

# SCAL Workplace Safety and Health Awards 2021

Guidelines and Application Form

## Introduction

The objectives of the SCAL Workplace Safety and Health Awards are:

- To recognise organisations with good workplace safety and health (WSH) performance through the implementation of sound WSH management systems
- To encourage greater commitment and dedication in advocating and raising WSH practices and standards

## Criteria

To be eligible, the organisation must satisfy the following conditions in **2020/2021**:

- Must be a Singapore List of Trade Subcontractors (SLOTS) registered contractor.
- No fatal accidents
- No dangerous occurrences
- No stop work orders received
- No ongoing investigation, conviction or prosecution of all worksites with regards to matters concerning the workplace under the Workplace Safety and Health Act and its subsidiary legislation
- Not placed under the MOM's Business Under Surveillance Program

## Entry

Applicants for the Award are required to complete the following:

- Part 1 (General Information of organisation)
- Part 2 (Safety and health performance)
- Part 3 (Write-up)
- Part 4 (Achievements)
  - Bonus Criteria

Applications shall be submitted to SCAL no later than **30th July 2021, 5pm sharp**. Incomplete and late submissions will not be accepted

## Submission details

1. Applications may be submitted by scanning the endorsed application form and supporting documents and sent via **email** to [philips@scal.com.sg](mailto:philips@scal.com.sg) . If your file is too large to be emailed, you may send in the softcopy of your application form by providing a link for file sharing or to send a CD-ROM / Thumb drive in a sealed envelope to:

Attn: Mr Philips Gason  
The Singapore Contractors Association Ltd  
Construction House, 1 Bukit Merah Lane 2  
Singapore 159760  
Office hours: Monday – Friday, 9am to 6pm

### **Shortlisted Organisations**

- Shortlisted organisations will be selected for verification by a SCAL Award Judging Panel.
- The Judging Panel will interview the organisations for further clarification.
- The Judging Panel will have at its discretion, the right to reject any entry which has incomplete documentation, or which fails to comply with the above requirements at any stage of the competition.

### **Terms and conditions**

The following terms and conditions apply:

- Applications with inaccurate or incomplete information will be disqualified.
- All applicants are expected to ensure that all submitted documents are correct at the point of submission.
- Entries which the Judging Panel believe/found to be false or exaggerated or unverifiable will be disqualified.
- All winners are expected to work with SCAL to share their achievements with the industries.
- SCAL is not responsible for any loss or damage to entries or supporting materials.
- SCAL will not return any entries or supporting material to the applicant.
- SCAL reserves the right to publicly revoke an Award should new information surface that would have materially affected the Judging Panel's decision had it been disclosed to the judges.
- The decision of the judges is final. There will be no appeal process.

## Evaluation Criteria

S/N	Evaluation Criteria	Scores
<b>1</b>	<b>Safety &amp; Health Performance in 2020</b>	<b>30</b>
	MOM Reportable Accidents	
	MOM Non-compliances	
	MOM Demerit Points	
<b>2</b>	<b>Write-up on Management Commitment / Involvement</b>	<b>30</b>
	Directors and senior managers lead safety & health	
	Setting and monitoring key performance indicators, objectives and targets	
	Effective leadership at all levels	
	Engagement and training to the workforce	
<b>3</b>	<b>Write-up on Implementations that improve WSH practices</b>	<b>30</b>
	Innovative solutions and best practices implemented in the workplace	
	Any adoption of technology that improve the WSH practices	
<b>4</b>	<b>Achievements (in relation to Safety &amp; Health)</b>	<b>10</b>
	Letter of Appreciations / Commendations	
	Awards	
<b>Total Score</b>		<b>100</b>
<b>5</b>	<b>Bonus Points</b>	<b>10</b>
	BizSAFE Star Certification	
	Participated in WSH Advocate Program	
	Participated in CultureSAFE Program (Min. completed perception survey)	

# Part 1

---

## Part 1: General Information of Organisation

Particulars of Organisation	
Name of Organisation (as it would appear on the award, use Proper case; do not use UPPERCASE)	
Mailing Address	
Mobile Number	
Email Address	
Number of Employees (Excluding sub-contractors)	
Accounting and Corporate Regulatory Registration No. (ACRA)	
Type of SLOTS Registration Head	
>Trade Reference	

### >Trade Reference

- To refer to SLOT application

Particulars of Contact Person	
Name	
Designation	
Contact Number	
Email address	

# Part 2

---

## Part 2: Safety and Health Performance

Table 1: Eligibility Check (Note: Pls do not apply if any of the answer is "Yes")		
S/N	Item	Yes / No
1	Fatal accident in 2020 or 2021?	
2	Dangerous Occurrence in 2020 or 2021?	
3	Stop Work Order in 2020 or 2021?	
4	MOM Business Under Surveillance Program 2020 or 2021?	

Table 2: Statistics of the organisation		
A	Description	No.
	No. of reportable accidents occurred in the organisation for year 2020.	

Table 2A: List of Reportable Accidents (if any from table 2)					
S/N	Date	Description of Accident/ Incident	Name of Injured	NRIC / ID of injured	No. of Man-days lost



<b>Table 3: Statistics of the organisation</b>		
<b>A</b>	<b>Description</b>	<b>No.</b>
	No. of MOM Non-compliance received by the organisation in year 2020	

<b>Table 3A: List of MOM Non-Compliances (if any from table 3)</b>			
<b>S/N</b>	<b>Date</b>	<b>Details of Offence</b>	<b>Fine Amount (\$)</b>

<b>Table 4: Statistics of the organisation</b>		
<b>A</b>	<b>Description</b>	<b>No.</b>
	No. of MOM Demerit points received by the organisation in year 2020	

<b>Table 4A: List of MOM Demerit Points (if any from table 4)</b>			
<b>S/N</b>	<b>Date</b>	<b>Details of Offence</b>	<b>No. of Demerit Points</b>

### Management's Endorsement

I hereby confirm that all statements and information provided in this application are true and accurate to the best of my knowledge. I give SCAL and MOM consent for making any verification for the purpose of this award. I consent that my organisation will be disqualified from the SCAL WSH Awards without any appeal should any false information or misrepresentation be found.

Name:		
Designation		
Contact Number	DID:	Mobile:
Email Address		
Signature of CEO / Company Stamp:	Date:	

# Part 3

---

### Part 3: Write-up

Please provide concise answers in A4 page (Arial font size 11) of **not more than 400 words** each for item A and item B. Please indicate the word count at the end of the write-up. You may include photos / diagrams or illustrations.

A) Describe the Management Commitment / Involvement in your Organisation.

- How Directors and senior managers lead safety & health
- Setting and monitoring key performance indicators, objectives and targets
- Effective leadership at all levels
- Engagement and training to the workforce

B) Implementations that improve WSH practices

- Innovative solutions and best practices implemented in the workplace
- Any adoption of technology that improve the WSH practices

# Part 4

---

#### Part 4: Achievements

Please indicate the achievements such as letter of appreciations / commendations or awards received in year 2020/2021 in relation to Safety & Health for the organisation. (all supporting documents must be provided)

<b>Table 4A: List of Letter of Appreciations / Commendations (if any)</b>			
<b>S/N</b>	<b>Date</b>	<b>Description</b>	<b>Issued By (Name of Company)</b>

<b>Table 4B: List of Awards (if any)</b>			
<b>S/N</b>	<b>Date</b>	<b>Description</b>	<b>Issued By (Name of Authority)</b>

<b>Table 4C: Bonus (if any)</b>		
<b>S/N</b>	<b>Description</b>	<b>Yes/No</b>
1	BizSAFE Star Certification	
2	Participated in WSH Advocate Program	
3	Participated in CultureSAFE Program (Min. completed perception survey)	
4	Others	