

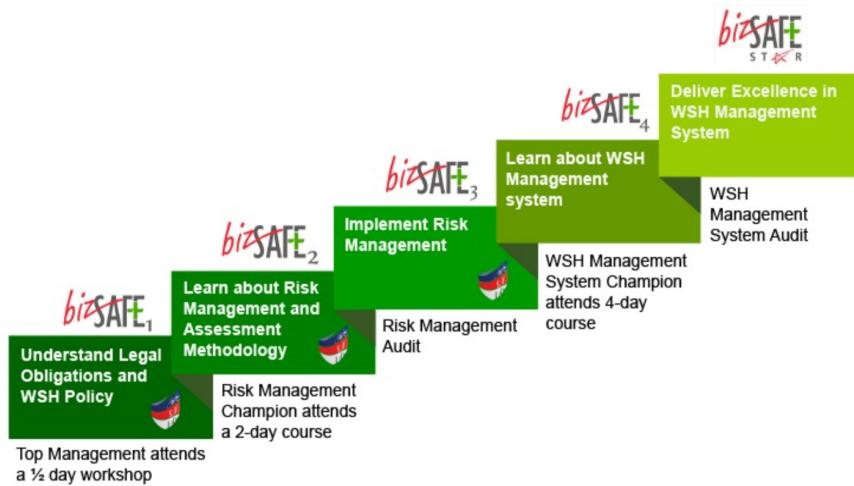
bizSAFE

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1. About bizSAFE

Programme Overview



The bizSAFE programme, supported by the Ministry of Manpower was designed to help companies build workplace safety and health capabilities.

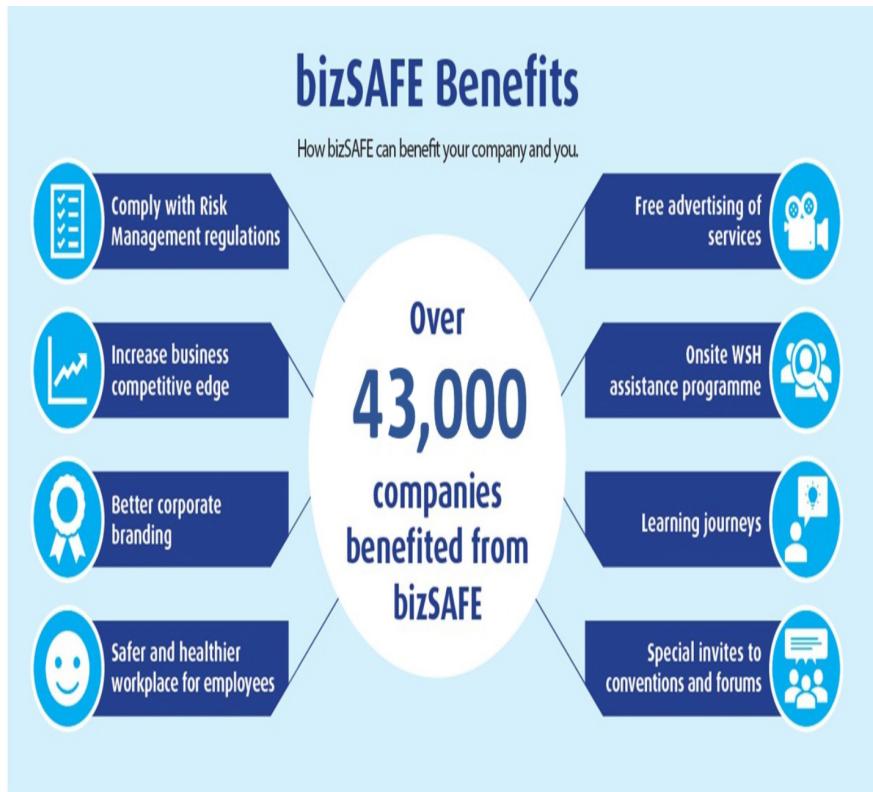
The programme includes [SGSecure](#) elements to help companies to put in place measures to manage potential terror threats. To understand more about the incorporation of SGSecure in the bizSAFE Programme, please refer to:

- [1. SGSecure bizSAFE training notes](#)
- [2. SGSecure Guide for Workplaces](#)
- [3. Protective Security Advisory for Premises](#)
- [4. Contingency Planning Advisory for Premises](#)

Though bizSAFE is structured as a 5-step programme, your company may apply for a level directly as long as it meets the level's requirements.

If your company is a small and medium enterprise (SME) and needs help to kickstart workplace safety and health (WSH) in your company, you may consider applying for [StartSAFE](#). Please note that this **free** programme is on a first come, first served basis.

Benefits



ⓘ Comply with Risk Management Regulations

All workplaces must conduct risk assessments for all work activities and processes under [WSH \(Risk Management\) Regulations](#). These risk assessments must be reviewed as and when the work activities change or every 3 years, by law.

bizSAFE Level 3 and above recognises that your company has put in place systems to manage workplace risks and complies with WSH (Risk Management) Regulations. To achieve this, you must engage an [Auditing Organisation \(AO\)](#) that is registered with the Ministry of Manpower (MOM) to provide WSH Auditing Services to assess the implementation of risk management in your workplace using the bizSAFE Level 3 [Risk Management audit checklist](#).

Please refer to bizSAFE Level 3 for more information.

ⓘ Increase Business Competitive Edge

As safety and health incidents cause delays and financial losses, many clients prefer to work with companies that have sound WSH systems and practices. Having a bizSAFE certificate will help you to expand your business opportunities as it is often a key requirement for contracts and tenders.

ⓘ Gain Better Corporate Branding

Many companies pride themselves on their reputation and ability to deliver quality products and services. However, if this is done at the expense of employees' safety and causes harm to them, this can seriously damage the company's corporate image.

bizSAFE can help to assure your clients that your company's products and services are delivered by employees who work in a safe and healthy environment, and improve your company's corporate branding.

ⓘ Create a Safer and Healthier Workplace for Employees

Safety and health are considered basic needs. Failing to provide basic needs can drive prospective and current employees to other employers. As bizSAFE recognises your company's commitment to safety and health, you can use it to retain your talents and position your company as an employer of choice.

ⓘ Enjoy Free Advertising of Services

The [bizSAFE Marketplace](#) provides free advertising for all bizSAFE companies. Companies that have been awarded bizSAFE certification can list its products and services on the marketplace to connect with like-minded clients and partners.

ⓘ Leverage on Free Onsite WSH Assistance Programmes

Name of programme	WSH Assistance Visits (WSHAV)
Who qualifies	<ul style="list-style-type: none">• Existing bizSAFE companies of Level 3 and above• have not participated in WSHAV programme before
Cost	Free
Duration	3 hours
Benefits	Through the visit, you will: <ul style="list-style-type: none">• Receive professional advice and hands-on guidance on how to improve WSH lapses;• Review and improve at least 1 risk assessment; and• Obtain a WSH report that includes Total WSH recommendations on how to improve your employees' safety and health.
Details	This is a free programme offered to bizSAFE companies, to provide professional WSH on-site consultancy, and offer a third-eye review of their workplace safety and health conditions, especially in the areas of concerning hotspots. As part of the visit, certified WSH professionals will visit your workplace to: <ul style="list-style-type: none">• Advise on your WSH concerns;• Refresh training on risk management ↗ (RM) and risk assessments ↗;• Introduce the Total WSH approach ↗ as part of RM;• Conduct a walk-through assessment to identify WSH lenses.

	<p>Conducted a walk through assessment to identify work processes, and</p> <ul style="list-style-type: none"> Guide you in the improvement of at least one risk assessment and recommend control measures.
How to Apply	<p>Registration is now open. Register your interest in the WSHAV programme ↗.</p> <p>Eligible companies will be contacted by our appointed contractor Ardent Safety Consultancy in due course.</p>

ⓘ Go on Free Learning Journeys

Name of learning journey	WSH Learning Journey
Who qualifies	Existing bizSAFE Companies with Level 3 and above
Cost	Free
Duration	To be advised
Benefits	<ul style="list-style-type: none"> Visit companies with exemplary WSH standards to learn how you can improve your work processes. Improve WSH competencies in your company. Improve work efficiency in the workplace. Strengthen WSH ownership amongst your employees. Network with like-minded WSH professionals for inter-organisation learning.
How to apply	To be advised

ⓘ Receive Special Invites to Conventions and Forums

bizSAFE companies will receive special invites to our bizSAFE Convention and industry forums.

The annual bizSAFE Convention celebrates the achievements of the bizSAFE community, and provides non-bizSAFE companies with the opportunity to understand the benefits of integrating bizSAFE into their business models.

At industry forums, you will learn how to improve your WSH standards and business performance from sessions led by industry experts. Participants may also earn professional development points where relevant.

bizSAFE Levels

ⓘ bizSAFE Level 1

What it Entails

bizSAFE Level 1 recognises that your company is aware of its legal obligations under

the WSH Act, and is able to develop a WSH policy.

How to Qualify

Your company's CEO or Board Director must attend the Top Executive WSH Programme, which will be conducted as a 3-hour training programme (in-person or online).

It is a [legal requirement](#) for the CEO or Board Director of companies in higher-risk sectors to complete the Top Executive WSH Programme.

Workshop or course details

Name	Top Executive WSH Programme (TEWP)
Duration	3 hours
Who should attend	CEO or a Board Director
What they will learn	<ul style="list-style-type: none">● Code of Practice on Chief Executives' and Board of Directors' Workplace Safety and Health Duties● Legal responsibilities of top executives under the WSH Act● Accident root cause analysis based on guidelines from MOM/WSHC● How to develop a WSH policy
What they will receive	CEOs and Board Directors will receive a Certificate of Completion, which can be used as a supporting document to apply for bizSAFE Level 1 for your company. (Note: Non-CEOs/ Board Directors may attend the TEWP, but the Certificate of Attendance that is issued cannot be used to apply for bizSAFE certification)
How to apply	To schedule a workshop or course that suits your convenience, please contact our Approved Training Organisations (ATOs) directly.
Notes	Participants can use the Certificate of Completion to apply for bizSAFE Level 1 even if they join another company. The newly appointed top management should attend the course or workshop to maintain your company's bizSAFE status.

How to Apply for bizSAFE Level 1

You may apply for bizSAFE Level 1 by completing the [application form](#). Once we approve your application, you will receive your company's bizSAFE Level 1 e-Certificate and your company's details will be updated on the [bizSAFE Marketplace](#).

bizSAFE Certificate Validity

Your company's bizSAFE Level 1 certificate is valid for **6 months from the approval date**, and is not renewable once it expires. We encourage companies to progress to bizSAFE Level 3 and above, which recognises that your company has conducted risk

assessments for your workplace, in compliance with the requirements in the [WSH \(Risk Management\) Regulations](#); as well as developed a [Risk Management](#) implementation plan that encompasses a WSH Policy and the required WSH training and documentation.

If the top management changes or leaves your company, the newly appointed top management must attend the course or workshop as soon as possible to maintain your company's bizSAFE status.

ⓘ **bizSAFE Level 2**

What it Entails

bizSAFE Level 2 recognises that your company has a trained Risk Management (RM) Champion that knows how to facilitate and mobilise relevant employees in:

- Developing a risk management plan; and
- Conducting a risk assessment.

How to Qualify

Your company must have one of the following:

- Risk Management Course (issued between Nov 2007 and Dec 2013); or
- WSQ Statement of Attainment for the "Develop Risk Management Implementation Plan" course (Course Code MF-COM-402E-1); or
- WSQ Statement of Attainment for the "Workplace Safety and Health Control Measures" course (Course Code WPH-WSH-4075-1.1); or
- Attained [WSH-related qualifications](#) acceptable by the Ministry of Manpower (MOM); or
- Registered [Workplace Safety and Health \(WSH\) Officer Licence](#) with MOM.

Course details

Name	<ul style="list-style-type: none">• Workforce Skills Qualification (WSQ) "Develop Risk Management Implementation Plan" course (Course Code MF-COM-402E-1); or• Workforce Skills Qualification (WSQ) "Workplace Safety and Health Control Measures" course (Course Code WPH-WSH-4075-1.1)
Duration	2 days
Who should attend	Supervisors and above
What they will learn	<ul style="list-style-type: none">• What are the legal requirements under WSH (Risk Management) Regulations.• How to develop a Risk Management plan for the company.• How to conduct a Risk Assessment for work activities.
What they will receive	Participants will receive a Workforce Skills Qualification (WSQ) Statement of Attainment.

How to apply	To schedule a course that suits your convenience, please contact our Approved Training Organisations (ATOs) directly.
Notes	<ul style="list-style-type: none"> • You may be eligible for government training subsidies for WSQ courses. Please enquire with the training provider directly to check whether you are eligible for subsidies. • If you have attended this course in your previous job, you can use this course's Statement of Attainment to apply for bizSAFE if you are the RM Champion for your current company.

How to Apply for bizSAFE Level 2

You may apply for bizSAFE Level 2 by completing the [application form](#). Once we approve your application, you will receive your company's bizSAFE Level 2 e-Certificate and your company's details will be updated on the [bizSAFE Marketplace](#).

bizSAFE Certificate Validity

Your company's bizSAFE Level 2 certificate is valid for **6 months from the approval date**, and is not renewable once it expires. We encourage companies to progress to bizSAFE Level 3 and above, which recognises that your company has conducted risk assessments for your workplace, in compliance with the requirements in the [WSH \(Risk Management\) Regulations](#); as well as developed a [Risk Management](#) implementation plan that encompasses a WSH Policy and the required WSH training and documentation.

If the RM Champion changes or leaves your company, the newly appointed RM Champion must attend the course as soon as possible to maintain your company's bizSAFE status.

bizSAFE Level 3

What it Entails

bizSAFE Level 3 recognises that your company has conducted risk assessments for every work activity and process in your workplace, in compliance with the requirements in the [WSH \(Risk Management\) Regulations](#).

How to Qualify

Please engage an [Auditing Organisation \(AO\)](#) that is registered with the Ministry of Manpower (MOM) to provide WSH Auditing Services to conduct the Risk Management Implementation Audit on your organisation's Risk Management plan.

Audit details

Name	Risk Management (RM) Implementation Audit
Duration	Ranges from half a day to 2 days

What is required	The audit scope will be based on the bizSAFE Level 3 Risk Management Audit Checklist , on the implementation of your organisation's Risk Management (RM) plan
What you will receive	<p>The Risk Management Audit Report will consist of:</p> <ul style="list-style-type: none"> • Audit Report cover page, • Audit checklist, • Audit highlights, • Interview sheet, and • All supporting report annexes. <p>The Risk Management Audit Report is valid for 3 years from the audit date. (Only reports with validity of at least 6 months will be acceptable for bizSAFE applications).</p>
Notes	<p>To avoid conflict of interest, your consultancy organisation and auditing organisation must be separate and independent. Applications will be rejected if both the consultancy organisation and auditing organisation are from the same company, or if the consultancy and auditing is arranged as a package.</p>

Companies with the following certifications will not require to engage an AO to conduct the Risk Management Implementation Audit:

- Singapore Contractors Association Ltd's (SCAL's) Singapore List of Trade Subcontractors (SLOTS) membership certificate, together with the company's Safety & Green Management Assessment Scheme (SgMA) certificate; or
- Joint Commission International (JCI) certificate (awarded to healthcare institutions); or
- Responsible Care Award winner, awarded by the Singapore Chemical Industry Council

How to Apply for bizSAFE Level 3

You may apply for bizSAFE Level 3 by completing the [application form](#). Once we approve your application, you will receive your company's bizSAFE Level 3 e-Certificate and your company's details will be updated on the [bizSAFE Marketplace](#).

bizSAFE Certificate Validity

If you apply using...	The bizSAFE certificate is...
Risk Management Implementation Audit Report	Valid for 3 years from the approval date .
SCAL's SLOTS or JCI certificate	<p>Based on the expiry date of your SCAL's SLOTS or JCI certificate.</p> <p>(Only certificates with validity of at least 3 months will be acceptable for bizSAFE applications)</p>
Responsible Care Award Letter	Valid for 2 years from the date of the award from the Singapore Chemical Industry Council

Please submit a renewal application two months before your company's bizSAFE status expires.

bizSAFE Level 4

What it Entails

bizSAFE Level 4 recognises that your Workplace Safety and Health Management System (WSHMS) Champion is equipped with the knowledge and skills to develop and implement a robust Workplace Safety and Health Management System (WSHMS).

How to Qualify

Your company must meet **one Level 3 requirement** and **one Level 4 requirement**.

Level 3 requirement	Level 4 requirement
<ul style="list-style-type: none">• Risk Management Audit Report• Singapore Contractors Association Ltd's (SCAL's) Singapore List of Trade Subcontractors (SLOTS) membership certificate and company Safety & Green Management Assessment Scheme (SgMA) certificate• Joint Commission International (JCI) certificate• Responsible Care Award Winner	<ul style="list-style-type: none">• WSQ Statement of Attainment for "Develop a Workplace Safety and Health Management System (WSHMS) Implementation Plan" course (Course Code MF-COM-403E-1)• WSQ Statement of Attainment for "Workplace Safety and Health System Management" course (Course Code WPH-WSH-4086-1.1)• Attained <u>WSH-related qualifications</u>  acceptable by the Ministry of Manpower (MOM)• <u>Registered Workplace Safety and Health (WSH) Officer Licence</u>  with MOM

Course details

Name	<ul style="list-style-type: none">• Workforce Skills Qualification (WSQ) "Develop a Workplace Safety and Health Management System (WSHMS) Implementation Plan" course (Course Code MF-COM-403E-1); or• Workforce Skills Qualification (WSQ) "Workplace Safety and Health Management" course (Course Code WPH-WSH-4086-1.1)
Duration	4 days
Who should attend	Supervisors and above
What they will learn	How to implement a robust WSHMS for your organisation.

What happens next	Participants will receive a Workforce Skills Qualification (WSQ) Statement of Attainment.
How to apply	To schedule a course that suits your convenience, please contact our Approved Training Organisations (ATOs) directly.
Notes	<ul style="list-style-type: none"> • You may be eligible for government training subsidies for WSQ courses. Please enquire with the training provider directly to check whether you are eligible for subsidies. • If you have attended this course in your previous job, you can use this course's Statement of Attainment to apply for bizSAFE if you are the WSHMS Champion for your current company. • The newly appointed WSHMS Champion should attend the course to maintain your company's bizSAFE status.

How to Apply for bizSAFE Level 4

You may apply for bizSAFE Level 4 by completing the [application form](#). Once we approve your application, you will receive your company's bizSAFE Level 4 e-Certificate and your company's details will be updated on the [bizSAFE Marketplace](#).

bizSAFE Certificate Validity

If you apply using...	The bizSAFE certificate is...
Risk Management Implementation Audit Report	Valid for 3 years from approval date .
SCAL's SLOTS or JCI certificate	Based on the expiry date of your SCAL's SLOTS or JCI certificate. (Only certificates with validity of at least 3 months will be acceptable for bizSAFE applications)
Responsible Care Award Letter	Valid for 2 years from the date of the award from the Singapore Chemical Industry Council

Please submit a renewal application two months before your company's bizSAFE status expires.

bizSAFE STAR

What it Entails

bizSAFE STAR recognises that your company's Workplace Safety and Health Management System (WSHMS) identifies, manages and controls workplace risks or hazards in compliance with the [Workplace Safety and Health \(WSH\) Act](#) and international standards such as ISO 45001.

How to Qualify

Note: With effect from 1 April 2021, your company must submit one of the following certifications with a [Risk Management Audit Report](#):

- Singapore Standard S651: 2019 certificate; or
- ISO 45001:2018 certificate issued/ awarded by a certification body, accredited by Singapore Accreditation Council (SAC); or
- ISO 45001:2018 certificate issued/ awarded by a certification body, accredited by an accreditation body recognised under Mutual Recognition Arrangement (MRA).

How to Apply for bizSAFE STAR

You may apply for bizSAFE STAR by completing the [application form](#). Once we approve your application, you will receive your company's bizSAFE Level STAR e-Certificate and your company's details will be updated on the [bizSAFE Marketplace](#).

bizSAFE Certificate Validity

The validity of the bizSAFE STAR certificate is tagged to the validity of the SS651 or ISO 45001 certificate. Please submit a renewal application two months before your company's bizSAFE status expires.

Next: >

[Apply for bizSAFE](#)

Resources



[Q&A Responses for bizSAFE Convention 2023 Panel Discussion – In Conversation: “Regulations are robust but not foolproof: What is good enough?”](#)

Abbreviations

GCK	Panellist Goh Chin Keong IMOM / Deputy Director [Investigations and Inspectorate Specialists Group]
NIL	Moderator Chan Yew Kwing [WSH Council / Senior Consultant]
LN	Panellist Lawrence Nah [Shing Leck Engineering Service Pte Ltd / General Manager]

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**Questions and Answers
from bizSAFE Convention
2023**



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Develop a Workplace Safety and Health Management System (WSHMS) Implementation Plan, bizSAFE Level 4



[Course Outline for bizSAFE Level 1](#)

1. bizSAFE Workshop for Company CEO/Top Management

1.1. Objectives

1.1.1. Provide understanding of the WSH Act and its subsidiary regulations, Risk Management Regulations and Guidelines on Risk Management. Risks to be addressed include Workplace Safety and Health (WSH) risks as well as security risks related to terror threats

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Course outline for bizSAFE level 1 Workshop for Company CEO / Top Management

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