



Workplace Safety and Health Awards for Supervisors 2020

Guidelines and Application Form

Please refer to Application Guidelines on how to apply for this Award. The respective associations/
WSH Council 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/DVD/Memory Drive or via e-mail.

Application for WSH Awards for Supervisors 2020

Introduction

The Workplace Safety and Health (WSH) Council, in collaboration with the Ministry of Manpower (MOM), Association of Singapore Marine Industries, Singapore Contractors Association Ltd and the Singapore Manufacturing 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 download the correct application form from the respective websites.

Industry	Submit application to	Details
Construction	<p>The Singapore Contractors Association Ltd 1 Bukit Merah Lane 2, Construction House, Singapore 159760</p> <p>Mr Yeo Wei How Tel: 66619380 Email: weihow@scal.com.sg</p>	3 April 2020
Shipbuilding and ship repair	<p>Association of Singapore Marine Industries 9 Jurong Town Hall Road #04-03, Trade Association Hub, Singapore 609431</p> <p>Mr Wilson Ang Tel: 6264 6436 Email: wilson.ang@asmi.com</p>	3 April 2020
Manufacturing	<p>Singapore Manufacturing Federation 2985 Jalan Bukit Merah Singapore 159457</p> <p>Ms Prasunna Ramadas Tel: 6826 3045 Email: prasunna.ramadas@smfederation.org.sg</p> <p>Mr Davin Chee Tel: 6826 3039 Email: davin.chee@smfederation.org.sg</p>	3 April 2020

Others (eg. Facilities management, waterworks, etc)	Workplace Safety and Health Council 1500 Bendemeer Road, #04-01 Ministry of Manpower Services Centre, Singapore 339946 Mr Jayson Quek Tel: 6692 4999 Email: jayson_quek@wshc.sg	3 April 2020
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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 2019 and 2020 (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 2019:
 - 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 2019 and 2020 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/DVD/Memory Drive **or** an electronic submission via e-mail to the respective association containing the following:
 - Part 1
 - Part 2
 - all additional documentary evidences required to support Part 2.

Incomplete applications will not be processed.

4. Please indicate the nominee's name on the CD/DVD/Memory Drive 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 2020.

Terms and Conditions

- Application form must be correctly filled and signed. All supporting materials must be provided in a CD/DVD/Memory Drive **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 and Health Awards 2020.
- 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:

Part 1 and 2 - **To be completed online at www.wshc.sg under 'Awards and Competition'**

All supporting evidences (Part 3 not required) - In CD/DVD/Memory drive to:

***Mr Jayson Quek
WSH Awards for Supervisors 2020
Workplace Safety & Health Council
1500 Bendemeer Road, #04-01
Ministry of Manpower Services Centre
Singapore 339946***

3. The application must reach us by **3 April 2020**. Do not submit the application on Saturdays or Sundays.
4. **Please make an appointment with the respective associations prior to submission.**
5. Please contact the respective associations if you have any queries.

Part 1

(to be printed on A4 sized paper and signed; also to be in the CD/DVD/Memory Drive or
In the electronic submission to the respective associations)

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/DVD/Memory Drive need not have electronic signatures.

Particulars of the Supervisor	
Name	
Designation	
Nationality	
NRIC/ FIN/ WP No:	
Gender	
Date of Birth	
HP 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 2018 to 15 th Jan 2020 (self or workers under him)? If yes, briefly described the accident (s).	

Particulars of Organisation	
Name of Company	
Industry	If 'Other Services', please specify:
Address of Workplace	
Mailing Address	
Tel 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)	

Table A: Injury Statistics of the Organisation		2019
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	

Part 2

(to be printed on A4 sized paper; also to be in the CD/DVD/Memory Drive or in the electronic submission to the respective associations)

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	Examples of the supervisor actively participating in the organisation's activities in 2018. Answer:
2	Two suggestions of improving the safety and health of the organisation submitted by supervisor in 2018. Answer:
3	Examples of the supervisor participating in safety and health meetings or discussions Answer:
4	Examples of supervisor communicating safety and health concerns or improvement to responsible persons or higher management Answer:
5	Examples of the supervisor reporting or correcting unsafe behaviour of peers. Answer:

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.

Acknowledgment Form

To be completed by applicant:

Name:
Company:
Address:
Submitting to: *SCAL/ ASMI/ SMF <i>*Please fill in the details accordingly</i>
Tel:
Fax:

For internal use:

This acknowledgement form confirms that the SCAL/ ASMI/ SMF has received this application.

Signature

Date