



Workplace Safety & Health Awards for Supervisors 2017

Guidelines and Application Form

Please refer to Application Guidelines on how to apply for this Award. WSHC will not process the application if Parts 1 and 2 are not completed and/or the required documents or materials are not submitted in a CD or via e-mail to zhiwei@scal.com.sg.

Application for *WSH Awards for Supervisors 2017*

Introduction

The Workplace Safety and Health Council (WSHC), in collaboration with the Ministry of Manpower (MOM), Association of Singapore Marine Industries, National Safety Council of Singapore, Singapore Contractors Association Ltd and the Singapore Manufacturers' Federation, presents the "Workplace Safety and Health Awards for Supervisors" to acknowledge the valuable contributions by supervisors in cultivating safe and healthy workplaces in Singapore.

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

Administration of Award

All applications will be evaluated by the four organisations below. Please submit your application to the correct organisation according to your industry. Please obtain the correct application form from the respective organisations and submit your application form to the organisation representing your industry.

Industry	Submit application to:	Closing Date
Construction (Factory Number begins with B)	The Singapore Contractors Association Ltd Construction House, 1 Bukit Merah Lane 2, Singapore 159760 Huang Zhiwei DL: +65 6661 9380 Tel: 62789577 E-mail: zhiwei@scal.com.sg	Closing Date: 04 April 2017
Shipbuilding & ship repair (Factory Number begins with S)	Association of Singapore Marine Industries 30 Tuas Ave 10, #07-01 Freight Links E-Logistics Technopark, Singapore 639150 Tel: 6863 3038 http://www.asmi.com/	Closing Date: 04 April 2017
Manufacturing (Factory Number begins with F)	Singapore Manufacturing Federation 2985 Jalan Bukit Merah Singapore 159457 Tel: 6826 3059 www.smfederation.org.sg	Closing Date: 04 April 2017
Others	Workplace Safety and Health Council 1500 Bendemeer Road, #04-01 Ministry of Manpower Services Centre, Singapore 339946 Tel: 66924999 E-mail: Jayson_quek@wshc.gov.sg	Closing Date: 04 April 2017

Criteria for WSH Supervisor Awards

Supervisors eligible for the Awards must be in charge of at least 5 workers.

The following are the qualifying criteria:

1. All of the workers supervised did not have an accident in the year 2016 and 2017 (till time of Award).
2. Worked at least 2 years in the organisation as a supervisor
3. Attended at least one WSH course at the supervisor level.
4. Active in WSH programmes / committees / Innovation Teams
5. Preferably, winner of the organisation's WSH recognition programme for supervisors
6. Any other evidence of the applicant's ability and commitment to the safety and health of supervised workers.

Bonus Criteria

1. Applicant came from a workplace which has met the following criteria in 2016:
 - No fatal accident
 - No permanent disability
 - No dangerous occurrence
 - No stop work order
 - No investigation, conviction or prosecution (including pending) of the workplace with regards to matters concerning the workplace under the Workplace Safety and Health Act or Work Injury Compensation Act or any other governmental regulations.
2. Applicant's organisation is a WSHPA or SHARP winner.

Disqualification before announcement of results

The application may be disqualified if the following occurred in the workplace in the year 2016 and 2017 before the announcement of results:

- any accident (including occupational disease) that had caused death or permanent disablement
- any investigation, conviction or prosecution (including pending) of the workplace with regards to matters concerning the workplace under the Workplace Safety and Health Act or Work Injury Compensation Act or any other governmental regulations.
- any inaccurate information submitted

Application process

1. The employer is to submit the application on behalf of the supervisor.
2. The information required in Part 1 and Part 2 of this application form is to be keyed in directly. Do not change to a different software application format.

3. Submit the following to the respective organisation:
 - a. Hardcopies of
 - Part 1 (completed and signed),
 - Part 2 (completed).
 - b. Either a CD **or** an electronic submission via e-mail to zhiwei@scal.com.sg containing the following:
 - Part 1
 - Part 2
 - all additional documentary evidences required to support Part 2.

Incomplete application will not be processed.

4. Please indicate the nominee's name on the CD or in the submission e-mail.
5. The supervisor or/and a representative from your organisation may be required to attend an interview before the judges.

Judging

A judging panel will select the winners. The top 3 winners of each industry will be further evaluated to receive the award at the Workplace Safety and Health Awards Ceremony in [June 2017](#).

Terms and Conditions

- Application form must be correctly filled and signed. All supporting materials must be provided in a CD **or** via an electronic submission. Late entries will not be accepted.
- All applicants are expected to ensure that all submitted documents are correct at the point of submission.
- To ensure fairness of Awards, amendments after submission will not be accepted. Application with inaccurate information will be disqualified.
- All winners are expected to work with the organiser to share their achievements with the industries following the announcement of the results.
- The organiser is not responsible for any loss or damage to entries or supporting material.
- The organiser will not return any entries or supporting material to the entrant.
- The organiser reserves the right to decline any entry by an applicant or organisation who is being investigated for possible breach of Workplace Safety and Health Act or Work Injury Compensation Act (whether or not prosecution will be initiated) or any other governmental regulations, or where the acceptance of the entry may be detrimental to the objectives of the Workplace Safety & Health Awards 2016.
- The decision of the judges and/or organiser is final. The organiser will not accept any appeal.

Where to submit

1. Please contact the respective industry associations for submission details.
2. For submission under 'Others' category, please submit the application in an envelope to:

***WSH Awards for Supervisors 2017
Workplace Safety & Health Council
1500 Bendemeer Road, #04-01
Ministry of Manpower Services Centre
Singapore 339946***

3. The application must reach us by **4 April 2017**. Do not submit the application on Saturdays or Sundays.
4. **Please make an appointment with Jayson Quek at jayson_quek@wshc.gov.sg or 6692 4999 prior to submission.**
5. Please contact jayson_quek@wshc.gov.sg if you have any queries.

Part 1

(to be printed on A4 sized paper and signed; also to be in the CD **or**
in the electronic submission to zhiwei@scal.com.sg)

Part 1. General Information

Please fill in Part 1 before printing on A4 sized paper. This part of the application must be signed. The copy in the CD need not have electronic signatures.

Particulars of the Supervisor	
Name	
Designation	
Nationality	
NRIC/ FIN/ WP No:	
Gender	
Date of Birth	
Tel No./ HP No./ Fax No.	
Email address, if any	
Date joined organisation	
Brief description of job duties	
Trade Skill, if any	
Number of workers supervised	
Did the supervisor personally experience any reportable accident(s) between 1 Jan 2016 to 15 th Jan 2017 (self or workers under him)? If yes, briefly described the accident (s).	

Particulars of Organisation	
Name of Company	
Industry	Marine, If 'Other Services' please specify:
Address of Workplace	
Mailing Address	
Tel No. / Fax No.	
Email address	
Accounting and Corporate Regulatory Authority Registration No: (required)	
Number of employees (excluding sub contractors)	
Factory No: (As in factory registration certificate, if any)	
Nature of work: (Name the	

main product made and/or service provided)	
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Table A: Injury Statistics of the Organisation		2016
A	No. of reportable accidents which occurred in the workplace.	
B	Number of employees	
C	Company's injury rate = (item A * 100,000)/ item B	
D	Number of Accidents causing death or permanent disability	

Table B: Safety and health training courses, seminars and workshops attended by the supervisor (scanned copies of certificates issued to be in the CD) since 1st Jan 2013				
No	Name of course, seminars or workshop	Organiser or Training Provider	Start date of course	Duration of course (hrs)

Particulars of the person applying on behalf of the organisation	
Name	
Designation	
Tel No. / HP No./ Fax No.	
Email address	

I hereby certify that the particulars given in this application including the documents in the CD are true and correct to the best of my knowledge. I am aware that legal action may be taken against me if I have knowingly provided any false information.

Signature of Applicant & Date

Part 2

(to be printed on A4 sized paper; also to be in the CD or
in the electronic submission to zhiwei@scal.com.sg)

Part 2. The Supervisor

Please complete the tables below. You need not respond to a question that you do not have the answer. You may include photos in your answers. **The answer to each question should not exceed 300 words.**

A	The supervisor being responsible for the workers
1	<p>How did the supervisor ensure that his or her workers work safely? Give some examples of safety and health related communications between supervisor and his workers.</p> <p>Answer:</p>
2	<p>Examples of the supervisor facilitating his workers in solving safety and health related problems.</p> <p>Answer:</p>
3	<p>Examples of the supervisor being receptive to workers' ideas of how to improve safety and health</p> <p>Answer:</p>
4	<p>An example to show the good working relationship with workers where the workers feel comfortable to discuss safety and health issues with the supervisor.</p> <p>Answer:</p>
5	<p>Examples of the supervisor acknowledging good safety and health behaviour of the workers.</p> <p>Answer:</p>

B	The supervisor's commitment to improve organisation's safety and health performance
1	<p>Examples of the supervisor actively participating in the organisation's activities in 2016.</p> <p>Answer:</p>
2	<p>Two suggestions of improving the safety and health of the organisation submitted by supervisor in 2016.</p> <p>Answer:</p>
3	<p>Examples of the supervisor participating in safety and health meetings or discussions</p> <p>Answer:</p>
4	<p>Examples of supervisor communicating safety and health concerns or improvement to responsible persons or higher management</p> <p>Answer:</p>
5	<p>Examples of the supervisor reporting or correcting unsafe behaviour of peers.</p> <p>Answer:</p>

C	The supervisor as a responsible employee
1	Describe an incident to show that the supervisor had a positive safety attitude. Answer:
2	Example of the supervisor showing interest in finding out more about safety and health. Answer:
3	Describe how the supervisor set a good example in safety and health for the workers and peers. Answer:
4	An example to show the supervisor demonstrates commitment to risk management. Answer:
5	Describe his exceptional practice over and above normal standards (legislative requirements or organisation's safety rules and procedures) in workplace safety and health. Answer:

D	Overall Assessment
1	<p>In 300 words or less, tell us why the nominee should be selected for this award. Include the achievements/ contributions which go beyond his or her responsibilities as employee of the organisation.</p> <p>Answer:</p>

Part 3

Please complete and attach the following acknowledgement form with the application submission. (Only for submission by physical hard copy)

Acknowledgment Form

To be completed by applicant:

Name:
Company:
Address:
Submitting to: *SCAL/ ASMI/ SMF/ WSH Council <i>*Please delete as applicable</i>
Tel:
Fax:

For internal use:

This acknowledgement form confirms that the association/WSH Council has received this application.

Signature

Date