

SafeWork Awards 2009 Entry Form

Company Details

Business Name _____ ACN / ABN _____

Workplace Street Address _____

Suburb / Town _____ Postcode _____ No. of Employees _____

Type of business: (please tick)

Company Sole Trader Self Insurer Individual Partnership Other

Type of industry: (please tick)

Construction Manufacturing Retail and Wholesale Health and Community Services

Education Government Consumer and Business Services

Rural Hospitality Transport and Storage Other

Company Contact Details

Contact Name _____

Position _____

Phone _____ Mobile _____

Fax _____ Email _____

Postal Address _____

Second Contact Name _____

Position Held _____

Phone _____ Mobile _____

Fax _____ Email _____

Name of insurer (if applicable) _____

Workers Compensation Policy Number (if applicable) _____

My workplace / company, (including directors' of the company) (please tick) has has not within the 2 years prior to the date of entering the awards, had a prosecutable workplace fatality; i.e. a workplace fatality which is currently the subject of investigation or prosecution.

Category Entered (please tick)

Category 1 - Best Workplace Health and Safety Management System

Private Sector Public Sector / Not for Profit

Category 2 - Best Solution to an Identified Workplace Health and Safety Issue

Category 3 - Best Workplace Health and Safety Practices in a Small Business

Category 4 - Best Individual Contribution to Workplace Health and Safety

Brief description of your company's profile _____

Brief description of your initiative _____

How did you hear about the 2009 SafeWork Awards? (please tick)

- | | | | |
|-----------------------------------------|-----------------------------------------|-----------------------------------------------|-------------------------------------------------|
| <input type="checkbox"/> Safety Show | <input type="checkbox"/> Email | <input type="checkbox"/> WorkCover website | <input type="checkbox"/> WorkCover staff |
| <input type="checkbox"/> WorkCover News | <input type="checkbox"/> Industry group | <input type="checkbox"/> Newspaper | <input type="checkbox"/> Radio |
| <input type="checkbox"/> Direct mail | <input type="checkbox"/> Word of mouth | <input type="checkbox"/> Trade / business mag | <input type="checkbox"/> Other (please specify) |

Have you entered these safety awards before? (please tick)

- Yes No

If yes, please list the year, title of category and level of award received. _____

CHECKLIST - Before you submit your entry, have you?

(please tick)

- Provided a completed entry form for each category entered
- Answered all the criteria
- Provided a summary of your initiative / solution
- Provided a summary of your company / business profile
- Provided your ACN / ABN number
- Provided proof of current WorkCover NSW Workers Compensation Policy Insurance (if applicable)
- Provided 4 copies of all separate supporting material for each category entered
- Provided your logo (as a true eps format from the original vector artwork) and photographs (as 300 dpi resolution) of your initiative in high resolution and on 4 disks posted to SafeWork Awards 2009, WorkCover NSW, Locked Bag 2906, Lisarow NSW 2252.
- Provided 4 copies of your entry in unbound A4 format (hardcopy entries only)
- Read and understood the terms and conditions of entry
- Kept a copy of your entry as entries will not be returned
- Checked all information in your application is accurate, as you would want it to appear if published.

I accept the terms and conditions of entry to these awards, which I have read and understood.

Signature _____ Date _____

Category 1 Criteria SafeWork Awards 2009

Category 1 - Best Workplace Health and Safety Management System

Two awards will be given under the following sub-categories:

- (a) Private Sector
- (b) Public Sector / Not for Profit

This award recognises demonstrated commitment to continuous improvement of workplace health and safety through the implementation of an integrated systems approach.

Judging Criteria

For entry in this category, submissions must show the following:

1. How clearly does the system achieve a demonstrated commitment to workplace health and safety?

- Information provided could include demonstrated management commitment to the systematic management of occupational health and safety (OHS) and injury management, ongoing planning of OHS improvement and evaluation of the system, systematic identification, assessment and control strategies for the organisation's hazards.

2. To what extent was the integrated approach developed in consultation with workplace parties and, where appropriate, with outside organisations?

3. How well is the approach integrated into the overall operations of the company?

4. Has there been a demonstrated improvement in health and safety in the workplace as a result of the integrated approach?

5. How much potential is there for the system to have broader application across other workplaces and industry?

Please provide evidence of your organisation's systems approach by including in your submission:

- An external audit report conducted within the previous two years.
- Evidence of control measures in place.
- Claims or incident/injury data for at least the previous 12 months.
- Evidence of occupational health and safety reporting and consultation.
- Any other evidence to show a systems based approach.

For example, a systems approach demonstrates that all elements function according to fundamental rules, that analysis of the elements can be completed with a consistent auditing approach and each part of the overall system can itself be studied as a complete system. In a systematic approach, short term goals are continually set and met and are seen as contributing to the 'higher' goal of elimination of risks to health and safety, improving the viability of the business and contributing to the well being of anyone affected by the business operations.

Category 2 Criteria SafeWork Awards 2009

Category 2 - Best Solution to an Identified Workplace Health and Safety Issue

This award recognises excellence in developing and implementing a solution to an identified workplace health and safety issue. Entries for this award may include a product solution, design/engineering innovation, a training program, awareness-raising activity or other risk control measure that reduces the risk of work-related injury and disease.

Judging Criteria

For entry in this category submissions must show the following:

1. (a) What was the workplace health and safety issue?
(a) What was the solution implemented to address the issue?
2. What form of risk management system or process was used to identify the issue?
3. How was the hierarchy of control applied to develop the solution?
4. How effective was the solution for the control of the identified hazard?
5. To what extent was the solution developed in consultation with workplace parties and, if appropriate, outside organisations?
6. How original and innovative was the solution?
7. How well did the solution impact on the overall operations of the company?
8. Has there been a demonstrated improvement in health and safety in the workplace as a result of the solution?
(provide claims or incident/injury data and any other occupational health and safety reporting as evidence)
9. How much potential is there for the solution to have broader application across industry?

Supporting material can be supplied to assist in demonstrating claims to the above criteria, this could include but is not limited to: claims and incident/injury data and other OHS reporting information.

Category 3 Criteria SafeWork Awards 2009

Category 3 - Best Workplace Health and Safety practice(s) in a Small Business

This award recognises high standard workplace health and safety practices in small business.

This may include, but is not limited to, the following:

- solutions to identified risks
- an innovative and systematic approach to OHS management; or
- any other practice that has improved occupational health and safety performance in your business.

This category is limited to small business that have less than 20 employees or full-time equivalents.

Judging Criteria

To enter in this category your submission needs to detail the following:

1. What have you done to improve OHS practices in your business and how were these improvements implemented?
2. Describe the benefits / improvements of having implemented these OHS practices.
3. Who was involved in the development of your OHS practices and how did they participate?

Category 4 Criteria SafeWork Awards 2009

Category 4 - Best Individual Contribution to Workplace Health and Safety

This award recognises individuals who have made an exceptional difference to health and safety.

Two awards will be given under the following sub-categories:

- (a) An employee, such as a health and safety representative, who does not have formal responsibility for OHS management as part of their duties;
- (b) An outstanding contribution by an OHS manager or a person with responsibility for OHS as part of their duties.

Judging Criteria

For entry in this category, submissions must show the following:

1. What were the individual's health and safety achievements/contributions and how were they accomplished?
2. What barriers, if any, were encountered while implementing them?
3. How were the improvements in health and safety performance measured?
4. In what way was the individual's approach and contribution innovative in achieving better OHS performance?
5. Describe how the individual's impact on health and safety management and performance was above and beyond their immediate field/area of responsibility.
6. What is the potential for the individual's contribution to have broader application?
7. What communication and consultation processes were required/used to implement their achievements/contribution?

Supporting material can be supplied to assist in demonstrating claims to the above criteria.

This could include, but is not limited to:

- claims and incident/injury data
- other OHS reporting information