

Workplace Safety and Health (WSH) Services Questionnaire

To be filled up by Human Resource (HR) Manager and Safety Officer (or equivalent) before visit

- *Thank you for taking time to complete this questionnaire.*
- *Please tick on the box provided. Some questions may require you to elaborate further.*
- *Please indicate “NA” if the question is not applicable to your company.*
- *All information will be kept confidential.*
- **We will arrange a convenient time to go through the questionnaire with you at a later date.**

(Workplace Safety and Health (WSH) Services are activities that aim to maintain and enhance the work abilities of employees in an optimal work environment, to protect the workers’ safety and health at workplaces, as well as to prevent occupational and work-related diseases and injuries.)

SECTION A BACKGROUND INFORMATION

A1. Name of Company	
A2. Address	
A3. Type of Industry	
A4. Total Number of Employees	
A5. Type of Company	A5.1 <input type="checkbox"/> Multinational Company (MNC) A5.2 <input type="checkbox"/> Local company with overseas branches A5.3 <input type="checkbox"/> Local company with no overseas branch
A6. Do the HQ/ Overseas branches have WSH services? [If applicable]	A6.1 <input type="checkbox"/> Yes, similar to that in Singapore A6.2 <input type="checkbox"/> Yes, different from that in Singapore A6.3 <input type="checkbox"/> No A6.4 <input type="checkbox"/> Not applicable

SECTION B SPECIFIC COMPANY INFORMATION

ORGANISATIONAL STRUCTURE

B1. Can you provide the organisational structure of your company?

B1.1 ☐ **Yes** (*Please provide the structure on a separate page*)

B1.2 ☐ **No**

B2. Does your company have a committee that oversees workplace safety?

B2.1 ☐ **Yes**

B2.2 ☐ **No**

B2.3 ☐ **Not sure**

B3. What are the meetings/committees that discuss safety issues?

B3.1 ☐ **Top management safety meeting (Organisation group level committee meeting)**

B3.2 ☐ **Safety committee meeting (also referred to as Health & Safety Committee or Environment, Health and Safety (EHS) Committee etc.)**

B3.3 ☐ **Operations meeting (usually for the Hospitality industry)**

B3.4 ☐ **Toolbox or departmental meeting**

B3.5 ☐ **Sub-contractor's safety meeting**

Note: The following questions aim to understand the dynamics of the different safety, health and wellness committees.

B4. Who is in your company's safety committee?

B4.1 ☐ **Safety personnel**

B4.2 ☐ **Senior management**

B4.3 ☐ **Doctor/ Nurse**

B4.4 ☐ **Human resource personnel**

B4.5 ☐ **Department heads**

B4.6 ☐ **On-site safety officer/s**

B4.7 ☐ **Supervisors**

B4.8 ☐ **Sub-contractors/ sub-contractor representatives**

B4.9 ☐ **Employees**

B4.10 ☐ **Others:**

B5. Who chairs the workplace safety committee?

B5.1 ☐ **Senior Management**

B5.2 ☐ **Head of the Safety department**

B5.3 ☐ **Human Resource Director/Manager**

B5.4 ☐ **Others:**

B6. Who takes care of the occupational/ workplace health initiatives in your company? B6.1 <input type="checkbox"/> Workplace Health committee - A separate committee B6.2 <input type="checkbox"/> Workplace Health committee that is combined with the Safety committee (Skip B7 and go to B8) B6.3 <input type="checkbox"/> Others: Please specify _____	
B7. Who are the people involved in the occupational/ workplace health initiatives?	
B7.1 <input type="checkbox"/> Head of the Safety Department B7.2 <input type="checkbox"/> Senior management B7.3 <input type="checkbox"/> Doctor/ Nurse B7.4 <input type="checkbox"/> Human resource personnel B7.5 <input type="checkbox"/> Department heads B7.6 <input type="checkbox"/> On-site safety officers	B7.7 <input type="checkbox"/> Supervisors B7.8 <input type="checkbox"/> Sub-contractors/ sub-contractor representatives B7.9 <input type="checkbox"/> Employees B7.10 <input type="checkbox"/> Others:
B8. Who takes care of the wellness/ general health promotion in your company? B8.1 <input type="checkbox"/> Wellness/ Sports & recreation committee – a separate committee B8.2 <input type="checkbox"/> Human resources department- there is no formal committee but the HR handles all health related matters. B8.3 <input type="checkbox"/> Others: Please specify _____	
B9. Who are the people involved in the wellness/ general health promotion initiatives?	
B9.1 <input type="checkbox"/> Head of the Safety Department B9.2 <input type="checkbox"/> Senior management B9.3 <input type="checkbox"/> Doctor/ Nurse B9.4 <input type="checkbox"/> Human resource personnel B9.5 <input type="checkbox"/> Department heads B9.6 <input type="checkbox"/> WSH officers	B9.7 <input type="checkbox"/> Supervisors B9.8 <input type="checkbox"/> Sub-contractors/ sub-contractor representatives B9.9 <input type="checkbox"/> Employees B9.10 <input type="checkbox"/> Workplace Health Promotion Practitioner B9.11 <input type="checkbox"/> Others:
B10. Please provide the structure of all the above mentioned <u>committee(s)</u> in the organisation [If applicable] <i>*Please attach a separate page</i>	
GOALS AND OBJECTIVES	
B11. Does the organisation set goals and/or objectives in relation to <u>safety</u> at the workplace? B11.1 <input type="checkbox"/> Yes B11.1a <i>Please elaborate on the goals and objectives:</i> B11.2 <input type="checkbox"/> No	

B12. Does the organisation set goals and/or objectives in relation to occupational health at the workplace?

B12.1 ☐ Yes

B12.1a *Please elaborate on the goals and objectives:*

B12.2 ☐ No

B13. Does the organisation set goals and/or objectives in relation to wellness at the workplace?

B13.1 ☐ Yes

B13.1a *Please elaborate on the goals and objectives:*

B13.2 ☐ No

EMPLOYEES*

**as measured against total number of employees*

Percentage of employees who are:

B14. Permanent employees:	
B15. Temporary employees:	
B16. Contract workers:	

Percentage of employees who are

B17. Under 25 years old:	
B18. 26 to 45 years old:	
B19. 46 to 62 years old:	
B20. above 62 years old:	

Percentage of employees who are

B21. Male:	
B22. Female:	

Percentage of employees who are

B23. Chinese:	
B24. Malay:	
B25. Indian:	
B26. Others:	

Percentage of employees who are	
B27. Citizen:	
B28. Permanent Resident:	
B29. Foreigner:	
Sickness Absenteeism for the past one year:	
Percentage (%) of workers who applied for	
B30. Outpatient Sick Leave	
B31. Hospitalisation Leave	
Average Number of Sick Leave Days Taken per Absentee on:	
B32. Outpatient Sick Leave	
B33. Hospitalisation Leave	
Average Number of Sick Leave Days Taken per Employee on:	
B34. Outpatient Sick Leave	
B35. Hospitalisation Leave	
Number of workplace incidents for the past one year:	
B36. Total Work-related accident (both reportable and non-reportable to MOM)	
B37. Work-related accident (<i>reportable to MOM, i.e. Employee injured in accident and died, or hospitalised for more than 24 hours; or given MC for more than 3 calendar days in a row OR A member of public or self employed contractor who was injured and subsequently died, or was sent to the hospital for treatment</i>)	
B38. Occupational Diseases	
B39. Dangerous Occurrence	
B40. Near Misses	

SECTION C PERSONNEL INVOLVED IN THE WSH SERVICES

Type of Personnel	a. YES	b. NO	If YES:	
			No. of Personnel	In-house (I) or Outsourced (O) or Combination (C)
C1. WSH Professionals				
C1.1 WSH Auditor/ Consultant	<input type="checkbox"/>	<input type="checkbox"/>	C1.1a1	C1.1a2
C1.2 WSH Officer/ Advisor/ Manager/ Engineer/ specialist	<input type="checkbox"/>	<input type="checkbox"/>	C1.2a1	C1.2a2
C1.3 WSH Coordinator/ Supervisor	<input type="checkbox"/>	<input type="checkbox"/>	C1.3a1	C1.3a2
C1.4 WSH representative/ Promoter/ Advocate	<input type="checkbox"/>	<input type="checkbox"/>	C1.4a1	C1.4a2
C2. Human Resource personnel	<input type="checkbox"/>	<input type="checkbox"/>	C2.a1	C2.a2
C3. Doctor <i>(please select all relevant options)</i>				
C3.1 General Practitioner/ Panel doctor	<input type="checkbox"/>	<input type="checkbox"/>	C3.1a1	C3.1a2
C3.2 Designated Workplace Doctor (DWD)* [* Formerly known as Designated Factory Doctor (DFD)]	<input type="checkbox"/>	<input type="checkbox"/>	C3.2a1	C3.2a2
C3.3 Specialist Occupational Physician	<input type="checkbox"/>	<input type="checkbox"/>	C3.3a1	C3.3a2
C3.4 Occupational Health Nurse	<input type="checkbox"/>	<input type="checkbox"/>	C3.4a1	C3.4a2
C3.5 Others:				
C3.5.1 Physiotherapist and/or Occupational therapist (to assist with vocational rehabilitation and re-education of injured worker)	<input type="checkbox"/>	<input type="checkbox"/>	C3.5.1a1	C3.5.1a2
C3.5.2 Industrial Hygienist	<input type="checkbox"/>	<input type="checkbox"/>	C3.5.2a1	C3.5.2a2
C3.5.3 Ergonomist	<input type="checkbox"/>	<input type="checkbox"/>	C3.5.3a1	C3.5.3a2
C3.5.4 Psychologist	<input type="checkbox"/>	<input type="checkbox"/>	C3.5.4a1	C3.5.4a2
C3.5.5 Nutritionist/ Dietician	<input type="checkbox"/>	<input type="checkbox"/>	C3.5.5a1	C3.5.5a2
C3.5.6 Workplace Health Promotion Practitioner	<input type="checkbox"/>	<input type="checkbox"/>	C3.5.6a1	C3.5.6a2

	a. Yes	b. No	c. Not Applicable	d. Don't know
C4. If your company engages a DWD, is he/she also the same GP or panel doctor who provides medical service to your company?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C5. If your company engages a specialist occupational physician, does he/she also function as the DWD for your company?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C6. If your company employs a nurse, do you know if he/she has a formal qualification in occupational/ industrial health?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

SECTION D TYPES OF WORKPLACE SAFETY AND HEALTH SERVICE PROVIDED

SURVEILLANCE OF WORKER'S HEALTH

D1. Are the following health examination(s) conducted for employees?

	a. Yes	b. No	c. Not Applicable
D1.1 Pre-employment examination	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D1.2 Post-retirement examination i.e. <i>when staff retire and are re-hired, do they go through a medical examination at that stage?</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D1.3 Periodic medical examination (e.g. yearly hearing test, blood or urine tests for workers exposed to certain hazards at the workplace) D1.3a1 <i>Please specify Types of Medical tests (If applicable):</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D1.4 Fitness to return to work after “failing” statutory medical examination	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D1.5 Fitness to return to work medical examination after prolonged absence for injuries or health reasons	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D1.5.a1 <i>(If answer yes to D1.5)</i> <i>If your company has a policy for fitness to return to work medical examination, please provide a copy of the policy.</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D1.6 Health examination at termination of assignment involving hazards which may cause future health impairment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D1.7 General Health screening (e.g. blood pressure, blood cholesterol and glucose)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D1.8 Lifestyle and behaviour survey (e.g. smoking, alcohol consumption, physical activity, diet and mental well being)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

GENERAL HEALTH CARE AND REHABILITATIVE SERVICES

D2. Which of the following services are available:

	a. Yes	b. No
D2.1 GP-level general health services	<input type="checkbox"/>	<input type="checkbox"/>
D2.2 Inspection and advice on working/ resting/ eating facilities	<input type="checkbox"/>	<input type="checkbox"/>
D2.3 Vocational re-training and rehabilitation	<input type="checkbox"/>	<input type="checkbox"/>
D2.4 <input type="checkbox"/> Others		
D2.4a <i>Please specify:</i>		

D2.5 What is the mode of payment for GP-level general health services?

- a. ☐ Managed care
- b. ☐ Co-payment scheme
- c. ☐ Medical benefits capped at certain amount
- d. ☐ Others: Please specify _____

CURRENT HEALTH PROMOTION and WSH PROGRAMMES

We would like to learn more about the activities and practices your organisation currently has to support employee health.

D3. Which programmes do you offer to your employees?

General Health Promotion/ wellness programme	a. Yes	b. No
D3.1 Smoking cessation	<input type="checkbox"/>	<input type="checkbox"/>
D3.2 Nutrition (e.g. Healthy eating)	<input type="checkbox"/>	<input type="checkbox"/>
D3.3 Physical activity/ Exercise	<input type="checkbox"/>	<input type="checkbox"/>
D3.4 Vaccination/ Immunization programmes (e.g. flu)	<input type="checkbox"/>	<input type="checkbox"/>
D3.5 Mental health/ stress management or work/life balance programmes	<input type="checkbox"/>	<input type="checkbox"/>
D3.6 Programmes to screen and treat alcohol and substance misuse	<input type="checkbox"/>	<input type="checkbox"/>
D3.7 Chronic Disease management (<i>e.g. for high blood pressure, diabetes</i>)	<input type="checkbox"/>	<input type="checkbox"/>

D3.8 HIV/AIDS/STD/Infectious Diseases Awareness	<input type="checkbox"/>	<input type="checkbox"/>
D3.9 Cancer awareness	<input type="checkbox"/>	<input type="checkbox"/>
D3.10 Other Health Promotion/ wellness programmes? D3.10a <i>Please specify:</i>		
Workplace safety and health programme	a. Yes	b. No
		c. Not Applicable
D3.11 Training/ Orientation Programme of the workers on safe and healthy work practices	<input type="checkbox"/>	<input type="checkbox"/>
D3.12 Workplace Injury prevention	<input type="checkbox"/>	<input type="checkbox"/>
D3.13 Hearing conservation	<input type="checkbox"/>	<input type="checkbox"/>
D3.14 Management of Hazardous Chemicals	<input type="checkbox"/>	<input type="checkbox"/>
D3.15 Ergonomics	<input type="checkbox"/>	<input type="checkbox"/>
D3.16 Fatigue management		
D3.16 Violence/Abuse at work	<input type="checkbox"/>	<input type="checkbox"/>
D3.17 Radiation Protection	<input type="checkbox"/>	<input type="checkbox"/>
D3.15 Laser Protection	<input type="checkbox"/>	<input type="checkbox"/>
D3.16 Other health and safety programmes? (e.g., back care) D3.16a <i>Please specify:</i>		

PREVENTIVE ACTIONS

SECTION E PROCEDURES AND ACTIONS

Reporting of events and injuries by staff, with the aim of preventing future occurrences.

E1. Which of the following events are to be reported:

	a. Yes	b. No
E1.1 Dangerous occurrences (e.g. failure of lifting equipment, fire in the workplace)	<input type="checkbox"/>	<input type="checkbox"/>
E1.2 Near misses (an unplanned event that did not result in injury, illness, or damage – but had the potential to do so e.g. falling objects that do not make contact with individuals, any non-compliance that could have led to an accident)	<input type="checkbox"/>	<input type="checkbox"/>
E1.3 Occupational diseases (e.g. noise-induced hearing loss)	<input type="checkbox"/>	<input type="checkbox"/>
E1.4 Work-related injuries/ accidents (e.g. fall from height)	<input type="checkbox"/>	<input type="checkbox"/>

FIRST AID/ EMERGENCY READINESS

E2. Which of the following is present?

	a. Yes	b. No
E2.1 Provision of first aid service (e.g. first aider, first aid box, first aid room) at the workplace	<input type="checkbox"/>	<input type="checkbox"/>
E2.2 Periodic maintenance and inspection of first aid facilities	<input type="checkbox"/>	<input type="checkbox"/>
E2.3 Training and re-training of workers / supervisors in emergency response (e.g. fire, chemical spills).	<input type="checkbox"/>	<input type="checkbox"/>

Which of the following is present?	a. YES	b. No	c. Not Applicable	If YES: Designation of Company Person Responsible

HAZARD IDENTIFICATION AND RISK ASSESSMENT				
F1.1 Identification of workplace hazards	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	F1.1a1
F1.2 Identification of workers exposed to specific hazards	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	F1.2a1
F1.3 Identification of individuals with special vulnerabilities (pre-existing medical conditions)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	F1.3a1
F1.4 Periodic review of risk assessment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	F1.4a1
SURVEILLANCE OF WORK ENVIRONMENT				
F1.5 Identification, evaluation and measures to eliminate, prevent or reduce exposure to workplace hazards	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	F1.5a1
F1.6 Training and Assessment of Personal Protective Equipment (PPE) usage , including fit testing and monitoring on correct use	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	F1.6a1
F1.7 Hygiene monitoring (e.g. noise, chemical)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	F1.7a2
F1.7a1 <i>If yes, please specify:</i>				

SECTION F ROLES AND RESPONSIBILITIES

SECTION G

PROVISION OF INFORMATION AND DATA COLLECTION

INFORMATION*			
(*includes programmes, policies, regulations, events and general information)			
	a. Yes	b. No	
G1. Is information on workplace hazards and risks communicated to the <u>managers/ supervisors</u> responsible for implementing prevention and control measures?	<input type="checkbox"/>	<input type="checkbox"/>	
G2. Is information regarding the possible workplace hazards and risks communicated to the <u>employees</u> ?	<input type="checkbox"/>	<input type="checkbox"/>	
G3. Is information on physical and psychological health communicated to the <u>employees</u> ?	<input type="checkbox"/>	<input type="checkbox"/>	
RECORD KEEPING			
G4. Please indicate the type(s) of records which are available:			
	a. YES	b. No	c. Not Applicable
G4.1 General Health Examination Data (e.g. pre-employment medical check-up, health screening)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
G4.2 Results of medical surveillance (e.g. hearing test for workers exposed to noise)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
G4.3 Results of Hygiene surveillance (e.g. monitoring of noise level, indoor air quality, etc)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
G4.4 Risk assessments and documents for preventive and control measures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
G4.5 Lifestyle and behaviour survey	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
G4.6 Others (If applicable)			
G4.6a Please specify:			

ORIENTATION AND PLANNING																														
<p>G5. Which of the following statistics are available:</p> <table border="1"> <thead> <tr> <th></th> <th>a. YES</th> <th>b. No</th> <th>c. Not Applicable</th> </tr> </thead> <tbody> <tr> <td>G5.1 Statistics on Dangerous Occurrences</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>G5.2 Statistics on Near Misses</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>G5.3 Statistics on Occupational Diseases</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>G5.4 Statistics on Work-Related injuries/ accidents</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>G5.5 Statistics on Sickness Absence</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>G5.6 Statistics on Employees' health status, lifestyle and behaviour</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> </tbody> </table>				a. YES	b. No	c. Not Applicable	G5.1 Statistics on Dangerous Occurrences	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	G5.2 Statistics on Near Misses	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	G5.3 Statistics on Occupational Diseases	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	G5.4 Statistics on Work-Related injuries/ accidents	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	G5.5 Statistics on Sickness Absence	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	G5.6 Statistics on Employees' health status, lifestyle and behaviour	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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