

SAFEGUARD

presents

The New Zealand Workplace Health & Safety Awards 2012



THOMSON REUTERS



How to Enter

www.safeguard.co.nz

WHO SHOULD ENTER?

The Awards are open to any person, group of people or organisation contributing to better workplace health and safety in New Zealand. Applications are welcome from companies, government agencies, consultants and other individuals and organisations.

Entrants are free to submit more than one entry, provided separate applications accompany each entry. You may make a submission yourself or enter on behalf of a fellow worker, group of workers, or organisation. Entrants are expected to nominate themselves in all but the Individual categories, for which self-nomination is disallowed for obvious reasons.

HOW TO WRITE YOUR ENTRY

There is no need to prepare a lengthy or glossy presentation – just describe your health and safety initiative clearly in no more than four A4 pages.

Here are some guidelines which you can work through to ensure your entry includes enough information to enable the judges to make a decision. Also, be sure to read the judging criteria to get an idea of what the judges will be looking for.

FREQUENTLY ASKED QUESTIONS

- Q:** Can I enter more than one initiative or nominate more than one person?
- A:** Yes, so long as you submit a new entry for each one.
- Q:** I'm not sure which category to enter. What should I do?
- A:** Pick the single category you think best fits your initiative, but don't worry about getting it wrong – the judges reserve the right to move your entry to a different category.
- Q:** What exactly will the judges be looking for?
- A:** See the Judging Criteria on page three.
- Q:** Who should I name as the referee for my entry?
- A:** Someone other than yourself who knows about your initiative and who can clarify or verify elements of your entry if required by the judges.

FOR THE ORGANISATIONAL CATEGORIES:

- Q:** What is the main business activity of your organisation or plant? (include industry sector, size and key activities)
- Q:** What specific health and safety issue or challenge did you face? (include information of hazards and risks)
- Q:** What solution did you come up with and why did you undertake this initiative? (include what you did and what resources were required)
- Q:** When did you start work on this initiative?
- Q:** What data or other evidence do you have to demonstrate the success of your initiative?
- Q:** How does your initiative fit the category you have entered?

FOR THE INDIVIDUAL CATEGORIES:

- Q:** What is the main business activity of the organisation your nominee works for? (include industry sector, size and key activities)
- Q:** What is the nominee's role(s) within his or her organisation? (include any health and safety responsibilities)
- Q:** Why have you nominated this person? (include how he/she has made a difference, gone the extra mile, demonstrated leadership or inspired others)
- Q:** What is your relationship with the nominee and how have you been able to observe their performance or behaviour?

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AWARD CATEGORIES

CATEGORY 1: SAFETY

Kensington Swan best initiative to address a safety hazard.

An initiative to address a specific occupational safety hazard. Preference will be given to initiatives which resulted in measurable improvements in productivity or wider business effectiveness.

CATEGORY 2: OCCUPATIONAL HEALTH

Department of Labour best initiative to address a health hazard.

An initiative in which a specific occupational health hazard has been identified and managed. This could include hazards such as airborne substances, infectious diseases, sprains & strains, hazardous substances, thermal comfort, and noise.

CATEGORY 3: WELLNESS

Vitae best initiative to improve employee wellness.

This category covers broader, more holistic initiatives to address issues such as stress, fatigue, overuse conditions, fitness, nutrition, and health checks. Preference will be given to a specific initiative to improve the health and wellbeing of a significant proportion of staff and which has resulted in demonstrable improvement in productivity.

CATEGORY 4: ENGAGEMENT

NZ Safety best initiative to encourage engagement in health and safety.

After engineering and management systems, a key element is the creation of a strong organisational culture which engages employees and management alike to seek improvements in health and safety performance. Initiatives in this area could include employee participation programmes, communications methods, training techniques, and engaging subcontractors.

CATEGORY 5: DESIGN

SICK best use of design to eliminate or isolate a hazard.

Awarded to the NZ-originated design initiative which best demonstrates an effective solution to a specific health and safety issue. This could include new designs or control methods which achieve hazard elimination or isolation.

CATEGORY 6: SMALL BUSINESS

Site Safe best health and safety initiative by a small business.

Open to organisations with fewer than 50 employees, this category recognises that smaller organisations face similar health and safety challenges as the big players but with far fewer resources. Describe a successful initiative your organisation has devised and implemented to improve the health and safety of your own staff.

Note: the presence of this category does not exclude small businesses from entering any of the other categories.

CATEGORY 7: LARGE ORGANISATION

Impac best significant health and safety initiative by a large organisation.

This category is for wide-ranging initiatives implemented by larger organisations – over 250 employees – to achieve significant change across an entire company and beyond, and which do not necessarily fit within any of the more specific categories.

CATEGORY 8: LEADERSHIP

ACC best leadership of an industry sector or region.

Awarded to the organisation whose leadership over the last two to three years has demonstrably helped to lift workplace health and safety standards and practices in its industry sector, geographic region, or nationally.

CATEGORIES OPEN TO INDIVIDUALS

Note: -self nomination is not allowed

CATEGORY 9: PRACTITIONER

Safeguard health & safety practitioner of the year.

The person whose enthusiasm, knowledge and drive has made a substantial contribution to workplace health and safety. "Practitioner" means a person with formal responsibility for health and safety within an organisation. (Elected health and safety representatives should be nominated for the Employee category.)

CATEGORY 10: EMPLOYEE

Ross Wilson - NZCTU most influential employee.

An employee or elected health and safety representative who has acted as a champion of health and safety and who has had a significant positive influence on the health and safety culture of his or her organisation.

LIFETIME ACHIEVEMENT

SKM Lifetime achievement award.

This award recognises a person who has devoted a significant portion of their working life to advancing the cause of health and safety in New Zealand. He or she will have made a difference by virtue of an innovative and effective approach, the ability to influence others, and to inspire action at multiple levels.

If you wish to nominate someone for this award, please submit a citation of no more than 500 words explaining how the nominee fits the criteria. For obvious reasons, please do not reveal anything to the nominee. Note that it is in the nature of lifetime achievement awards that they are given to people who are in the later stage of their career.

SUPREME WINNER

Department of Labour / ACC Best Overall Contribution to Improving Workplace Health & Safety in New Zealand

The winners of the organisational categories (1-8) will be considered for the Supreme Award.

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CONFLICT OF INTEREST

The Department of Labour, ACC, NZCTU and Thomson Reuters (publisher of Safeguard) all provide judges and so may not enter the awards, nor may their staff be nominated for the individual categories. However, their staff may nominate people outside their own organisation for the individual categories.

The industry practitioner judge's organisation may not enter any initiative in which he or she has participated, or which has originated from the business unit to which he or she belongs; however, entries from other business units within that judge's organisation are welcome, given that the industry practitioner judge will remove himself or herself from the judging room during evaluation of those entries.

THE JUDGING PROCESS

The awards are judged by a panel of five representing Safeguard, the Department of Labour, ACC, the NZ Council of Trade Unions (NZCTU), and an industry health and safety practitioner.

Each award will be judged according to a set of defined criteria. Entries are accepted in good faith as accurate and honest. However, the judges reserve the right to contact the entrant's optional named referee for verification or clarification. There are conflict of interest rules to ensure judges are not compromised by entries from their own organisations.

If the judges feel an entry has merit but is entered in the wrong category, they reserve the right to move it to a more appropriate category without consultation. The judges also have the discretion to award special commendations to entries which are of particular merit but which do not fit well into any of the defined categories.

The judges' deliberations are confidential and final. No correspondence will be entered into.

JUDGING CRITERIA

For the Organisational categories, judges will consider the following factors:

- Meets category definition
(how well does it fit the category criteria?)
- Meets award time period
(was it mostly done within the award time frame?)
- Credible detail
(is the initiative sufficiently well described?)
- Risk reduction
(to what extent has people's health or safety benefited?)
- Innovation
(how clever/original is this? does it break new ground?)

- Beyond compliance
(how much beyond 'business as usual' is this?)
- Wider application
(to what extent could others pick up on this initiative?)
- Organisation size
(how does this rate given the resources available?)

For the Individual categories the factors are:

- Made a difference
(how have his/her actions specifically benefited people?)
- Exceeded expectations
(to what extent has this nominee gone the extra mile?)
- Inspired others
(have they encouraged others to buy into health & safety?)

NOTE: The judges do not expect every factor to be relevant to every entry, so please do not be put off from entering if some factors do not apply to your initiative.

TERMS AND CONDITIONS

- A correctly completed entry form is required to accompany each entry.
- Entries close 16 April 2012. Late entries will not be accepted and will be returned unopened.
- Entries for designs and/or inventions must be the entrant organisation's original concept over which the organisation or entrant has intellectual property rights.
- The judges reserve the right to move entries to another more appropriate category.
- Entries which the judges believe to be false or exaggerated or unverifiable will not be rewarded.
- The judges have complete discretion in determining finalists and winners. No correspondence will be entered into. Judges' decision is final.
- We reserve the right to publicly revoke an award should we learn of information that, had it been disclosed to the judges, would have materially affected the panel's decision.
- The assessment, conduct and results of the awards shall not create any legal obligations or duties between entrants and Thomson Reuters or the Department of Labour.
- All entries are regarded as confidential; however, initiatives of category winners and finalists may be described in summary or in detail at the awards dinner and in Safeguard magazine or other Thomson Reuters publications.
- All category winners are expected to work with Safeguard, the Department of Labour, ACC and Sponsors to help publicise their achievements, and agree to participate in publicity activities following the award presentations.
- Thomson Reuters is not responsible for any loss or damage to entries.
- An award does not constitute an endorsement by Thomson Reuters or the Department of Labour.

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