



27th Annual Occupational Safety Awards Entry Form 2018

Awards Submission Guide

Notes:

1. It is the content of the submission that is important. This should be presented as per headings numbers 1– 11 in the prompt list to ensure full allocation of marks.
2. The following are important points in preparing your submission:
 - Follow the heading and reference numbering,
 - Ensure all points raised are covered in your submission,
 - Give reason(s) when you feel that a question may not be applicable in your case,
 - Ensure the evidence submitted for each section is cross referenced,
 - Limit the submission document to a maximum of one A4 folder measuring approx. 3 inches or 7.5 cm, paper submissions only.
 - Do not use plastic sleeves to insert documents
3. Further information on how an organisation should put together a submission is available from safetyawards.ie or contact NISO or NISG. Make sure you consult the FAQ section of safetyawards.ie
4. All statements or performance claims will only be accepted if backed by documentary evidence.
 - Brevity and clarity should be of prime consideration.
 - Information and evidence required must only apply to the calendar year **2017**.
 - No current year information is required except for accident statistics for the period 1 January - 31 March [or date of submission if earlier].

5. Statistics for accident performance should be included for as many years as possible. If records are not available for particular years, please indicate this by writing No Records. Indicate zero as 0.
6. Specific policies and/or procedures must be attached and referenced to the relevant sections covered, for example: Risk Assessment, First Aid, Emergency Procedures, Safe Systems of Work, etc.
 - Forms submitted should be relevant to your organisation's submission.
 - Blank forms will not be considered as supporting evidence. Note: Confidential information may be blanked out.
7. If a guideline is not applicable in your case, state this fact and the reason why it does not apply.
8. To maximise marks, policy statements must be signed and dated.
9. Adjudicators can only mark on evidence that is submitted
10. Adjudicators can award marks per section* [sections 2 to 11] based on the quality of presentation to include: presentation in correct order, one lever arch type folder, easy cross referencing system, no plastic sleeves, etc. This amounts to approximately 3% of total marks.

* Does not apply to the following awards:

Occupational Health Award [sponsored by the Health and Safety Authority / Health and Safety Executive for Northern Ireland]

Superior Performance Award [sponsored by Anderco]

Driving for Work Awards [sponsored by ALD Merrion Fleet]

Marks will be allocated for the following:

1. [Statistics and Accident History \[see page 2 of Entry Form\]](#)
2. [Health and Safety Management](#)
3. [Hazard Identification and Risk Management](#)
4. [Implementation and Operation of Health and Safety Policies and Procedures](#)
5. [Health and Safety Communication and Consultation](#)
6. [Pro-active Health and Safety Management](#)
7. [Health & Safety Training](#)
8. [Reactive Health and Safety Management](#)
9. [Emergency Preparedness and Response](#)
10. [Work Related Vehicle Safety \(including Driving for Work\)](#)
11. [Demonstration of Superior Performance in Health and Safety](#)

1. Accident Statistics

Please refer to the statistics section of the entry form. This can be downloaded from <http://safetyawards.ie>. Fill out all sections of this form and refer to note 5 above. No further documentation needs to be submitted in this section unless you need to explain any of your answers or lack of answers.

2. Health and Safety Management

An effective health and safety management system and health and safety policy should provide a clear sense of direction for the organisation. It should identify relevant objectives and initiatives with a structure to deliver the drive for continual improvement in its health and safety performance.

Key areas for which supporting evidence relating to 2017 is required include:

Health and safety management system;

- Provide evidence of how your organisation manages health and safety (accredited or in house health and safety management system).
- Provide evidence of setting and achieving objectives (e.g. KPIs); provision of resources; compliance with legal and regulatory requirements.

Safety statement / health and safety policy;

- Provide evidence that the safety statement / health and safety policy is signed, dated and relevant to the period of review.

Allocation of management responsibilities;

Index of policies and procedures

3. Hazard Identification and Risk Management

Risk management is a vital element of health and safety management. Organisations should establish a process for identifying significant health and safety hazards within its operation and implement suitable and sufficient risk assessment processes to address both routine and non - routine activities. Procedures should also be established to review all risk assessments following significant changes to any process, organisational change or incident history.

Supporting evidence relating to 2017 required in key areas associated with this section must include current evidence of implementation and review. Examples of the evidence required:

- Hazard identification;
- Risk assessments;
 - Asbestos management;
 - Driving for Work;
 - Stress;
 - Chemicals;
 - Inappropriate behaviour;

The above list is non exhaustive.

- Prevention and control measures;
- Analysis of routine and non-routine activities;
- Analysis of significant changes;
- Communication of results and controls;
- Copies of risk assessments, e.g. bullying, violence, aggression, abuse, etc. relevant to the above;

The above list is non exhaustive.

- Evidence of implementation of the above.

4. Implementation and Operation of Health and Safety Policies and Procedures

Organisations should ensure that effective measures and resources are in place to manage and control operational risks. Health and safety policies and procedures should be developed and implemented.

Supporting evidence relating to 2017 required in key areas associated with this section must include current evidence of implementation and review.

Examples of the evidence required:

- Safe Systems of Work;
- The control of hazardous substances and materials;
- Occupational health surveillance and monitoring as identified through risk assessment and /or legislative requirements;
- Occupational hygiene monitoring as identified through risk assessment and /or legislative requirements;
- Personal protective equipment;
- Good housekeeping;
- Improper Conduct;
- Work Related Stress;
- Copies of policies and procedures relevant to the above;
- Evidence of implementation of the above.

The above examples are non exhaustive.

5. Health and Safety Communication and Consultation

Health and safety communication and consultation in any organisation is very important in developing and maintaining a positive safety culture. Consultation and communications with employees, contractors, visitors and other interested parties demonstrates management's commitment to continual improvement in health and safety standards. Health and safety policies and procedures should be developed and implemented to address barriers to effective communication (literacy, language, disabilities, etc).

This section covers all health and safety communication which is not requested specifically elsewhere and covers all aspects of the organisation, e.g. employees, contractors and visitors.

Supporting evidence relating to 2017 required in key areas associated with this section must include current evidence of implementation and review. Examples of the evidence required:

- Health and safety communication at all levels within the organisation;
- Communications with others (contractors, visitors, other interested parties, etc.);
- Consultation with employee representatives (trade union, employee representatives, safety committees [to include membership structure and terms of reference], etc.);
- Minutes of health and safety committee meetings with identified roles/job titles of attendees;
- Copies of policies and procedures relevant to the above;
- Evidence of implementation of the above.

6. Pro-active Health and Safety Management

The organisation should continually evaluate and review the effectiveness of its health and safety management system and its safety statement / health and safety policy. The review should consider whether the policy and objectives continue to be appropriate and where necessary set new or updated objectives to achieve continual improvement.

Organisations should define the differences between health and safety audits and inspections with appropriate audit and inspection systems implemented within its operations.

By auditing the health and safety management system the organisation can review and continually evaluate its effectiveness. Health and safety inspections typically focus on the organisation's compliance with health and safety legislation and employee's compliance with the organisation's health and safety policy and safe systems of work. Behavioural auditing techniques may be employed to assess health and safety culture, attitude and behaviours.

Supporting evidence relating to 2017 required in key areas associated with this section must include current evidence of implementation and review. Examples of the evidence required:

- Evidence of the planning and scheduling of internal and external audits and inspections;
- Evidence of completed health & safety audits and inspection reports;
- Copies of policies and procedures relevant to the above;
- Evidence of implementation of the above.

7. Health & Safety Training

Organisations should have effective policies and procedures for identifying health and safety training needs for all job functions at all levels within the organisation, specific training required by legislation and emergency preparedness. The policies and procedures should identify the needs at all levels within the organisation and may include contractors and visitors. Evidence should include identified health and safety training, courses organised and examples of course contents, competence of trainers, and training records.

Supporting evidence relating to 2017 required in key areas associated with this section must include current evidence of implementation and review. Examples of the evidence required:

- Training needs matrix;
- Health and safety training for job functions;
- Statutory training;
- Induction training;
- Emergency Preparedness training (in support of section nine), etc;
- Other training specific to the organisation (e.g. asbestos, etc);
- Workplace transport / driving for work;
- Copies of policies and procedures relevant to the above;
- Evidence of implementation of the above.

8. Reactive Health and Safety Management

Organisations should have effective policies and procedures for reporting, investigating and evaluating all incidents (e.g. injuries, near misses, damage and ill health, etc.). Policies and procedures should be developed to ensure corrective and preventative actions are developed and implemented. The prime purpose is to prevent reoccurrence by identifying and dealing with the root cause. Accident investigation procedures should automatically instigate the review of existing operational procedures, risk assessments and training to ensure any failures are rectified.

In order that health and safety objectives are monitored, procedures should be developed and implemented for reporting incidents to management. There is also a need to inform employees, and possibly others, to ensure there is awareness and learning from incidents.

Supporting evidence relating to 2017 required in key areas associated with this section must include current evidence of implementation and review. Examples of the evidence required:

- Incident reporting;
- Incident investigation including root cause analysis;
- Incident analysis;
- Occupational health reporting;
- Occupational health investigation;
- Management reports;
- Review of risk assessments, safe system of work, training, etc., following any incident;
- Copies of policies and procedures relevant to the above;
- Evidence of implementation of the above.

9. Emergency Preparedness and Response

Organisations should actively identify and assess potential incident and emergency response needs in order to develop and implement emergency plans. Emergency plans should be specific to the organisation. The detail and scope will be dependent on the organisation's core activities. All response plans should be communicated, tested (the organisation will dictate the frequency) and evaluated in order to continually improve their response.

Supporting evidence relating to 2017 required in key areas associated with this section must include current evidence of implementation and review. Examples of the evidence required:

- Emergency Planning / Preparation / Communication / Testing / Review for all identified emergencies (e.g. fire, environmental, personal rescue, etc.);
- Fire precautions (including the provision, maintenance and inspection of equipment);
- First aid needs (including the provision and replenishment of supplies);
- Responsibilities of identified key persons (fire wardens, first aiders, confined space rescue, etc.);
- Other identified emergency preparedness and response needs specific to the organisation;
- Records relating to above;
- Copies of policies and procedures relevant to the above;
- Evidence of implementation of the above.

NOTE: *Training relating to Emergency Preparedness and Response should be included in section 7 (Health & Safety Training), not in this section.*

10. Work Related Vehicle Safety (including Driving for Work) [Sponsored by ALD Merrion Fleet]

Driving for work includes any person who drives on a road as part of their work (not including driving to and from work) either in a company vehicle or their own vehicle, receiving an allowance from their employer for kilometres / miles driven.

Although the driver is mainly responsible for how they drive, employers have a key role to play in managing and influencing the driver, the use of their vehicle and their journey to increase safety when driving for work.

Driving for work involves a risk not only for the driver, but also for their fellow workers and members of the public, such as pedestrians and other road users. As an employer or self-employed person, you must, by law, manage the risks that may arise when employees drive on roads for their work.

Managing driving for work should form a core part of your company's overall health and safety management system, regardless of whether you have one employee or many.

Also included in this section is Work Related Vehicle Safety which includes Workplace Transport Safety.

Only evidence relevant to 2017 will be marked

To manage driving for work, you need to look at three key areas:

- the driver;
- the vehicle; and
- the journey

Your programme for managing driving for work should include the following:

- Driving for work policy;
- Planning;
- Putting into Practice;
- Measuring Performance;
- Reviewing Performance

Are all driving for work risks included in your driving for work policy?

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

- Training;
- Driving Licence;
- 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.;

The above list is non exhaustive.

Specifically, for Work Related Vehicle Safety, the tackling of specific risks such as those below [non exhaustive list] with evidence provided should include:

- The management of workplace transport safety ;
- Vehicles and mobile plant/machinery risks within the workplace;
- Consideration for cars, deliver vans, large good vehicles, forklift trucks, container handlers, rubber tyre gantries, also not forgetting employees' or visitors' motorcycles and bicycles;
- Loading / unloading bays / or loading / unloading arrangements;
- Load securing;
- Safety signage;

- Internal road and car parking layout and marking;
- Safe pedestrian access and egress for employees, contractors, suppliers and visitors [pedestrian / vehicle separation];
- Warehousing safety

11. Demonstration of Superior Performance in Health and Safety [Sponsored by Anderco]

Superior performance can be demonstrated by evidence of “going the extra mile”, performance over and above the legal requirement for 2017.

Only evidence relevant to 2017 will be marked.

There are a number of ways for organisations to demonstrate their superior performance in health and/or safety. This could include but is not limited to:

- Evidence of what the organisation has implemented to maintain or improve the health and safety culture within the organisation;
- Evidence of how best practice is identified and promoted within the organisation;
- Evidence of participation in internal and external health and safety promotions and awareness programmes and campaigns [with contractors and sub-contractors, suppliers, other interested parties, etc.];
- Evidence of effective health and safety supply chain management;
- Evidence of providing advice, support and assistance to other organisations;
- Evidence of promoting personal health and safety awareness outside normal work;

Organised health and safety promotions and campaigns are proven ways of raising employee, and their families, awareness of important issues.

- Evidence of innovative solutions;
- Evidence of corporate social responsibility;
- Evidence of wellbeing, counselling, lifestyle initiatives;
- Evidence of senior managers undertaking health and safety qualifications;
- Evidence of attendance at NISO/NISG conferences, seminars, courses, quizzes, etc.;
- Evidence of participation in organised health and/or safety campaigns at National, European or International level;
- Evidence that the organisation has participated in or been acknowledged in any external award scheme(s).

Important Dates and Fees

29 March 2018

Early Bird Entries: Submissions and payments received by NISO/NISG *€380 [ROI]; £300 [NI]

4 May 2018

Standard Closing Date: Submissions and payments received by NISO/NISG: *€640 [ROI]; £500 [NI].

Entries after the closing date may be accepted subject to prior approval and will be subject to a late entry fee of an additional €150 / £125.

3 September 2018

Approximate date when entrants will be notified whether they have won an award.

12 October 2018

NISO Conference and NISO/NISG Awards Ceremony Dinner - Killarney

Finally

It will be the responsibility of Northern Ireland organisations to make arrangements to collect their awards submission from NISG after the awards ceremony in October.

*NISO will return submissions by courier / recorded delivery in late October 2018. The fee for this is included in the entry fee [applies to ROI entries only].

NISO and NISG will not be responsible for misplaced submissions. We recommend that you make a copy of your submission.

An official application form is available to download from <http://safetyawards.ie>

National Irish Safety Organisation, A11 Calmount Park, Ballymount, Dublin 12.

Tel: 01 465 9760 ; Fax: 01 465 9765 ; Email: awards@niso.ie ; Web: safetyawards.ie

OR

Ernie Spence, Northern Ireland Safety Group, 13 De Courcy Avenue, Carrickfergus,

BT38 7LJ. Tel: (028) 9336 8928 Fax: (028) 9336 8928 Email: info@nisg.org.uk

Web: www.nisg.org.uk

Entries for the Safety Awards should be sent to the respective organisation depending on where you are based.

Please mark all correspondences "Safety Awards".