23rd Annual Occupational Safety Awards

National Irish Safety Organisation

Northern Ireland Safety Group
This workshop will cover:

• Background to Safety Awards
• Benefits of entering
• Safety award submission headings
• Advice to entrants on preparing a submission
• Common omissions
Background to Safety Awards

- Running nationally for 22 years
- Recognised throughout Ireland
- Constantly innovating & changing
- Open to all NISO / NISG members
- Independent adjudication of entries
- High profile awards ceremony
Benefits of entering

• Prestigious awards to win
• Improved focus on health & safety in-house
• Increased profile for company
• Opportunity to showcase commitment
• Demonstration of ‘superior performance’
• Benchmark health & safety management
• Excellent audit of your safety systems
1. Accident Statistics
2. Health and Safety Management
3. Hazard Identification and Risk Management / Assessments
4. Health & Safety Training
5. Implementation and Operation of Health & Safety Policies & Procedures
6. Emergency Preparedness & Response
7. Health & Safety Communication, Consultation and Promotion
8. Pro-active Health & Safety Management
9. Re-active Health & Safety Management
10. Demonstration of Superior Performance in Health & Safety
1. Accident Statistics

- 5 year history
- Employees both manual, non manual and total
- Contractors
- Accident records fatal / reportable.
- Incident Rate
- Dangerous Occurrences (near-miss)
- Reportable Diseases
- Improvement or Prohibition Notices
- Prosecutions
- Reportable Incidents Jan – Mar 2014
2. Health & Safety Management

An effective health & safety management system and policy should show:

• A clear sense of direction,
• The relevant objectives and initiatives
• The structure to deliver continual improvement in health & safety performance.
2. Health & Safety Management

Key areas to be addressed with supporting evidence in this section include:

*Safety Statement*

- Dated
- Signed
- Relevant for 2013
- Copy of Content
2. Health & Safety Management

Health and safety management system;

- Management Commitment
- Responsibilities
- Communicate/Consultation
- Resources
- Policy updating
- Objectives set
- Improving Performance
- Risk Assessments
- Investigate Accidents
- Legal Requirements
3. Hazard Identification and Risk Management

Key areas to be addressed with supporting evidence in this section include:

- Hazards identified (supply a list)
- Risk assessment (examples original & revised)
- Prevention and control
- Legal & regulatory requirements
- Analysis of routine and non-routine activities
- Analysis of significant changes
3. Hazard Identification and Risk Management

- Evidence that Policy and Procedures are related to your work activities.
- Evidence that RA and Controls are implemented and reviewed.
- Evidence of communication and consultation.
- Evidence of main hazards.
4. Health & Safety Training

Key areas to be addressed with supporting evidence in this section include:

• Health and safety training for job functions
• Statutory training
• Induction training
• Emergency Preparedness training, first aid, fire, etc.
• Driver training
4. Health & Safety Training

*Training*: Needs assessed, Frequency, Course evaluation, Training matrix

*Type*: Induction, MH, MEWP, Hazard Identification, etc.

*Records*: Staff, Managers, Reps

*Trainers*: Competency

*Training*: Plan for 2013 and what was achieved

After induction training what safety training is required for staff to do their jobs?
5. Implementation and Operation of H/S Policies/Procedures

Key areas to be addressed with supporting evidence in this section include:

• Safe Systems of Work, procedures, systems, & permits to work

• Occupational health surveillance and monitoring as dictated by the your activities,

• Occupational hygiene monitoring as dictated by the your activities.
5. Implementation and Operation of H/S Policies/Procedures

Examples of supporting evidence

• Used permits to work not blank permits
• Different permits for different people
• Occupational hygiene monitoring dates and what is monitored?
5. Implementation and Operation of H/S Policies/Procedures

Show your policies are designed to attain the highest standards of Safety and Health

• Control of Hazardous Substances & Materials.
• Housekeeping
• Working at Height
• Hotwork
• PPE Policy (RA, procurement, storage, issue, training)
6. Emergency Response

Key areas to be addressed with supporting evidence in this section include:

• Policy / Procedure / Implementation
• Main Hazards, Controls
• Fire: Evacuation Plan, Communication, Tested, RA, Fire Marshals, Responsibilities
• First Aid: Needs assessed, supplies, First Aiders, Responsibilities
• Other Emergency Issues
6. Emergency Response

- Fire precautions including the provision and inspection of equipment
- First aid needs, Emergency Planning / Review
- Other identified emergency preparedness and response needs specific to the organisation
- Records relating to above

(Training relating to Emergency Preparedness and Response should be included in training section, not in this section.)
7. H & S Communication, Consultation and Promotion

Key areas to be addressed with supporting evidence in this section include:

- Health and safety communication at all levels within the organisation,
- Communications with others (contractors, visitors, other interested parties, etc),
- Consultation with employee representatives, safety committees, etc.
- Health & safety promotions & awareness programmes and campaigns.
7. H & S Communication, Consultation and Promotion

**Communication:** Policy, Review, How

**Consultation:** Reps, Committee

**Promotion:** Programme, Safety Week, Rewards for employees, Outside workplace

Identify Safety Representatives, if no safety representatives, explain how you consult in their absence?
8. Proactive Health and Safety Management

Key areas to be addressed with supporting evidence in this section include:

- Health and safety audit schedules,
- Health and safety inspection schedules,
8. Proactive Health and Safety Management

Review of:

- Management System
- Safety Statement
- Safety Policy
8. Proactive Health and Safety Management

Audits:

• Schedule,
• Responsibilities,
• Findings Implemented, examples
• Management Systems
• Workplace Behavioural Audit
8. Proactive Health and Safety Management

Inspections:

- Schedule
- Responsibilities
- Findings Implemented - examples
- Format
- Management Awareness
9. Re-active Health and Safety Management

Key areas to be addressed with supporting evidence in this section include:

- Incident reporting
- Near Miss reporting
- Dangerous Occurrence reporting
- Statistics
- Investigations
- Incident investigation / analysis
9. Re-active Health and Safety Management

Incident & Accident statement on reporting by:

- Employees and contractors
- Reporting Policy
- Reporting to Senior Management
- Actions from Investigations
- Management reports
10. Demonstration of Superior Performance in Health and Safety

- Identification & promotion of industry best practice(s)
- Promotion of health & safety standards externally with contractors & sub-contractors, suppliers, etc.
- Providing advice, support and assistance to other organisations, and your local community
10. Demonstration of Superior Performance in Health and Safety

Items or issues you are particularly proud of:

• Innovation in management or practice
• Occupational Health Initiatives
• Participation in NISO/NISG events (Quizzes, courses, seminars, workshops, conferences, etc.)
• Other actions
Points in Preparing Submission

• Cover the “key” health & safety areas stated in each of the 10 award headings.
• Answer the points being looked for in the section statements.
• Point to strengths in evidence you provide.
• Read the Awards Submission Guide and follow it.
Points in Preparing Submission

• Follow the headings & reference numbering.
• Answer all questions and sub-questions.
• Give reason if guidance is not relevant.
• Cross-reference the evidence submitted to the section number.
• Submissions supplied in hard copy format
• Limit evidence to maximum of one A4 folder measuring approx. 3 inches or 7.5 cm.
Common Shortcomings

• Lack of Evidence to support claims
• Evidence not relevant to year in question 2013
• Sections not addressed
• Evidence not supporting aspirations
• Not indicating where something is N/A (Example: State if confined space issues are not applicable to your operation)
• Repeating information to create multiple folders
Common Shortcomings

- Statements not supported by evidence:
- Stats – some years left blank
- No identified senior management involvement
- Annual review not demonstrated
- Safety Policy signed outside time frame.
- Poor Risk Assessment examples (Engineering company giving office Risk Assessments)
Common Shortcomings

- Information and evidence not provided
- Information in wrong section and not cross referenced
- Guidance not read / followed
- Training records for 1 or 2 people
- Procurement issues: Lack of Safety Input; First Aid Kits replenishment
- Key safety personnel not identified: e.g. Safety Representatives, Fire Wardens, First aiders, etc.
Well Documented in 2013

• Hazards well identified
• Standards: e.g. Safety Awards, Safe T Cert, OHSAS 18001, etc.
• Safety Statements content
• Sign off by Trainers improving
• Entry form signed off by all three signatories
• Safety Representative involvement
• Aspirations
Well Documented in 2013

• Improving trend in emergency plans
• Lists of PPE getting better but should include standards
• Increase in examples of safety information notices
• Organisations recording their attendance at NISO/NISG safety events
Sample Feedback - Radar Graph

• Graphs are based on 2013 sections.
• On Graph you will see 1 – 10
• Every participant in 2013 will receive a Graph including those that did not receive an Award
Sample Feedback - Radar Graph

Example: Fairly consistent throughout submission
Sample Feedback – Radar Graph

Example: Great accident history statistics but evidence poor
Sample Feedback – Radar Graph

Example: Erratic Performance
Sample Feedback – Radar Graph

Example: Performed well to section 3 and then disimproved
Sample Feedback – Radar Graph

Example: High ranking entrant [not the Supreme winner]
Remember...

• Policies / Procedures: Should outline statements/plans
• Each Section should contain evidence
• Follow Sections 1 – 10
Remember…

- Information in correct section e.g. all training records in training section
- One Lever Arch folder…
- Each section clearly divided from next section
- Statements supported by evidence.
- We can only mark on evidence submitted
Points in Preparing Submission

• Cover the “key” health & safety areas
• Answer the points being looked for in the section statements
• Point to strengths in the evidence you provide
The Awards

- Supreme Safety Award
- Gold Award (runner up to Supreme Award)
- Silver Award (3rd place)
- Bronze Award (4th place)
- Platinum Awards (2014 is the last year)
- Consistent High Achiever Award (introduced 2012)
The Awards

- President’s Category Award
- Overall small company (<50 employees)
- Overall medium company (50 - 99 employees)
- Overall large company (≥100 employees)
- Overall construction (sponsored by the CIF)
- Overall chemical / pharmaceutical
- Overall new entry award
The Awards

Business Category Awards

- Agricultural Produce
- Chemical / Pharmaceutical
  - Speciality Chemicals
  - Pharmaceuticals Fill Finish
  - Active Pharmaceuticals Ingredients
  - Consumer Products
- Consultants (Safety Management)
- Education and Training
The Awards

Business Category Awards

• Electronic / Electrical
• Facilities Management and Services
• Financial / Insurance
• Food/Drink
• Information Technology / Computer Services
• Local Authorities/Councils
• Mechanical Engineering
The Awards

Business Category Awards

• Medical Devices
• Medical Services
• Retailing/Wholesaling
• Public Service (Govt. Services, Public Bodies, Semi State, Emergency Services, Prisons, etc.)
• Sport / Leisure
The Awards

Business Category Awards

• Transport / Distribution/Storage
• Utilities / Telecoms Providers (Power Generation, Telecoms, Water, Gas, etc.)
• Voluntary, Social and Community
• Waste Management
• Other Manufacturing
• Other Services
The Awards

NI / Regional Awards

• Northern Ireland Award
• East Regional Award
• Midlands Regional Award
• Mid-West Regional Award
• North East Regional Award
• North West Regional Award
• South Regional Award
• South East Regional Award
• West Regional Award
The Awards

Construction Awards (Sponsored by the Construction Industry Federation)

• Building Services (Mechanical / Electrical)
• Construction (Industrial / Commercial)
• Consulting Engineers (Project Management / Supervisors, Architects)
• Civil Engineering
• House Building
• Insulation and Energy Conservation
• Mineral Extraction / Quarrying / Concrete Product Manufacturing
• Road Finishing Contractors
• Utilities Services - Installation / Maintenance
• Specialist Contractors (e.g. Painting, Roofing, Building Maintenance)
The Awards

• New Entry Awards
  • Small, less than 50 employees.
  • Medium, 50–99 employees
  • Large, 100 or more employees.

• Distinction Award
• Highly Commended Award
• Commended Award
• Merit
• Recognition
New: Occupational Health Award

• For companies who demonstrate clear evidence of a well managed pro-active and structured occupational health programme for their staff.

• Based on your Hazard ID and RA and may include, pre-employment and periodic medicals, hearing, vibration, skin care, respiratory issues, general health issues, EAP, shift work, diet, hygiene matters, etc.

Sponsored by the HSA and HSENI
Awards allocation based on marks

- Distinction, Business Category or higher, must achieve > 60%
- Highly Commended, Regional Category must achieve > 50%
- Commended > 45%
- Merit, New Entrant winners must achieve > 40%
- Recognition > 30%

**Bonus Marks:**

Adjudicators can award up to 10 marks based on the quality of presentation to include: presentation in correct order, one lever arch type folder, easy cross referencing system, etc.
Separate Competitions

• NISO Construction Safety Innovation Award
• NISO Safety Representative of the Year Award

Sponsored by the Construction Safety Partnership (CSP) and NIFAST respectively
All Ireland Safety Quiz Dates

NISO Western Region [covering counties Galway, Mayo, Roscommon] 5 February 2014
NISO Eastern Region [covering counties Dublin, Kildare, Wicklow] 27 February 2014
NISO South Eastern Region [covering counties Carlow, Kilkenny, Tipperary South, Waterford, Wexford] 28 February 2014
NISO North East Region [covering counties Cavan, Louth, Meath, Monaghan] 6 March 2014
NISG Northern Ireland [covering counties Antrim, Armagh, Derry, Down, Fermanagh, Tyrone] 7 March 2014
NISO Midland Region [covering counties Laois, Longford, Offaly, Westmeath] 12 March 2014
NISO North West Region [covering counties Donegal, Leitrim, Sligo] 13 March 2014
NISO Mid West Region [covering counties Clare, Limerick, Tipperary North] 20 March 2014
NISO Southern Region [covering counties Cork, Kerry] 20 March 2014
Closing dates

Early Closing Date: 2 April
Standard Closing Date: 30 April
Conference & Awards Dinner (Mullingar) 3 October
Results Notified: 1 September (approx.)

Thank you for your attendance
Best of luck with your entries