



Guidance Notes for bizSAFE Awards 2019

All interested applicants must submit the application and supporting documents before the **closing date on 17 August 2018 (Friday)**, 5.00pm. Incomplete application will be rejected. The qualifying period for the awards application is from **18 June 2017 to 17 June 2018**.

- **Objective of bizSAFE Awards**

bizSAFE Progressive Award	To recognise bizSAFE Enterprises' commitment in managing risk at their workplaces through progressing from bizSAFE Level 1 to Level 3 within 6 months (i.e. 180 days).
bizSAFE Partner Award	To recognise bizSAFE Partners who have been proactive and committed in bringing business partners on board the bizSAFE programme by incorporating WSH as part of their business model.
bizSAFE Enterprise Exemplary Award	To recognise bizSAFE STAR exemplars in risk management and WSH performance. Enterprises that have won this award for 3 consecutive years will be honored with a Gold Award. bizSAFE Champion Award (Sub-Category) To recognise individuals who have been appointed by their organisations to lead and drive the successful implementation of risk management plan.

- **Explanation of Terms used in this Application:**

Terms found in this document	Definition
bizSAFE Partner	Organisations that motivate their business partners (such as contractors, sub-contractors, suppliers, vendors, tenants, members, etc.) to join bizSAFE programme and collectively improve the WSH of their workplaces. For example, include bizSAFE Level 3 as criteria in procurement contracts.
MOM	Refers to the Ministry of Manpower, Singapore
Occupational Disease	Any confirmed case of a disease specified in the Third Schedule of the WSH Act.

SME	<p>Refers to Small & Medium Enterprise</p> <p>Companies classified as SMEs must fulfill the following criteria:</p> <ul style="list-style-type: none"> • At least 30% shareholding that is local AND • One of the following: <ul style="list-style-type: none"> i. A group employment size of not more than 200 employees (including part-timers) OR; ii. A group annual sales turnover of not more than \$100 million.
WSH	Refers to Workplace Safety and Health
RM	Refers to Risk Management
RA	Refers to Risk Assessment
Workplace	May refer to any company or organisation including those that are not required to be registered under the WSH Act.

- **How to apply**

- Complete and submit the parts in accordance to the list of awards below:

Type of document to submit	Progressive Award	Partner Award	Exemplary Award
Cover page (Checklist and Management Declaration)	-	Yes	Yes
Part 1A: General Information	-	Yes	Yes
Part 1B: Eligibility Checklist	-	Yes	Yes
Part 2: Risk Management (RM) 2.0	-	Yes	Yes
Other Parts	-	Part 3A: Details of Business Partners Part 3B: Effort(s) by bizSAFE Partner	Part 3: Risk Management (RM) Implementation Part 4A: General Information on bizSAFE Champion Part 4B: Write up by bizSAFE Champion
Thumb drive containing: <ul style="list-style-type: none"> • Application Form and; • <u>ALL</u> supporting documents in easily identifiable folders 	-	Yes	Yes
Remarks	No application form required		

Note:

- Ensure pages are numbered, use of hyperlinks and bookmarks (if necessary) to be reflected, and all photographs/illustrations are in colour with good resolution.
- Information that is referenced incorrectly will be assumed to be unavailable; no score will be awarded if the information cannot be found in the thumb drive.
- Incomplete submissions will not be considered.
- Submission

Please submit the application to:
bizSAFE Awards 2019
Workplace Safety & Health Council
1500 Bendemeer Road, #04-01
Ministry of Manpower Services Centre (Central Mailroom)
Singapore 339946

Note:

- You will receive acknowledgement for your application via email within seven (7) working days from the date of submission.

- **Eligibility Criteria:**

- bizSAFE Enterprise Progressive Award:

SMEs who obtained bizSAFE Level 1 to 3 within a period of six (6) months (i.e. 180 days) during the qualifying period (18 June 2017 to 17 June 2018) will be shortlisted and notified by WSH Council. No application is required.

- bizSAFE Partner Award:

No	Criteria
1	Applicant is a bizSAFE Partner
2	Applicant has implemented bizSAFE Level 3 and above as criteria in procurement
3	Applicant has implemented initiative(s) to manage and control risk at upstream through elimination, substitution or engineering control
4	Applicant has: <ul style="list-style-type: none">• enrolled their business partners to be bizSAFE Enterprises; and• motivated existing bizSAFE Enterprises to progress to the next level

5	Shortlisted applicants will be required to do a presentation to the panel of judges
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- bizSAFE Enterprise Exemplary Award:

No	Criteria
1	Applicant is a SME
2	Applicant has achieved bizSAFE Level STAR
3	Applicant has implemented initiative(s) to manage and control risk at upstream through elimination, substitution or engineering control
4	Applicant must engage an Assessor to conduct a 3 rd party assessment of the application (refer to list of Assessors for bizSAFE Exemplary Award)
6	Applicant to nominate an employee for the bizSAFE Champion Award

- bizSAFE Champion Award:

No	Criteria
1	Applicant has attended “bizSAFE Level 2: Develop a Risk Management Implementation Plan” or equivalent
2	Full-time employee with company applying for the bizSAFE Exemplary Award. Must NOT be a top-two (2) tiers of the organisation hierarchy e.g. management representative of the company.
3	Championed RM implementation in the organization
4	Active in driving and promoting WSH
5	Shortlisted Champions will be required to attend a panel interview

Note for all Awards:

- The Applicant must have fulfilled ALL of the following during the qualifying period:
 - No blacklist record, not pending investigation, no conviction or prosecution in court by MOM
 - No Stop Work Order
 - Not on Business Under Surveillance (BUS) programme
 - Did not have any accident (including occupational disease) that has caused death or permanent disablement, occupational disease and Dangerous Occurrence

- The Applicant must not be a WSH Service Provider.
 - Applicant's bizSAFE status must be valid for the duration of the Awards process, i.e. from application submission to Awards ceremony.
- **Announcement of Results:**
 - All Applicants will receive a notification of the outcome of their application through email.
 - Non-winners shall be awarded a Certificate of Participation.
 - Tentative date of results announcement: December 2018 / January 2019, or earlier.
- **Disqualification**
 - The Award Recipient shall be disqualified if any of the following occurs before Awards Ceremony:
 - Any blacklist record, pending investigation, conviction or prosecution by MOM.
 - Any Stop Work Order.
 - On Business Under Surveillance (BUS) programme.
 - Any accident (including occupational disease) that has caused death or permanent disablement, occupational disease and Dangerous Occurrences.
- **Other terms and Conditions**
 - The WSH Council reserves the right to verify the applications submitted which includes visiting the applicant's workplace.
 - All supporting materials must be provided and easily identifiable in a formatted thumb drive. This thumb drive will not be returned. We do not accept submissions in other media e.g. CD, DVD, SD Card, etc.
 - Late entries will not be accepted.
 - Amendments after submission will not be accepted.
 - The WSH Council is not responsible for any loss or damage to entries or supporting materials.
 - The WSH Council will not return any entries or supporting materials to the applicants.
 - The WSH Council reserves the right to decline an entry by an applicant or organisation that is being investigated for possible breach of Workplace Safety and Health Act, Work Injury Compensation Act or any other government regulations (regardless of whether prosecution has or will be initiated), or where the acceptance of the entry may be detrimental to the significance of the Award presented by WSH Council.
 - The decision of the bizSAFE Awards Committee is final.

- **Notes for Assessors for bizSAFE Exemplary Award**

- The organization and / or Assessor can only provide assessing services for the same bizSAFE Exemplary Award Applicant for up to two (2) consecutive years. A different organization and / or Assessor must be engaged to assess the submission for Exemplary Award for the third year.
- Use the checklist on the cover page of the Application Form to verify if the Applicant fulfills the eligibility criteria for the Award. If the Applicant is ineligible or does not fulfill any of the criteria, DO NOT submit their application to the WSH Council.
- Conduct site verification.
- Ensure that the Applicant has nominated an employee for the bizSAFE Champion Award (Part 4 of the application form). You are NOT required to conduct any assessment for this part.
- Information that is incorrectly referenced will be deemed to be unavailable. No score will be awarded if the information cannot be found in the thumb drive.
- Verify the information stated in Parts 1 and 2 of the application form.
- Complete Part 3 of the application form. Incomplete applications will be rejected.
- Keep a copy of the Applicant's entry for reference.
- You are to provide a copy of your scoring to the Applicant.

Note: Assessors who failed to comply with this section (i.e. Section 8) or falsify information will be subjected to investigation. The organisation providing such Assessors may also be subjected to investigation.