

1) What are the new criteria* regarding Workplace Safety and Health (WSH) culture for the WSH Awards 2017?

From 2017, applicants for the following WSH Awards must complete both the CultureSAFE Perception Survey (Step 1a) and the CultureSAFE Evidence Based Assessment (Step 1b):

- WSH Performance Awards;
- Safety and Health Award Recognition for Projects (SHARP);
- WSH Risk Management Awards and;
- WSH Developer Awards

Applicants who applied for the 4 categories above are also required to complete the X-factor checklist. The final CultureSAFE profile from the Evidence Based Assessment will be used as application criteria as well as evaluation criteria. Companies will have to achieve an index of 1.6 and above to be eligible for application.

2) What is CultureSAFE programme and the CultureSAFE perception survey?

The CultureSAFE programme provides a one-stop platform for organisations to embark on a WSH culture building journey. It focuses on cultivating the right WSH mindset and attitude in every employee, from top management down to the last worker.

The programme involves the use of a developed WSH culture model to determine the organisation's baseline WSH culture profile. This allows the organisation to identify WSH culture issues and formulate improvements. Specifically, the model will identify cultural attributes and dimensions in accordance to the 5-step CultureSAFE cycle:

- (1) Diagnostic [perception survey and evidence-base assessment];
- (2) Reporting;
- (3) Action Planning;
- (4) Implementation;
- (5) Review & Evaluation.

To learn more about the CultureSAFE programme, Please go to www.wshc.sg and navigate for 'CultureSAFE' under the Programme tab.

The CultureSAFE programme requires participating organisations to perform a diagnostic of their WSH culture through a **CultureSAFE Perception Survey** (Step 1 of the CultureSAFE cycle).

The Survey comprises questionnaires that will require the organisations' employees to give feedback on current WSH practices at their workplaces. Results of the survey will enable organisations to determine the WSH beliefs, values and practices of stakeholders in the organisation.

To participate or find out more about the CultureSAFE Perception Survey, please go to www.wshc.sg and navigate for 'CultureSAFE' under the Programme tab, then refer to the 'Apply for CultureSAFE'.

3) How do I obtain the CultureSAFE Perception Survey and how much does it cost?

A CultureSAFE e-tool account will be created for the company, after the WSH Council receives the CultureSAFE Application Form. The applicant can then use the e-tool to manage the survey. The survey may be conducted via softcopy pdf, or hardcopy OAS. Instructions on how to use the e-tool can be found under the "CultureSAFE e-tool" tab on the WSH Council's website (www.wshc.sg)

The CultureSAFE Perception Survey is free. In addition, small and medium enterprises (SMEs) can tap on the WSH Culture Fund (WCF) grant to embark on the WSH culture building journey. SMEs can claim up to 90% of the associated costs to embark on the CultureSAFE programme, subject to a cap of \$30,000. SMEs may approach the list of approved CultureSAFE Consultants for further guidance. Please click [here](#) for more information.

4) What is the deadline for submission for the CultureSAFE Perception Survey and Evidence-based Assessment?

Companies applying for the relevant WSH Awards are required to complete the WSH Awards application form and the Evidence-based Assessment by 4 April 2017.

5) How can the survey be carried out with my company, especially for foreign workers?

Employees with office email addresses are strongly encouraged to do the CultureSAFE Perception Survey in softcopy (pdf). The softcopy survey shall be sent to the employees through email. The softcopy survey is ONLY available in English.

The Survey is also available in hardcopy, with questionnaire and answer sheet in separate copies.

Question set

The company will manage and print the survey questionnaire for the employee. The survey questionnaire(s) can be downloaded under the "Resource" tab from www.wshc.sg/culturesafe.

Answer Sheet

Companies may request for the answer sheet from WSH Council via CultureSAFE e-tool. Companies may also write in to CultureSAFE@wshc.gov.sg to request for the answer sheet.

6) How long does it take to do the WSH culture diagnostic assessment?

It depends on the number of employees needed to perform the survey.

Generally, managers take about 45 minutes to complete the 135 questions and workers take about 1 hour to complete the 112 questions. In general, an average company may require about 2 to 3 weeks to complete the survey.

As soon as the raw scores of the WSH culture indices are generated from the CultureSAFE's e-tool, company will be notified of the results. The company can then engage WSH Auditors found in the application form to perform the Evidence-based Assessment using the toolkits provided via interviews, document inspections, and workplace inspections.

These verification activities could be integrated with the OHSMS/ConSASS/X-factor Checklist verification by the Auditors. Hence, MOM's WSH Auditors may need to put in additional effort verifying the entire WSH Award application package.

7) Do we need to perform the CultureSAFE Perception Survey and Evidence-based Assessment every year for the WSH Award application?

While there is no specific requirement on the lapse between each CultureSAFE profile and Index obtained, applicant may wish to note the following:

- The application shall only be supported by the most recent CultureSAFE profile obtained;
- It is strongly not recommended to perform another Survey nor Assessment if:
 - the duration between each conduct is recent (e.g. 6 months or less);
 - there were no WSH culture building initiatives implemented in the workplace since last conduct

Please refer to the table in Question 1 about the various scenarios on eligibility.

8) What if the project has already been completed and the project team has been disbanded? Does my organisation still need to complete the CultureSAFE Perception Survey and Evidence-base Assessment?

If the project team has been disbanded, the applicant will be required to do the CultureSAFE Perception Survey and Evidence-base Assessment at the organisation level.

9) Are the auditors required to verify all items of all 3 checklists?

Although the toolkits provided by the CultureSAFE programme for Evidence-base Assessment are very comprehensive, MOM's WSH Auditor(s) appointed as CultureSAFE Assessor(s) are not expected to verify all the items on these three (3) sets of checklists for interviews, document inspections and workplace inspections.

10) What is the minimum requirement for interviews on Evidence-base Assessment?

As a minimum requirement for verification interviews, 2 managers, 2 supervisors and 2 workers should be interviewed on questions that are applicable to them taken from the interview checklists.

11) My organisation has many SHARP applications. Do we need to perform the CultureSAFE Perception Survey and Evidence-based Assessment for all projects applying for the awards?

Project applicants should perform the CultureSAFE Perception Survey and Evidence-based Assessment for each project. The exception is project(s) that have been completed within the assessment year from January 2016 to December 2016 as they are unable to commence the CultureSAFE Perception Survey and Evidence-based Assessment before the Awards application start. Hence, such companies are allowed to use the company's Culture Index for application.

12) My company has done a similar safety culture (or safety climate) study with another model and index system, can this be used for WSH Awards 2017?

Companies which have embarked on the WSH culture building journey and performed similar safety culture and/or safety climate studies do not need to do the CultureSAFE Perception Survey / Evidence-base Assessment for the WSH Award 2016 application provided that all the following requirements are met:

- The company has submitted the application form to be a CultureSAFE programme participant. The application form can be downloaded [here](#);
- The safety culture (or climate) model is an established international programme or service;
- It has a quantified measurement and it provides specific indices;
- The assessment was done by 3rd party external vendor with on-site verification;
- The assessment was done less than 2 years ago at the time of submission; and
- Results of the study/assessment are readily available for verification by WSH Council upon request.