



**Workplace Safety and Health Awards 2025**

**bizSAFE Enterprise Exemplary Awards  
Application Guidelines**

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## About the bizSAFE Enterprise Exemplary Awards

This Award recognises bizSAFE STAR companies that have exemplary risk management and workplace safety and health performance.

There are two types of the bizSAFE Enterprise Exemplary Award:

<b>Type of Award</b>	<b>Description</b>
bizSAFE Enterprise Exemplary Award (Gold)	To be shortlisted for evaluation, applicant must be a recipient of the bizSAFE Enterprise Exemplary Award for three or more consecutive years.
bizSAFE Enterprise Exemplary Award	To be shortlisted for evaluation, applicant must have in place good risk management and workplace safety and health performance.

## Criteria

The criteria below represent the minimum conditions required to qualify for the award. Fulfilling them will not automatically equate to the applicant being awarded.

The Award Panel will select the award recipients based on the ranked WSH performance and achievements, and all decisions are 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 2024 to 31 December 2024

#### Entry Criteria

1. No fatal or major injury resulting from a [work-related accident](#) in any worksites.
2. No breach<sup>1</sup> in workplace safety and health, and labour matters in the company.
3. Applicant must have implemented a holistic risk management plan where upstream risk controls and personal health risks have been considered.
4. Applicant must have attained bizSAFE STAR certification.
5. Applicant must be an SME<sup>2</sup> (not a WSH Service Provider).
6. Applicant must not have applied for WSH Performance Award.
7. Applicant must have subscribed to the Ministry of Manpower's [WSH alert service for WSH Incident Reporting](#).

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<sup>1</sup> Includes Stop Work Order, Business Under Surveillance Programme, more than two composition fines (or fines exceeding \$2,000) including health-related offences from MOM Occupational Safety and Health Division, demerit points and WSH-related investigations, conviction or prosecution (including pending cases) with regard to workplace and labour matters under the [Workplace Safety and Health Act and Employment Act](#). Excludes COVID-19 related matters.

<sup>2</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

## On-site Assessment

An on-site assessment conducted by an auditor is required. Applicants are required to complete a Risk Management Implementation checklist as part of the on-site assessment. Reasons must be indicated in the “Notes” column for items stated “not applicable”.

### Conduct a Self-check

Applicants are to ensure they have met all criteria in the Risk Management Implementation checklist and have achieved a score of at least 80%, before engaging an auditing organisation to conduct the on-site assessment.

### Avoid Conflicts of Interest

Applicants should engage auditing services through an SAC-accredited auditing organisation (AO) whose scope includes “bizSAFE RM audit”. The list of SAC-accredited AOs is available on the [Ministry of Manpower’s website](#).

Please see below for an example:

SAC Certificate No: AO- [REDACTED]	
SCOPES :	<ul style="list-style-type: none"><li>• Construction worksite</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 for a company with the same UEN.

### On-site Assessment with WSH Council Officer

Applicants will be randomly selected for a WSH Council officer to be present at the on-site assessment.

If your application is selected, you are required to notify the WSH Council of the date, time and location of the assessment via a booking system. The booking system link will be provided via email upon successful application. Booking of the WSH Council officer must be done three working days in advance.

Selected applicants for a WSH Council officer to be present must have **at least three to five ongoing work activities or WSH initiatives** at their site.

## Evaluation

All supporting documents, records and data will be verified and assessed. The WSH Council will be checking all incident reports reported under an applicant's UEN with the Ministry of Manpower (MOM). Any discrepancies found may lead to immediate disqualification. A visit to the applicant's workplace may also be requested.

## Disqualification

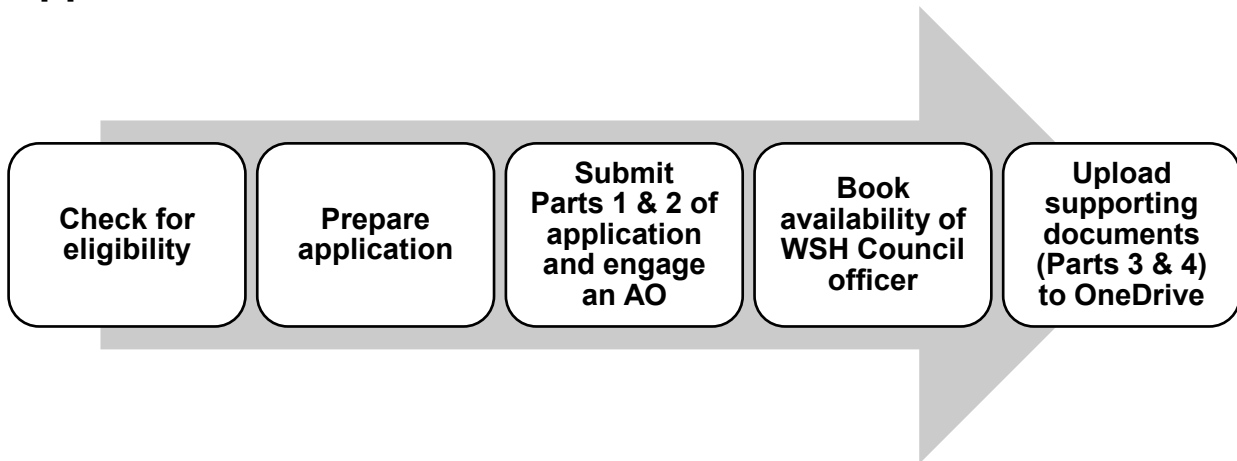
An application may be disqualified if:

1. A [workplace accident](#) resulting in any of the following occurs **before** the announcement of results in **September 2025**:
  - Fatal accident
  - [Major injury](#) accident
  - Dangerous occurrence
  - Infringement of [legislation under MOM's purview](#)
2. 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.
3. 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 Auditing Organisations

1. The applicant is to pay the auditing organisation (AO) for services rendered by the auditor.
2. The auditor is required to check whether the applicant has achieved a self-score of at least 80% before providing any auditing services. The auditor is required to input the evidence gathered and any other comments under the “Notes” column.
3. The auditor is required to check whether the applicant has successfully booked the availability of a WSH Council officer to observe the on-site assessment before providing any auditing services.
4. The auditor is required to go down in-person to the applicant’s workplace for assessment. The auditor is required to assess the applicant’s risk management implementation according to the checklist provided.
5. The auditor is required to complete “Part 4: Auditor’s Details and Declaration Form”.

## Application Process



Before submitting the application, please check for your [eligibility](#) and prepare the following:

[Part 1](#): Company's Details

[Part 2](#): WSH Statistics

[Part 3](#): Evidence-Based Assessment

[Part 4](#): Auditor's Details and Declaration Form

## Application Submission

[Click here](#) to submit Parts 1 and 2 of your application.

After you have received your unique OneDrive link and completed the on-site assessment, please upload the supporting documents (Parts 3 and 4) to complete your application. Please note that the link access will expire on 2 April 2025, 6pm.

## Important Dates

Qualifying Period:	1 January 2024 – 31 December 2024
Application Submission Deadline: (with all supporting documents uploaded to OneDrive)	1 April 2025
Note: The access to OneDrive will expire on 2 April 2025	
Awards Ceremony:	September 2025 (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 an SME <sup>3</sup> ?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Total workforce of the company	
Company/ group sales turnover for 2024	

<sup>3</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: A unique OneDrive link will be sent to the Contact Persons only, via the email addresses provided below.)*

Contact Person	Salutation: Family Name: Given Name Designation: Contact number: Email address:
Alternative Contact Person	Salutation: Family Name: Given Name Designation: Contact number: Email address:

**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	

**Senior Management's Details**

*(Note: The application result will be sent to the Senior Management and two Contact Persons.)*

Senior Management	Salutation: Family Name: Given Name Designation: Contact number: Email address:
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**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) Please provide the following information, relevant to the qualifying period of between **1 January 2024 and 31 December 2024**:

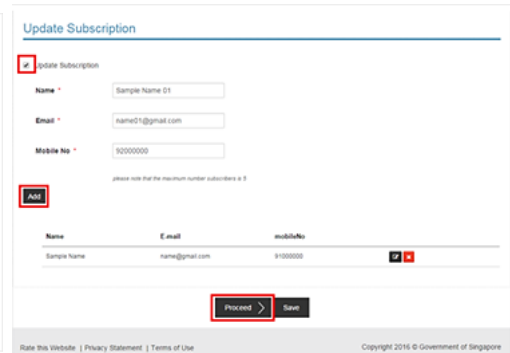
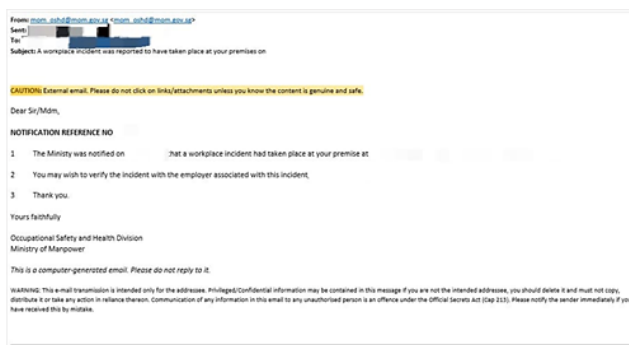
Did the company have any <a href="#">work-related accident</a> ?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Was the company issued any <a href="#">Stop Work Order (SWO)</a> ?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Did the company enter the <a href="#">Business Under Surveillance (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 <a href="#">injuries reported</a> (Include non-severe injuries with any instance of medical leave or light duties)	

*Applicants are advised to be aware of the number of injuries reported under your UEN. If you wish to purchase an incident report, go to the Ministry of Manpower's [WSH Incident Reporting eService](#) under "Submitted Incident Report", choose "Select Action" and "Purchase Report".*

b) **Subscription to the Ministry of Manpower’s WSH alert service for WSH Incident Reporting**

The alert service is useful because it will alert you, as a workplace occupier, on injuries, accidents, and unsafe conditions at your workplace.

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 – RM Implementation

a) Please indicate your total self-score using the scoring matrix below.

No	Topic	Max Score
1.1	WSH Policy and Governance	7
1.2	Risk Management (RM)	26
1.3	Safe Work Procedure (SWP)	8
1.4	RM Team	4
1.5	In-house WSH Rules	5
1.6	Inspection	9
1.7	Preventive Maintenance	6
1.8	WSH Training	9
1.9	Reporting and Investigation	11
1.10	Total WSH	9
1.11	Emergency Preparedness	6
Total		100
Score		100%

### i. bizSAFE STAR

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

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

Note: Your company's bizSAFE Enterprise status must remain valid for the entire duration of the Awards process (i.e. from the submission of your application to the Awards Ceremony).

## Part 4: Auditor's Details and Declaration Form

Auditor's name	
Auditing organisation	
Business contact number	
Business email address	
For on-site assessment:	Please ensure applying company has booked the availability of WSH Council officer with details of the date, time, location, and AO provided via the booking system.

### Declaration Form by the Auditor

I hereby declare that:

1. I have not provided audit services to the same applicant for more than two consecutive years.
2. I have conducted the on-site assessment in the presence of WSH Council officers and completed the RM implementation checklist with scores assigned to the company.
3. I 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 the WSH Council.
4. I will not make any duplicate copy of the evidence submitted or copy its contents without the consent of the applicant.

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Signature of Auditor

## Terms and Conditions

**By submitting an application, the applicant is deemed to have read and understood the terms and conditions.**

- All applications must be fully completed and submitted to the WSH Council via OneDrive before the submission deadline. Applications received after the submission deadline will be deemed invalid and rejected. The WSH Council will not be responsible or liable for any lost, late, mislaid, or incomplete applications.
- 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.
- All applicants are deemed to have given consent for their details to be shared with third parties, inclusive but not limited to, judges representatives of the respective industry associations and appointed vendors.
- All applicants will be notified of their results via email by end August 2025. The WSH Council's decision shall be final.
- Award recipients will be officially announced during the Awards ceremony taking place in September 2025.
- 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.