**Singapore HEALTH Award 2024 Application Form**

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| Organised by | Health Promotion Board |
| Workplace Health Programme assessment period | 1 January 2022 – 31 December 2023 |
| Application deadline | **2359h on** **10 May 2024** |
| Application submission | <https://go.gov.sg/sha2024-submission> |

**Terms & Conditions:**

1. Applicants must ensure that all information provided is accurate at the point of submission.
2. Responses without relevant supporting documents/examples will not be scored.
3. The application form must be correctly filled and signed.
4. Entries received past 2359h on 10 May 2024 *will not be accepted*.
5. The organiser is not responsible for any loss or damage to entries or supporting materials.
6. The decision of the organiser is final and appeals will not be accepted.
7. All winners are expected to work with the organiser to share their best practices in workplace health and wellbeing at related platforms.
8. All entries (maximum 100MB file size) are to be submitted to

[https://go.gov.sg/sha2024-](https://go.gov.sg/sha2024-app)submission.

For any queries, please email us at [**HPB\_Health\_At\_Work@hpb.gov.sg**](mailto:HPB_Health_At_Work@hpb.gov.sg).

**Section A: Organisation Information**

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| A1. | Organisation name  The official organisation name that will be printed on any trophy or certificate |  | |
| A2. | UEN  Indicate "NA" if not available |  | |
| A3. | Workforce size  The number of employees in the organisation |  | |
| A4. | Organisation domain | Choose an item. | |
| ***Private sector organisations*** *to complete questions in this column* | ***Public sector organisations*** *to complete questions in this column* |
| A5. | Type of organisation | Choose an item. | Choose an item. |
| A6. | Industry classification  Refer to the Singapore Standard Industrial Classification 2020 for more information | Choose an item. | Choose an item. |

Section B: Applicant Contact Information

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| B1. | Official organisation address | Street address |  |
| Building name  Enter “-“ if not applicable |  |
| Unit number  Enter “-“ if not applicable |  |
| Singapore postal code |  |
| B2a. | Primary correspondence contact for all application-related matters | First name |  |
| Last name |  |
| Designation |  |
| Office number |  |
| Mobile number |  |
| Work email |  |
| B2b. | Back-up correspondence contact for all application-related matters | First name |  |
| Last name |  |
| Designation |  |
| Office number |  |
| Mobile number |  |
| Work email |  |
| B2c. | CEO or equivalent for notification of official results | First name |  |
| Last name |  |
| Designation |  |
| Work email |  |

Section C: Health Programme Details

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|  | | | | **For internal use only** |
| C1. | When did your organisation start implementing health and wellbeing programmes as part of its broader corporate strategy?  *Please indicate the year*. |  | |  |
| C2. | What motivated your organisation to incorporate health and wellbeing programmes as part of its broader corporate strategy?  *Rank the items in order of importance, with 1 being the most important and 7 being least important.* |  | Talent attraction and retention strategy |  |
|  | Medical cost containment |
|  | General interest in health and wellbeing |
|  | Increase productivity |
|  | Improve employee morale |
|  | Reduce absenteeism |
|  | Others: **please specify below** |
| C3. | Has your organisation secured senior management support for its health programmes, as demonstrated by any of the following?  *Check all that apply*. (Max 12 points) | HR Strategies: Health programmes are used as a lever for talent attraction, engagement or retention  Leadership involvement: Senior management is directly involved in the implementation of health programmes or policies  Policies: Health or wellbeing policies or written statements of support are available | |  |
| For each option that you have selected, insert images of an activity and/or screenshots of a document as supporting evidence. | *Insert images/screenshots here, with a paragraph explaining their relevance. (Max 250 words)* | |  |
| C4. | How has your organisation invested in workplace health and encouraged participation?  *Select all that are applicable.* (Max 8 points) | Providing specific training in health promotion, so that staff are then able to carry out health promotion for others  Dedicated funds set aside for health and wellbeing  Dedicated health and wellbeing committee set up  Time off granted to employees for health and wellbeing activities  Organisation has provided on-site health facilities, e.g. gymnasium  Others, please specify: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |  |
| For each option that you have selected, insert images of an activity and/or screenshots of a document as supporting evidence. | *Insert supporting images/screenshots here, with a paragraph explaining its relevance. (Max 250 words)* | |  |
| C5. | Has your organisation carried out a needs assessment via any of the following?  *Select all that apply.* (Max 12 points) | Health screening  Health-related surveys, e.g. lifestyle and behavioural surveys, surveys on preferred health programmes  Other surveys or assessments, e.g. employee engagement surveys, etc. | |  |
| For each option that you have selected, insert images of an activity and/or screenshots of a document as supporting evidence. | *Insert supporting images/screenshots here, with a paragraph explaining its relevance. (Max 250 words)* | |  |
| C6. | What health objective(s) were identified because of your needs assessment(s) that was done in C5? (Max 8 points) | *For example, to lower the rates of obesity, increase the average daily servings of fruits and vegetables, increase weekly active minutes, improve the ability to cope with stress, etc. Please demonstrate the linkage with the needs assessment(s) that were done in C5. (Max 250 words)* | |  |
| C7. | Which of the following health programme components have you used to achieve your health objective(s)?  *Select all that apply.* (Max 30 points) | Awareness-raising initiatives, e.g. posters or eDMs disseminating educational messages  Skill-building activities, e.g. health workshops, sports competitions, fitness interest groups  Preventive health services, e.g. health screening, vaccination  Environment support, e.g. in-house exercise facilities, standing desks, availability of healthier meal and drink options, in-house peer support system or workshops for leaders to equip them with skills/knowledge to spot signs of mental distress and support employees in need, smoking cessation support  Organisational policies in support of general, physical or mental health  Targeted interventions, e.g. chronic disease management, weight management, smoking cessation | |  |
| For each option that you have selected, insert images of an activity and/or screenshots of a document as supporting evidence.  A calendar of workplace health events for your organisation between **1 Jan 2022 - 31 Dec 2023** is also required. | *Insert supporting images/screenshots here, with a paragraph explaining its relevance. (Max 250 words)* | |  |
| C8. | Has your organisation evaluated the success of your health and wellbeing programmes via any of the following methods?  If yes, the initial and final points of comparison must fall between **1 Jan 2022 - 31 Dec 2023**.  *Select all that apply.* (Max 30 points) | Change in the percentage of staff with diabetes/hypertension/high blood cholesterol  Change in lifestyle habits related to health risks, e.g. physical activity levels, dietary behaviours, smoking, etc.  Change in employee engagement, e.g. retention rate, employee satisfaction score, etc.  Change in sick leave rate  Change in average healthcare cost per employee  Others: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |  |
| For each option that you have selected, please provide the relevant analysis as supporting evidence. | *Insert supporting analysis here, with a paragraph explaining its relevance. (Max 250 words)* | |  |
| C9. | What other health and wellbeing innovation(s) have you implemented within your organisation and how have they benefited your organisation? (Bonus: Max 4 points) | *Describe your innovation(s) here. (Max 250 words)* | |  |

By submitting this application, I agree to the terms and conditions\* as outlined on Page 1 of this application.

