



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

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

## Table of Contents

<b>About WSH Performance Awards</b>	<b>3</b>
<b>Criteria</b>	<b>4</b>
<b>Types of Checklists or Certifications</b>	<b>6</b>
Auditing Services Requirements	7
Conduct a Self-check	7
Avoid Conflict of Interest	7
<b>Evaluation</b>	<b>8</b>
Disqualification before Announcement of Results	8
<b>Notes for SAC Accredited WSH Auditing Organisations</b>	<b>9</b>
<b>Application Process</b>	<b>10</b>
Application Submission	10
Important Dates	10
<b>Part 1: Company's Details</b>	<b>11</b>
<b>Part 2: WSH Statistics</b>	<b>13</b>
<b>Part 3: Evidence-Based Assessment</b>	<b>15</b>
<b>Part 4: Auditor's Details and Declaration Form</b>	<b>19</b>
Declaration Form by the Auditor	19
<b>Part 5: Nomination Form for Developer Award (Optional)</b>	<b>20</b>
<b>Terms and Conditions</b>	<b>21</b>

## 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>	To be shortlisted for evaluation, applicant needs to be a recipient of the Gold Award for three or more years consecutively.
<b>Gold</b>	To be shortlisted for evaluation, applicant needs to be a recipient of the Silver Award for three or more years consecutively.
<b>Silver</b>	Good safety and health performance and systems.

## Criteria

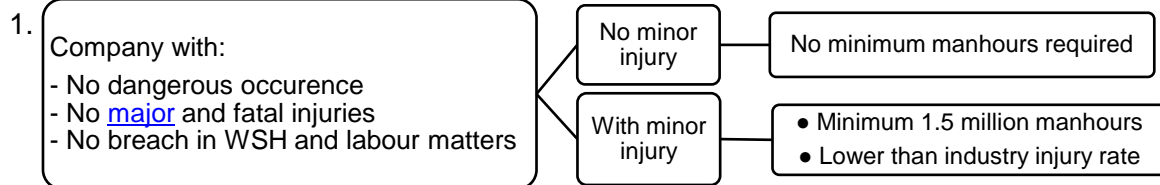
The criteria below represent the minimum conditions required to qualify. Fulfilling them does not mean the applicant will be awarded.

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.

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

#### Entry Criteria



The table below shows the industry injury rates for 2022. In the event that the 2023 rates are not released before the application deadline, we suggest 10% reduction from the below rates as a good proxy. We recommend checking [WSH National Statistics 2023](#) or the [WSH Awards webpage](#) for the 2023 industry injury rates, scheduled to be released in April/ May 2024.

Industry	2022 Industry Injury Rate (per 100,000 workers)
Construction	752
Manufacturing	980
Marine	798
Transportation & Storage	659
Accommodation & Food Services Activities	1,030
Administrative & Support Service Activities	614
Health & Social Services	1,268
Professional, Scientific & Technical Activities	294
Real Estate Activities	535
Wholesale & Retail Trade	291
Other Industries	320

2. Company has completed/ attained the relevant [type\(s\) of checklists or certifications](#).
3. Company is subscribed to the Ministry of Manpower's [WSH alert service for WSH Incident Reporting](#).

4. Company must not be an applicant for bizSAFE Enterprise Exemplary Award.

**Strengthen WSH Ownership**

5. Ensured that contractors and sub-contractors working at all sites to be minimally [bizSAFE](#) Level 3-certified.
6. Published WSH performance<sup>1</sup> as an integral part of the business performance report.
7. Included contractors' WSH performance in awarding contracts and giving incentives.
8. Participated in/ contributed<sup>2</sup> to WSH Council programmes/ events/ campaigns (till application submission deadline).
9. Company directors and top management have shown alignment to Approved Code of Practice Chief Executives' and Board of Directors' WSH Duties.

**Enhance Focus on Workplace Health**

10. Implemented Total WSH concept that integrates work, safety and health.
11. Implemented upstream controls or programmes to prevent [occupational diseases](#) (OD).

**Adopt Technology-enabled WSH**

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

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<sup>1</sup> WSH Performance includes fatal and non-fatal injury rates, WSH performance, policies, and targets.

<sup>2</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	Required to engage auditing services?
Construction	<ul style="list-style-type: none"> <li>Achieved total element score of at least 70% for Band III in <a href="#">ConSASS</a> 2020 checklist</li> </ul>	Yes
Marine	<ul style="list-style-type: none"> <li>Achieved total element score of at least 70% for Band III in <a href="#">WSHMS</a> 2020 checklist</li> </ul>	Yes
Manufacturing/ Chemical	<ul style="list-style-type: none"> <li>Achieved total element score of at least 70% for Band III in <a href="#">WSHMS</a> 2020 checklist; or</li> </ul>	Yes
	<ul style="list-style-type: none"> <li>Attained Singapore Standards (SS) 651</li> </ul>	No
Healthcare	<ul style="list-style-type: none"> <li>Adopted the Ensure Safer Systems (ESS) programme</li> <li>Attained Singapore Accreditation Council (SAC) accredited ISO 45001 certification; and/ or</li> <li>Attained bizSAFE Level Star</li> </ul> <p><u>Note:</u> Applicants with ISO 45001 certification and/or bizSAFE Level Star will be assessed more favourably given that these systems are primarily focused on workplace safety and include the conduct of an external audit. Applicants are to ensure that their ISO 45001 certification and bizSAFE Level Star status must be valid/ renewed in 2023.</p>	No
Other Industries	<ul style="list-style-type: none"> <li>Attained Singapore Accreditation Council (SAC) accredited ISO 45001 certification; and/ or</li> <li>Attained bizSAFE Level Star</li> </ul> <p><u>Note:</u> Applicants are to ensure that their ISO 45001 certification and bizSAFE Level Star status must be valid/ renewed in 2023.</p>	No

## Auditing Services Requirements

Applicants are required to complete the [ConSASS](#) 2020/ [WSHMS](#) 2020 checklist. For items deemed “not applicable”, it is required to state the reason(s) in the “Auditors’ Remark(s)” column.

Construction companies or worksites need not engage an approved Auditing Organisation (AO) if you wish to use your ConSASS results (from October 2023 onwards), with a total element score of at least 70% for Band III.

### Conduct a Self-check

Before engaging auditing services, please ensure that all criteria have been met by doing a self-check using the ConSASS 2020/ WSHMS 2020 checklist.

### Avoid Conflict of Interest

Engage auditing services through an SAC accredited WSH AO whose scope includes your industry. The list of SAC accredited AOs is provided in the [MOM website](#).

Please see below for an example:

<b>SAC Certificate No: AO-</b> <span style="background-color: grey; color: black;">XXXXXXXXXX</span>	
<b>SCOPES :</b>	<ul style="list-style-type: none"> <li>• Construction worksite</li> <li>• Metalworking industry</li> <li>• Shipyard</li> <li>• bizSAFE RM audit</li> </ul>

The same AO can only provide auditing 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 application for WSHPA and eight SHARP projects, please engage three auditors from the same/ different AO(s).

## 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.

## Disqualification before Announcement of Results

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

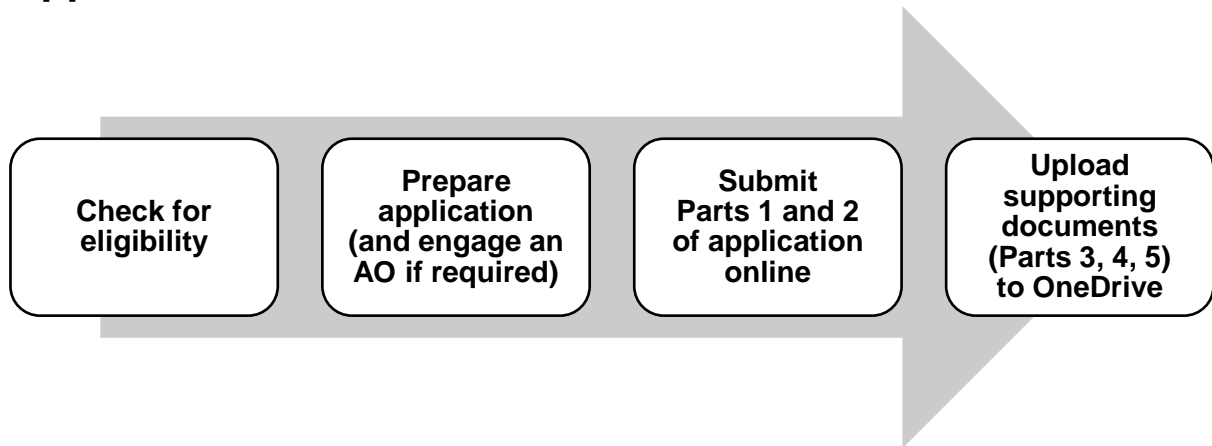
- a) If a [workplace accident](#) with any of the following consequences occurs **before** the announcement of results in **July 2024**:
  - Fatal accident
  - [Major injury](#) accident
  - Dangerous Occurrence (DO)
  - Infringement of [legislation under MOM's purview](#)
- b) If it contains inaccurate, 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.



## Notes for SAC Accredited WSH Auditing Organisations

1. The applicant will pay the AO for services rendered by your auditor.
2. Your auditor is required to check whether the applicants from the construction, marine and chemical/ 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 your auditor with their report and supporting documents to [ConSASS](#) 2020 or [WSHMS](#) 2020, and write-up for Section B of “Part 3: Evidence-Based Assessment”. Your auditor is required to visit and verify the submitted report and supporting documents at the applicant’s workplace in person.
4. Your auditor is 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 Remark(s)” column.
5. Your auditor is required to fully complete “Part 4: Auditor’s Details and Declaration Form”. Please provide auditor’s details, indicate strengths, areas for improvement and any other observations of each application, before signing off the declaration form.
6. As random checks will be conducted with the applicants, any misdemeanour uncovered may lead to immediate disqualification of the applicant, and the auditor and AO would be taken to task with relevant authority/ agency.

## 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

[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 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, 4 and 5) 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>
<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><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 a joint venture <sup>3</sup> ?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is your company an SME <sup>4</sup> ?	<input type="checkbox"/> Yes <input type="checkbox"/> No

<sup>3</sup> Joint venture must be around for at least three years with at least three ongoing projects which meet all the criteria.

<sup>4</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.

**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

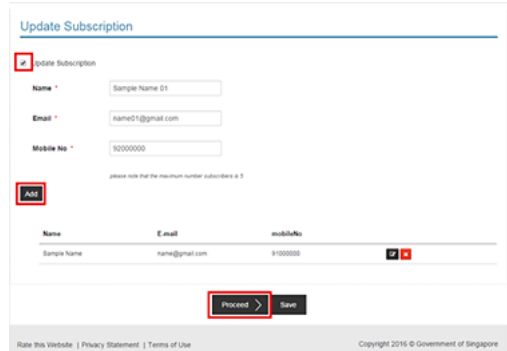
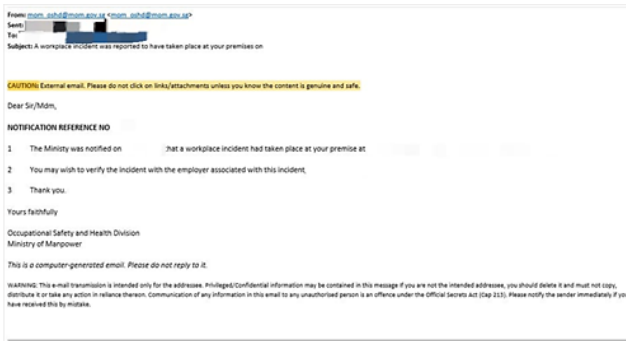
a) For qualifying period between **1 January 2023 and 31 December 2023**, please provide the following information:

Did the company have any <a href="#">work-related accident</a> ?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Was the company issued any <a href="#">Stop Work Order (SWO)</a> ?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Did the company enter the <a href="#">Business Under Surveillance (BUS) programme</a> ?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Has the company received more than two <a href="#">composition fines</a> (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 <a href="#">demerit points</a> ?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Has the company faced any WSH-related investigation, conviction, or prosecution (including pending cases) under <a href="#">legislation within MOM's purview</a> ?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Number of manhours achieved <i>(With minor injury in 2023, at least 1.5 million manhours is required)</i> <i>(Without minor injury in 2023, minimum 400,000 manhours is required)</i>	
Number of <a href="#">injuries reported</a> <i>(Include non-severe injuries with any instance of medical leave or light duties)</i>	
Number of workers <i>(Direct workforce, main and sub-contractors involved in the work process)</i>	
Workplace Injury Rate <sup>5</sup> (WIR) of project worksite	

You can check the number of injuries reported under your UEN. If you wish to purchase the incident reports, go to Ministry of Manpower's [WSH Incident Reporting eService](#) under "Submitted Incident Report". Choose "Select Action" and "Purchase Report".

<sup>5</sup> Workplace Injury Rate (WIR) = (No. of injuries ÷ No. of workers at your project worksite) x 100,000 workers

b) Please submit a screenshot of your subscription to the Ministry of Manpower's [WSH alert service for WSH Incident Reporting](#). See below for examples:



## Part 3: Evidence-Based Assessment

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

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

**Section i is for construction, marine and chemical/ manufacturing industry applicants only. The results are to be audited by an Auditor.**

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

	Band III
<b>No. of elements in band (≥70%)</b>	___ /20
<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. 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.

**ii. Singapore Standards (SS) 651**

**Section ii is applicable for chemical industry applicants. Auditor is not required to check these sections. The evaluation team will verify the application.**

Please provide the following details and upload the valid Singapore Accreditation Council (SAC) accredited SS651 certificate to OneDrive.

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

**iii. ISO 45001**

**Section iii and iv 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 iii or iv (not both).**

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>	

**iv. bizSAFE Level Star**

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

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

**v. Ensure Safer Systems (ESS) Programme**

**Section v is applicable for relevant healthcare industry applicants only. Auditor is not required to check these sections. The evaluation team will verify the application.**

Please provide the following details.

<b>Name of healthcare institution</b>	
<b>Enrolment date (DD-MMM-YYYY)</b>	



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

(For all applicants to answer. Auditors of construction, marine and chemical/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. Describe your company's effort to onboard your contractors and sub-contractors to 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.
5. Give examples on how your company leaders have applied the principles outlined in the Approved Code of Practice (ACOP) on Chief Executives' and Board of Directors' WSH Duties.

**Enhance Focus on Workplace Health**

6. Share when and how did your company implement the Total WSH concept. What are the tangible and intangible outcomes or results achieved in addressing workplace safety as well as health (both physical and mental well-being) issues?
7. Describe the upstream controls or programmes implemented in your company to prevent occupational diseases.

**Adopt Technology-Enabled WSH**

8. 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>2023</b>	
<b>2022</b>	
<b>2021</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>2023</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:
<p>Recommendation to apply for the Award</p> <p>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.</p>	<p>Highlight the company's WSH:</p> <p>1) At least three (3) strengths; 2) At least three (3) areas for improvement; and 3) Any other observations.</p>

### 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.
- 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.