2016

25th Annual
Occupational Safety Awards

National Irish Safety Organisation
Northern Ireland Safety Group
This workshop will cover:

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

• 25 year history
• 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
- Improves focus on health & safety in-house
- Positive profile for company
- Showcases your commitment to H & S
- Demonstrates your ‘superior performance’
- Benchmarks health & safety management
- Excellent external audit of your safety systems
- Awards acknowledges your efforts
11 Sections

1) Accident Statistics
2) Health and Safety Management
3) Hazard Identification and Risk Management / Assessments
4) Implementation and Operation of Health & Safety Policies & Procedures including Driving for work
5) Health & Safety Communication Consultation and Promotion
6) Pro-active Health & Safety Management
7) Health & Safety Training
8) Re-active Health & Safety Management
9) Emergency Preparedness & Response
10) Driving for work [New for 2016]
11) Demonstration of Superior Performance in Health & Safety
1 Accident Statistics

- 5 year history 2011 - 2015
- Number of Employees both manual and non manual
- Total Contractors numbers
- Accident records fatal / reportable. Incident Rate
- Dangerous Occurrences (near-miss)
- Reportable Diseases
- Improvement or Prohibition Notices
- Prosecutions
- Inappropriate Behaviour (in-house complaints)

- **Reportable Incidents Jan – Mar 2016**
2 Health and 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.

Key areas to be addressed with supporting evidence in this section include:
2 Health and Safety Management

Safety Statement
Dated, Signed, Relevant for 2015, Copy of Content

Health and safety management system;
Management Commitment, Objectives set,
Responsibilities, Improving Performance,
Communicate/Consultation, Risk Assessments,
Resources, Investigate Accidents,
Policy updating, 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 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 your activities
• Occupational hygiene monitoring as dictated by your activities.
4 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
• Control of Hazardous Substances & Materials
• Housekeeping
• Working at Height
• Hotwork
• PPE Policy, (RA, procurement, storage, issue, training)
5 H & S Communication and Consultation

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

- Health and safety communication at all levels within the organisation,
- With others (contractors, visitors, interested parties, etc),
- Consultation with employee representatives safety committees, etc.
5. H & S Communication and Consultation

Communication

Policy, Review, How,
Consultation

Reps, Committee

Identify safety Representatives and if no safety representatives explain how you consult in their absence?
6 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
6 Pro-Active H / S Management

Review of: Management System, SS, Policy
Audit: Schedule,
Responsibilities,
Findings Implemented, Examples.

Management Systems and Workplace Behavioural Audit
6 Pro-Active H / S Management

Inspections: Schedule
Responsibilities
Findings Implemented
Examples
Format
Management Awareness
7 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
7 Health and Safety Training

Training: Needs assessed, Frequency, Course Evaluation, (matrix)

Type: Induction, MH, MEWP, Hazard identification, etc.

Records: Staff, Managers, Reps,

Trainers: Competency

Training: Plan for 2015 and what was achieved

After induction training what training is required for your staff to do their job safely?
8 Re-Active Health and Safety Management

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

- Incident reporting policy
- Near Miss reporting
- Dangerous Occurrence reporting
- Statistics
- Investigations
- Incident analysis
8 Re-Active H & S Management

- Incident & Accident reporting by Employees and contractors.
- Reporting Policy
- Reporting to Senior Management
- Actions arising from Investigations
- Management reports
9 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
9 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.
10 Driving for work

Management of driving for work – key areas
• the driver;
• the vehicle; and
• the journey

Programme for managing driving for work
• Driving for work policy
• Planning
• Putting into Practice
• Measuring Performance
• Reviewing Performance
10 Driving for work

Evidence of the implementation of the driving for work policy and the tackling of specific risks such as those below [non exhaustive list] should include:

- Training
- Driving Licensed
- Authorisation to drive
- Walk around checks
- Health checks
- Drivers handbooks
- Additional driving, e.g. defensive driving, advanced driving
- Notification of accidents
- Load carrying, e.g. loads, dangerous substances
- Has the organisation identified the carriage of dangerous goods relating to the organisation
- Use of handsets, e.g. mobile phones, music players, etc.
10 Driving for work

Typical risks:

Fatigue; authorisation; licence checks; handhelds; carrying of passengers; speeding; drug and alcohol use; vehicle checklist; buying / hiring vehicles; breakdowns; maintenance and recording; emergency procedures for incidents; securing of vehicle loads; towing; use of safety belts; reversing; parking; reporting of collisions and near misses; personal safety and protective equipment; daytime running lights; bad weather; loading and unloading; coupling and uncoupling; use of attachments e.g. lifting equipment; refuelling; rewarding exceptional performance; use of agency / contract drivers; evaluationg driver performance; driver records eg. tachographs, fault reporting and driver cards
11 Demonstration of Superior Performance in Health and Safety

This section should show what you do that is over and above the legal requirements of H & S legislation

• 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
11 Demonstration of Superior Performance in Health and Safety

- Items or issues you are particularly proud of:
- Innovation in management or practice
- Occupational Health Initiatives
- Promotional Programmes e.g. Safety Week
- Rewarding employees
- Outside workplace activities
- Participation in NISO/NISG events (Quizzes, courses, seminars, workshops conferences etc.)
- Other actions
Common Shortcomings

- Lack of Evidence to support claims
- Evidence not relevant to year in question 2015
- Sections not addressed or incorrectly listed
- Evidence not supporting aspirations
- Not indicating where something is N/A
- No identified Senior management involvement
- Annual review not demonstrated
- Safety Policy signed outside time frame.
- Poor Risk Assessment examples
Common Shortcomings

- Use of plastic sleeves holding documents
- Folder overfilled
- Information: Not Provided
  - in wrong section
  - not cross referenced
- Guidance not read
- Training records for 1 or 2 people only
- First Aid Kits replenishment
- Safety Representatives, Fire Wardens, or First aiders not identified
- Missing data on entry forms [contacts, accident history
- Screen shots and printing that cannot be read
- Submitting training slides rather than the syllabus
- Not submitting the attendance training sheet
Well Documented Last Year

- Hazards Listing
- Standards e.g. Safety Awards, Safe T Cert, OHSAS 18001 etc.
- Safety Statements content
- Sign off by Trainers
- Entry form signed off by all three signatures
- Safety Representative involvement
- Aspirations clearly set out
- Lists of PPE includes standards.
- Examples of safety information notices
- Companies recording their attendance at NISO/NISG Safety events
Sample Feedback – Radar Graph

Example fairly consistent throughout submission
Sample Feedback – Radar Graph

Example performed well from sections 1 – 6 but then...
Sample Feedback – Radar Graph

Erratic performance – needs to improve Sections 4, 7, 9, 10
Sample Feedback – Radar Graph

Example: entry that needs to improve
Sample Feedback – Radar Graph

Example of entrant who did well [pay attention to S.4]
Points in Preparing Submission

• Cover the “key” health & safety areas.
• Answer the points being looked for in each section.
• Show strengths in evidence provided
• Consult the Awards Guidance notes
Points in Preparing Submission (continued)

• Follow the headings & reference numbering
• Cover all points outlined in the guide
• Give a reason if something is not relevant
• Cross-reference the evidence submitted to the section number.
• Limit evidence to maximum of one A4 folder measuring approx. 3 inches or 7.5 cm but do not overfill folder.
• Marks will be awarded for clear quality information not for quantity.
Awards

- Supreme Safety Award
- Gold Award (runner up to Supreme Award)
- Silver Award (3rd Place to Supreme Award)
- Bronze Award (4th place to Supreme Award)

- Consistent High Achiever Award (introduced 2012 and is for 5 years continuous at Distinction level or above)
Awards

President’s Category Award

- Overall small company, < 50 employees.
- Overall medium company, 50–100 employees.
- Overall large company, > 100 employees
- Overall construction (sponsored by the CIF)
- Overall chemical / pharmaceutical award
- Overall regional / NI award
- Overall new entry award
Business Categories

- Agricultural Produce
- Chemical / Pharmaceutical
  - Speciality Chemicals
  - Pharmaceuticals Fill Finish
  - Active Pharmaceuticals Ingredients
  - Consumer Products
- Consultants (Safety Management)
- Education and Training
- Electronic / Electrical
Business Categories

- Facilities Management and Services
- Financial / Insurance
- Food/Drink
- Information Technology / Computer Services
- Local Authorities/Councils
- Mechanical Engineering
- Medical Devices
- Medical Services
- Retailing/Wholesaling
Business Categories

- Public Service (Govt. Services, Public Bodies, Semi State, Emergency Services, Prisons, etc.)
- Sport / Leisure
- Transport / Distribution/Storage
- Utilities / Telecoms Providers (Power Generation, Telecoms, Water, Gas, etc.)
- Voluntary, Social and Community
- Waste Management
- Other Manufacturing
- Other Services
NI / Regional Awards

Overall Regional / Northern Ireland Award

- Northern Ireland Award
- Regional Awards (Rep of Ireland)
  - East
  - Mid-West
  - North West
  - South East
  - Midlands
  - North East
  - South
  - West
Construction Awards
(Sponsored by the Construction Industry Federation)

- Construction Safety Innovation Award [separate]
- 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)
Awards

- **New Entry Awards**
  - Small, less than 50 employees.
  - Medium, 50–100 employees
  - Large, more than 100 employees.

- **Distinction Award**

- **Highly Commended Award**

- **Commended Award**

- **Merit**

- **Recognition**

*NISO Safety Rep of the Year (Supported by Nifast)*
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
Anderco Superior Performance Award

For companies who demonstrate clear evidence of safety and health initiatives on matters that are above and beyond the legal requirements of safety and health legislation.

Sponsored by Anderco
NISO Construction Innovation Award

The Small Construction Contractor / Sub Contractor Innovation Award 2016 will be awarded to a small contractor who has introduced an innovation / change to the way that they operate that has made improvements to health, safety and welfare within a construction company.

Sponsored by the Construction Safety Partnership
NISO Safety Representative Award

The Safety Representative of the Year Award 2016 will be made to the Safety Representative (as determined by a team of adjudicators) has made contributions which resulted in positive advances in workplace health and safety.

Sponsored by Nifast
## Awards Allocation Marking

**Draft**

<table>
<thead>
<tr>
<th>Award Category</th>
<th>Marks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Top 4 awards</td>
<td>&gt; 80%</td>
</tr>
<tr>
<td>President’s Awards [banding]</td>
<td>&gt; 75%</td>
</tr>
<tr>
<td>Regional / Business Category [banding]</td>
<td>&gt; 70%</td>
</tr>
<tr>
<td>Distinction [banding]</td>
<td>&gt; 60%</td>
</tr>
<tr>
<td>Highly Commended</td>
<td>&gt; 50%</td>
</tr>
<tr>
<td>Commended</td>
<td>&gt; 45%</td>
</tr>
<tr>
<td>Merit</td>
<td>&gt; 40%</td>
</tr>
<tr>
<td>Recognition</td>
<td>&gt; 30%</td>
</tr>
</tbody>
</table>

**Bonus Marks:** Adjudicators can award up to 2 marks per section based on quality of presentation including following correct sections and one lever arch type folder.
Awards Submissions

Multiple Entries:

Can I send multiple entries from the same organisation?

Yes, provided the entries are based on different locations. The award made, if successful, will indicate the location / site, etc.
## All Ireland Safety Quiz Dates

<table>
<thead>
<tr>
<th>Region</th>
<th>Date</th>
<th>City</th>
</tr>
</thead>
<tbody>
<tr>
<td>Western Region</td>
<td>11 February</td>
<td>Galway</td>
</tr>
<tr>
<td>Eastern Region</td>
<td>26 February</td>
<td>Dublin</td>
</tr>
<tr>
<td>Midland Region</td>
<td>8 March</td>
<td>Tullamore</td>
</tr>
<tr>
<td>North East Region</td>
<td>9 March</td>
<td>Dundalk</td>
</tr>
<tr>
<td>North Western Region</td>
<td>10 March</td>
<td>Sligo</td>
</tr>
<tr>
<td>Southern Region</td>
<td>5 April</td>
<td>Cork</td>
</tr>
<tr>
<td>Mid-Western Region</td>
<td>6 April</td>
<td>Limerick</td>
</tr>
<tr>
<td>South East Region</td>
<td>TBC</td>
<td></td>
</tr>
<tr>
<td><strong>All Ireland Finals</strong></td>
<td>16 April</td>
<td><strong>Athlone</strong></td>
</tr>
</tbody>
</table>
Remember

Early Closing Date: 1 April 2016
Standard Closing Date: 6 May 2016
Awards Dinner: 7 October Killarney
Indication of Results Notified: 1 September (approx.)