



**Workplace Safety and Health Awards 2024**  
**Culture of Acceptance, Respect and Empathy (CARE)**  
**Award**

**Application Guidelines**

## Table of Contents

<b>About Culture of Acceptance, Respect and Empathy (CARE) Award</b>	<b>3</b>
<b>Criteria</b>	<b>3</b>
<b>Evaluation</b>	<b>4</b>
Interview Session	4
Disqualification before Announcement of Results	4
<b>Application Process</b>	<b>5</b>
Application Submission	5
Important Dates	5
<b>Part 1: Company's Details</b>	<b>6</b>
<b>Part 2: Evidence-Based Assessment</b>	<b>8</b>
<b>Terms and Conditions</b>	<b>10</b>

## About Culture of Acceptance, Respect and Empathy (CARE) Award

This award recognises companies that have adopted exemplary mental well-being practices and highlights them as employers of choice.

### Criteria

The criteria below represent the minimum conditions required to qualify. Fulfilling them does not mean the applicant will be awarded.

The Award Panel will select the best based on the ranked WSH performance and achievements. The decision to award by the Panel would be 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 2023 to 31 December 2023

#### Entry Criteria

1. No [workplace accident](#) across all worksites that led to fatality and [major injury](#).
2. Subscribed to the Ministry of Manpower's WSH alert service for WSH Incident Reporting.
3. No breach<sup>1</sup> in workplace safety and health, and labour matters in the company.
4. Have in place an established mental well-being policy and system.

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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.

## Evaluation

All supporting documents, records and data will be verified and assessed.

## Interview Session

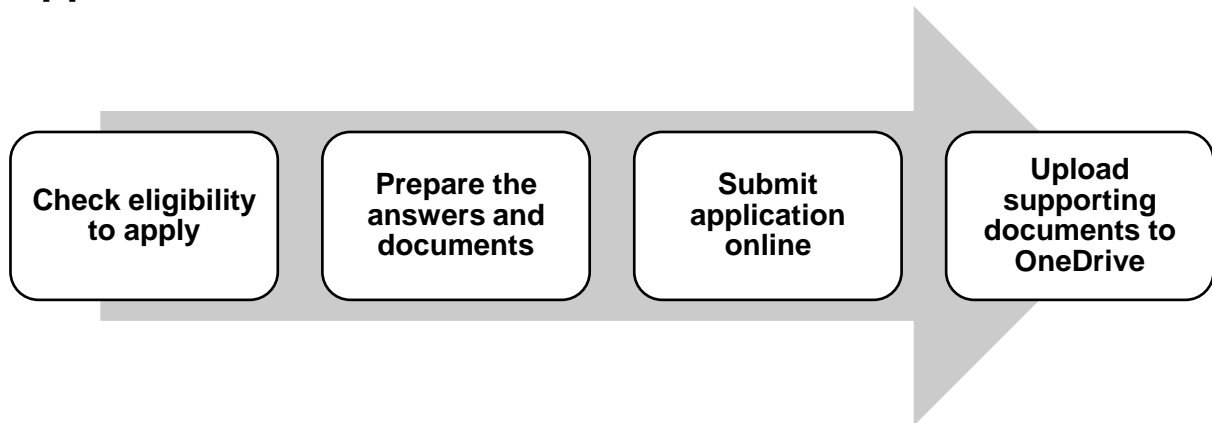
Shortlisted applicants will be required to attend an interview by a panel of judges.

## Disqualification before Announcement of Results

An application may be disqualified under any of the following circumstances:

- a) If a [workplace accident](#) with any of the following consequences occurs **before** the announcement of results in **July 2024**:
  - Fatal accident
  - [Major injury](#) accident
  - Dangerous Occurrence (DO)
  - Infringement of [legislation under MOM's purview](#)
- b) If 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.
- c) If 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.

## Application Process



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

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

[Part 2](#): Evidence-Based Assessment

## Application Submission

[Click here](#) to submit Part 1 of your application.

After you have received your unique OneDrive link from the WSH Council, please upload the supporting documents (Part 2) to complete your application.

## Important Dates

Qualifying Period:	1 January 2023 – 31 December 2023
Application Submission Deadline: (with all supporting documents uploaded to OneDrive)	18 April 2024
Awards Ceremony:	End July 2024 (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>2</sup> ?	<input type="checkbox"/> Yes <input type="checkbox"/> No

### Contact Persons' Details

*(Note: OneDrive unique link will be sent to the email address provided.)*

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

<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.

### Senior Management's Details

(Note: Application result will be sent to Senior Management, Contact Person and Alternative Contact Person. Senior Management will not be receiving the OneDrive unique link.)

Senior Management	Salutation: Name: Designation: Contact number: Email address:
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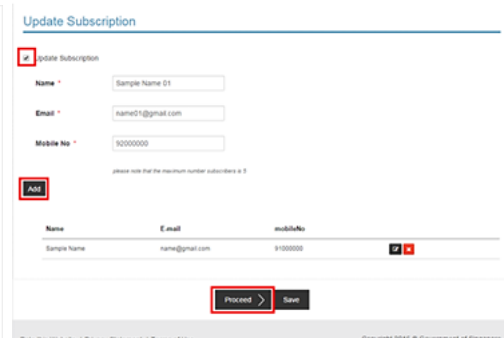
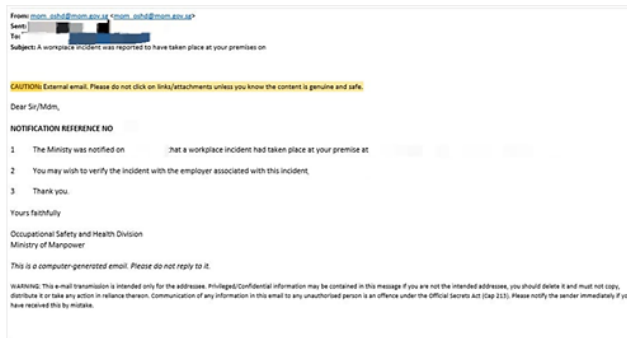
### Additional OneDrive Access (Optional)

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 1	
Additional email address 2	
Additional email address 3	
Additional email address 4	

### Subscription to the Ministry of Manpower's WSH alert service for WSH Incident Reporting

Please submit a screenshot of your subscription to the Ministry of Manpower's [WSH alert service for WSH Incident Reporting](#). See below for examples:



### 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: Evidence-Based Assessment

a) Please answer the following questions.

Your answer sheet should adhere to the following specifications:

- Font type and size: Arial, size 11
- Line spacing: 1.5 spacing between lines
- Your write-up should not exceed three pages and is to be uploaded, with all supporting documents, to OneDrive.

### **Workplace Mental Well-being Initiatives**

1. What are the mental well-being support initiatives that your company has in place? These can include training, subsidies, access to counselling, peer support and employee benefits.
2. How does your company regularly monitor the effectiveness of its mental well-being initiatives, and respond to results? This should include the use of iWorkHealth or any other equivalent tool and show the last two years' results, if any. How are the results communicated to your management, employees, and external stakeholders?
3. Cite tangible benefits (e.g., improved productivity, revenue, output, reduced staff attrition, etc) that your company and employees have gained from the mental well-being initiatives implemented.

### **Employees' Contributions**

4. List the names and designations of employees who have contributed significantly to your company's mental well-being journey. Explain the roles that they have undertaken.

b) Please list achievements of the past three years (including qualifying year).

Achievements listed should be in point form, and all supporting documents are to be uploaded to OneDrive.

<b>Year</b>	<b>Achievements</b>
<b>2023</b>	
<b>2022</b>	
<b>2021</b>	



c) Please list new initiatives implemented in qualifying year.

New initiatives listed should be in point form, and all supporting documents are to be uploaded to OneDrive.

Year	New initiatives implemented
2023	<ol style="list-style-type: none"><li data-bbox="392 521 424 555">1.</li><li data-bbox="392 577 424 611">2.</li><li data-bbox="392 633 424 667">3.</li></ol>

## Terms and Conditions

- By submitting an application, the applicant will be deemed to have read and understood the terms and conditions.
- All applications must be submitted to the WSH Council before the submission deadline. Applications received after the submission deadline will not be accepted. The WSH Council will not be responsible or liable for any lost, late, mislaid, or incomplete applications as all such applications will be deemed invalid.
- 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.
- By submitting an application, the applicants give consent for their details to be shared with third parties, inclusive but not limited to judges; representatives of the respective industry associations and appointed event agency. All awards applicants will be deemed to have consented to the transfer and sharing of their personal, company and project data and information for the purpose of administering and judging of the Awards.
- All applicants will be notified of their results via email by mid-July 2024. The WSH Council's decisions shall be final.
- Award recipients will be officially announced during the Awards ceremony taking place in end-July 2024.
- 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.