



**Workplace Safety and Health Innovation
Awards 2010**

Guidelines and Application Form

Application for WSH Innovation Awards 2009/2010



Entries for this award are evaluated by four organisations. Please submit your application to the correct organisation according to your industry. You may wish to view their websites for more details.

Industry	Submit application to	Details
Construction (Factory Number begins with B)	Singapore Contractors Association Ltd, Construction House, 1 Bukit Merah Lane 2, Singapore 159760 http://www.scal.com.sg/	Please refer to SCAL website
Shipbuilding & ship repair (Factory Number begins with S)	Association of Singapore Marine Industries, 20 Science Park Road #02-04/05 TeleTech Park Singapore Science Park II Singapore 117674 http://www.asmi.com/	Application Closed
Manufacturing (Factory Number begins with F)	Singapore Manufacturers' Federation 2 Bukit Merah Central (#03-00) SPRING Singapore Building Singapore 159835 http://www.smafederation.org.sg	Please refer to SMA website
Others (eg. Retail, hospitality, etc) Please describe here:	National Safety Council of Singapore Tan Boon Liat Building 315, Outram Road #10-09A. Singapore 169074 http://www.nscs.org.sg	Please refer to NSC website

Introduction

The Workplace Safety and Health Council (WSHC), in collaboration with the Ministry of Manpower (MOM), Association of Singapore Marine Industries, National Safety Council of Singapore, Singapore Contractors Association Ltd and the Singapore Manufacturers' Federation is presenting the "Workplace Safety and Health Innovation Awards" to teams with innovative solutions which improve safety and health in the workplace.

Criteria for Awards

1. project led by teams comprising employees.
2. Resulted in significant improvement in WSH.
3. Categories:
 - Construction (SCAL)
 - Shipbuilding & ship repair (ASMI)
 - Manufacturing (SMa)
 - Other services (registered factories) (NSCS)
4. A convention will be held for each category for the best teams to present their projects to a panel of judges.
5. Maximum of 3 winning teams in each category will receive WSH Award.

Judging of Projects

Judging will be done at the industry level. Teams can submit their projects under one of the four categories outlined above for the awards. A convention will be held for each category for the best teams to present their projects to a panel of judges. Please refer to Table A for the awarding of points for the competition.

Awards and Prizes

A maximum of three winning teams under each of the four categories will each receive an award to be presented at the prestigious Workplace Safety and Health Awards Ceremony in 2010.

How to apply for the awards

1. The following documents/materials must be completed and submitted in a CD to support your application:
 - Part 1: General Information of the team
 - Part 2: Project Report
 - Powerpoint presentation to be used if your team is selected to present before a panel of judges.

Incomplete application will not be processed.

2. Please label the CD in this format:

WSH Innovation Awards 2009/ 2010

Name of team: _____

Contact Person: _____

Contact No: _____

3. Print and sign Part 1. Print the report in the format given in Part 2. The report must be filed so that the pages are secured. Do not print the powerpoint presentation.

Place Parts 1 and 2, and the CD in an envelope and submit it to the organisation organising the convention for your industry. They must be submitted to the organiser given on the front page of this application. Please submit to the correct organisation to prevent your application from being delayed. As the closing date for each industry may be different, you might miss the award if you submit to the wrong organiser.

4. Your project will be evaluated by the organisation you submitted your application to. It will select the teams to present before a panel of judges in a convention organised for your industry.

Terms and Conditions

- Application forms must be correctly filled.
- Late entries will not be accepted.
- Application with inaccurate information will be disqualified.
- Entries must be the team's original concept over which it has or may have intellectual property rights.
- Entries which the judges believe to be false or exaggerated or unverifiable will not be selected.
- WSHC or MOM reserve the right to publicly revoke an award should we learn of information that, had it been disclosed to the judges, would have materially affected the panel's decision.
- All entries are regarded as confidential; however, initiatives of winners and finalists may be described in summary or in detail at the award presentation, and in any of WSHC's, MOM's and the organisers' seminars, workshops, or publications (including on the internet).
- All winners are expected to work with WSHC, MOM or the organisations which

- organised the conventions to help publicise their achievements, and agree to participate in publicity activities following the award presentations.
- An award does not constitute an endorsement by WSHC or MOM of the applicant's activities or its product, method or service, or the safety and health performance of its workplace.
 - WSHC and MOM and the organisers are not responsible for any loss or damage to entries or supporting material.
 - WSHC, MOM and the organisers will not return any entries or supporting material to the entrant.
 - WSHC, MOM and the organisers reserve the right to decline an entry where the applicant or organisation is under investigation for possible breach of Workplace Safety and Health Act or Workmen's Compensation Act (whether or not a prosecution is pending), or where the acceptance of the entry may be detrimental to the objectives of the Workplace Safety & Health Awards 2010.
 - The decision of the judges is final.
 - No appeal process.

TABLE A:
Awarding of Points for the Competition (may vary slightly amongst the 4 industries)

ITEMS	EVALUATION CRITERIA (recommended scores)
Project Selection & Definition (15 Points)	Reasons for selecting project (5 pts)
	Risk assessment was well conducted on the process or machine selected for the project (5 pts)
	Areas for improvement were clearly identified and defined (5 pts).
Analytical Techniques (20 Points)	Tools & techniques were effectively used (10 pts.)
	A systematic approach in identifying & verifying the root causes was adopted (10 pts.)
Innovation (10 Points)	Alternative solutions were considered & evaluated (5 pts)
	Recommended solutions were innovative, sound & practical (5 pts)
Implementation (5 Points)	Implementation was well executed (5 pts)
Results Achieved (20 Points)	Risk assessment was well conducted on the process or machine before implementing the final solution (10 pts)
	Tangible results including variations were explained (5 pts)
	Intangible results were explained (5 pts)
Standardisation (10 Points)	Steps were taken to ensure that the new procedures were documented (5 pts)
	Action was taken to ensure that the new procedures were adopted & maintained (5 pts)
Review & Sustenance (10 Points)	Review of the project for future improvements was conducted (5 pts)
	Team's next project was stated with reasons (5 pts)
Presentation (10 Points)	Presentation was clear, effective and easily understood (5 pts)
	Written material was clear, effective and reflects team members' understanding of the project. (5 pts)

Part 1

(to be printed on A4 sized paper and signed; also to be in the CD)

Part 1: General Information of the Project Team

Particulars of Team	
Industry	Construction / Marine / Manufacturing / Other Services
Name of Team (as it would appear on the award)	
Date of team formation	
Title of project	
Name of company/ organisation / Workplace	
Address of Workplace	
Team Leader:	Dr/ Mr/ Mrs/ Ms
Tel No./ HP No./ Fax No.	
Email address	
Factory No: (As in factory registration certificate, if any)	
Organisation's ROCAB No: (required)	
Nature of work at the workplace (Name the main product made and/or service provided)	

I hereby certify that the particulars given in this application including the documents in the CD are true and correct to the best of my knowledge. I declare that, to the best of my knowledge, the solution of this project does not involve any copyright or patent infringement.

Signature of Applicant & Date

Part 2

(to be printed and in the CD)

PART 2: PROJECT REPORT

The report is to be submitted in a file with all the pages properly numbered. The font use should be Arial, and font size 11. The report should follow the format given below. Although it should not exceed 20 pages, the report must contain details for each point.

1. Contents (with pages)
2. Summary of Project:
 - Project Theme:
 - Problem:
 - Causes:
 - Solution:
 - Abstract: In less than 200 words, give a short summary why your project is so special, how it helped improve safety and health standards within the workplace and what the improvements were...
3. Particulars of Team (Name and Designation):
 - Facilitator:
 - Leader:
 - Members:
4. Background Information of the Team (eg. When formed, reason for formation):
5. Project Write-up:
 - A. Introduction
 - B. Project Selection and Definition
 - Reasons for selecting project
 - Risk assessment conducted before improvement
 - Areas for improvement
 - C. Analytical Techniques
 - Tools & Risk Assessment Techniques used
 - Approaches in Identification and Verification of Root Causes
 - D. Corrective Actions & Implementation
 - Alternate Solutions
 - Recommended Solutions
 - Risk assessment conducted after improvement
 - Implementation
 - E. Results Achieved
 - Tangible Results
 - Intangible Results
 - F. Standardisation
 - Documentation
 - Adoption and maintenance of new procedures.
 - G. Review & Sustenance
 - Review for future improvements
 - Team's next project.
 - H. Conclusion