases](#) (OD)

### **Promote Technology-enabled WSH**

11. Transformed WSH practices or solved WSH problems through the use of technology

<sup>2</sup> Includes Stop Work Order, Business Under Surveillance Programme, more than two compound 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.

<sup>3</sup> WSH Performance includes fatal and non-fatal injury rates, WSH performance, policies, and targets.

<sup>4</sup> Examples of contributions include volunteering representatives to WSH Council's Committees, Taskforces, Working Groups, hosting site visits for WSH learning journeys and collaborating on events.

## Types of Checklists or Certifications

Refer to the table below for the relevant checklists or certifications specific to your industry for your application:

Industry	Types of checklists or certifications
Construction	Achieved total element score of at least 70% for Band III in <a href="#">ConSASS</a> 2020 checklist
Marine, Manufacturing	Achieved total element score of at least 70% for Band III in <a href="#">WSHMS</a> 2020 checklist
Other Industries*	Attained Singapore Accreditation Council (SAC) accredited ISO 45001 certification/ bizSAFE STAR  Note: Certification must be valid or renewed in 2022

\*For other industries, there is no requirement to engage auditing services.

### ConSASS 2020/ WSHMS 2020 Checklist (for Construction, Marine and Manufacturing Industry Applicants)

You are required to complete the [ConSASS](#) 2020/ [WSHMS](#) 2020 checklist. For items deemed “not applicable”, you must state the reasons in the Remarks column.

Construction companies or worksites need not engage an approved Auditing Organisation (AO) if you wish to use your ConSASS results (from Oct 2022 onwards), with a total element score of at least 70% for Band III.

#### 1. Conduct a self-check before engaging an Auditor

Before submitting your application, please check that all criteria have been met. You may also refer to the ConSASS 2020/ WSHMS 2020 checklist.

#### 2. Engaging Auditing Services

Please engage a SAC accredited WSH AO or WSH auditor to audit your project or worksite, with your industry under their scope. The list of SAC accredited WSH auditing organisation or WSH auditor is provided in the [MOM website](#).

The same AO can only provide audit services for a company for up to two consecutive years. A different AO must be appointed for the third year. Each auditor is only allowed to conduct audits for up to three Award applications from the company of same UEN. For example, if a company is submitting an WSHPA and eight projects, please engage three auditors from the same/ different AO(s).

## Evaluation

All applications will be thoroughly assessed. This includes verification and auditing of all submitted supporting documents, records and data. A visit to the applicant's workplace may also be requested.

## Disqualification before announcement of results

An application may be disqualified if a [workplace accident](#) with any of the following consequences occurs before the announcement of results:

- Fatal accident
- Major injury accident
- Dangerous Occurrence (DO)

An application may also be disqualified 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.

An applicant who withdraws or amends its [WSH Incident Report](#) and/ or an ongoing work injury claim during the period of application may be disqualified. An investigation will be conducted before the application can continue to be considered.

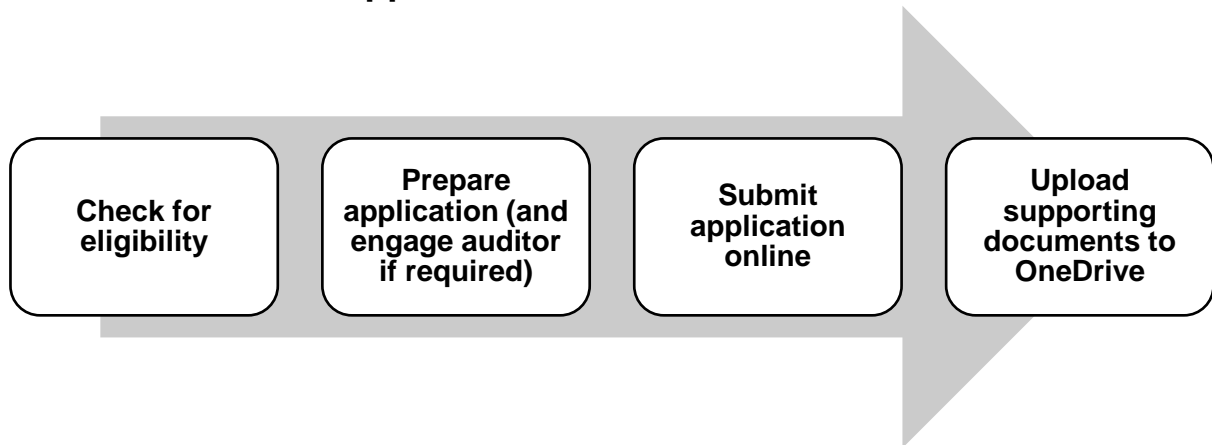
## Notes for SAC Accredited WSH Auditors

1. The applicant will pay you for services rendered.
2. You are required to check whether the applicants from the Construction, Marine and Manufacturing industries should apply for the WSH Performance Awards or Safety and Health Award Recognition for Projects (SHARP) before beginning to render any auditing services.
3. The applicant will provide you with their report and supporting documents to [ConSASS 2020](#) or [WSHMS 2020](#), and writeup for “Part 3 Section B: Evidence-Based Assessment”. As an auditor, you are required to visit and verify their submitted report and supporting documents at their workplace in person.
4. You are required to check whether the applicant had achieved the total element score of at least 70% for Band III in the [ConSASS 2020](#) or [WSHMS 2020](#) checklist. You will need to input the evidence gathered and use the “Auditor’s Remarks” column to take down notes or further comments that the applicant might have and allocate a score in the score card and interview sheets. For items deemed “not applicable”, the auditor must verify the reasons in the “Auditor’s Remarks” column.
5. Full virtual auditing is not allowed unless in-person interactions are restricted according to prevailing Safe Management Measures.
6. You are required to fully complete “Part 4: Auditor’s Details and Declaration Form”. Please provide your details, indicate strengths, areas for improvement and any other observations of each application, before signing off the declaration form.



## Application Process

### How to submit the application?



Before submitting the application, please 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 (for Construction, Marine and Manufacturing industry applicants)

Part 5: Nomination Form for Developer Award (optional)

## Application submission

[Click here](#) to submit your application online. After you have received the OneDrive link, please upload the following supporting documents to complete your application:

Part 3: Evidence-Based Assessment

Part 4: Auditor's Details and Declaration Form (for Construction, Marine and Manufacturing industry applicants)

Part 5: Nomination Form for Developer Award (optional)

## Important dates

Qualifying Period:	1 January 2022 – 31 December 2022
Application Submission Deadline: (with all supporting documents uploaded to OneDrive)	26 April 2023
Results Announcement:	15 August 2023
Awards Presentation:	End August 2023 (TBA)

## Part 1: Company's Details

Company name as per UEN	<i>(Same company name will be printed on the trophy or certificate)</i>
<a href="#">Unique Entity Number (UEN)</a>	<i>(All injuries reported under this UEN number will be taken into consideration)</i>
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>• Chemicals</li> <li>• Construction</li> <li>• Engineering</li> <li>• Facilities Management</li> <li>• Financial and Insurance Activities</li> <li>• Food and Beverages</li> <li>• Government and Statutory Agencies</li> <li>• Healthcare</li> <li>• Hospitality and Entertainment Industry</li> <li>• Logistics and Transportation</li> <li>• Manufacturing</li> <li>• Marine</li> <li>• Water Supply, Sewage and Waste Management Activities</li> <li>• Wholesale and Retail Trade</li> <li>• Others: _____</li> </ul>
Primary work activity	
Is your company a joint venture <sup>5</sup> ?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is your company an SME <sup>6</sup> ?	<input type="checkbox"/> Yes <input type="checkbox"/> No

<sup>5</sup> Joint venture must be around for at least three years with at least three ongoing projects which meet all the criteria.

<sup>6</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 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	

## Part 2: WSH Statistics

For qualifying period between **1 January 2022 and 31 December 2022**, please provide the following information:

Did the company have any <a href="#">workplace incident across all worksites</a> ? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Number of manhours achieved	<i>(With minor injury in 2022, at least 1.5 mil manhours is required)</i> <i>(Without minor injury in 2022, no minimum manhours is required)</i>
Number of injuries reported	
Number of workers <i>(Direct workforce, main and sub-contractors involved in the work process)</i>	
Workplace Injury Rate <sup>7</sup> (WIR)	

WSH Council will be checking all incident reports reported under the UEN with the Ministry of Manpower (MOM) and we will take all records submitted to MOM as final.

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".

<sup>7</sup> Workplace Injury Rate (WIR) = (No. of injuries ÷ No. of workers in your organisation) x 100,000 workers

## Part 3: Evidence-Based Assessment

a) Please complete the following checklists or provide the valid certifications:

**Section i is for Construction, Marine and Manufacturing industry applicants only. The results are to be audited by an Auditor.**

### i. ConSASS 2020/ WSHMS 2020 checklist and score card

Using the [ConSASS](#) 2020/ [WSHMS](#) 2020 checklist, please complete its score card and provide the following:

	Band I	Band II	Band III
<b>No. of elements in band (≥70%)</b>			
<b>% of total element score 70% and above</b>			
<b>Mean score in each band</b>			

In evaluating an application, WSH Council will review all scores from Band I to Band III. Therefore, you are required to complete the checklist for this section. Companies must upload the ConSASS 2020/ WSHMS 2020 checklist, its supporting documents, score card and interview sheet to OneDrive.

**Section ii and iii are for applicants not in the Construction, Marine or Manufacturing industries. Auditor is not required to check these sections. The evaluation team will verify the application. Applicants need to fill in either Section ii or iii (not both).**

### ii. ISO 45001

Please provide the following details and upload the valid Singapore Accreditation Council (SAC) accredited ISO 45001 certificate to OneDrive.

<b>Certification body</b>	
<b>Certificate number</b>	
<b>Expiry date (DD-MMM-YYYY)</b>	

### iii. bizSAFE STAR

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

<b>Certificate number</b>	
<b>Expiry date (DD-MMM-YYYY)</b>	

- b) Please list initiatives that were implemented beyond your safety and health management system (SHMS) when answering the following questions.

(For all applicants to answer. Auditors of Construction, Marine and Manufacturing industry applicants are to verify the accuracy of the responses and supporting documents.)

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 (5) pages, and is to be uploaded, with all supporting documents, to OneDrive.

**Strengthen WSH Ownership**

1. How does your company encourage your contractors and sub-contractors working at all sites to achieve bizSAFE Level 3 certification and above? Share the achievements.
2. Describe how, to whom and what types of WSH performance data your company publishes.
3. Describe the assessment of contractors' WSH performance before awarding contracts/ projects.
4. Describe your company's participation or contributions to the WSH Council's programmes/ events/ campaigns.

**Enhance Focus on Workplace Health**

5. Share how and when your company implemented your holistic WSH Management System(s) that integrate(s) workplace safety and health. What are the tangible and intangible outcomes or results?
6. Describe the upstream controls or programmes implemented in your company to prevent occupational diseases.

**Promote Technology-Enabled WSH**

7. How did your company transform your WSH practices or solve WSH problems using technology?

- c) Please list achievements of the past three years (including qualifying year).

Achievements listed should be in point form, and all supporting documents are to be uploaded to OneDrive.

<b>Year</b>	<b>Achievements</b>
<b>2022</b>	
<b>2021</b>	
<b>2020</b>	

- d) Please list new initiatives implemented in qualifying year.

New initiatives listed should be in point form, and all supporting documents are to be uploaded to OneDrive.

<b>Year</b>	<b>New initiatives implemented</b>
<b>2022</b>	<ol style="list-style-type: none"> <li>1.</li> <li>2.</li> <li>3.</li> </ol>

## Part 4: Auditor's Details and Declaration Form

(For Construction, Marine and Manufacturing Industry Applicants)

Auditor's name	
Auditing organisation	
Business contact number	
Business email address	
On-site visit details	Date: Start time: End time:
Recommendation to apply for the Award  Note: The auditor's recommendation/ justification is important for the applicant to determine the state of their WSH performance and whether they are a deserving recipient of the Award.	Highlight the company's WSH:  1) At least three (3) strengths; 2) At least three (3) areas for improvement; and 3) Any other observations.

### Declaration form by the Auditor

I hereby declare that I:

- (a) have conducted an on-site audit of the workplace and the assessments given are in accordance with the evidence provided and my observations during the audit; and
- (b) 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; and
- (c) will not make any duplicate copy of the evidence submitted or copy its contents without the consent of the owner.

\_\_\_\_\_  
 Signature of Auditor



## Part 5: Nomination Form for Developer Award (Optional)

This Award recognises developers/ project owners of construction projects with outstanding achievement in effective WSH management at their project sites. Your recommendation will be considered if your application is awarded the WSHPA. Please fill in the particulars of your Developer below if it has helped your workplace improve its safety and health performance.

Developer's company name	
Contact person's name	
Business contact number	
Business email address	

### **Reasons for nomination:**

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 one (1) page and is to be uploaded with all supporting documents, to OneDrive.
- 1) Describe three (3) areas or examples in which this developer helped your workplace improve on safety and health performance during this project.
  - 2) Describe how your experience with this developer had benefited your other projects in terms of safety and health.

## 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.
- Applicants may submit multiple applications to different Award categories. However, all submitted applications must be tailored to the requirements of each category.
- The WSH Awards 2023 Committee reserves the right to reject any application without explanation or notice.
- The WSH Awards 2023 Committee 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 the judges and representatives of the respective industry associations. 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-August 2023. The WSH Awards 2023 Committee's decisions shall be final.
- Award recipients will be officially announced during the Awards ceremony taking place in end August 2023.
- 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.