

SAFEGUARD

The New Zealand Workplace
Health & Safety Awards 2021

ENTRY PACK



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ABOUT THE AWARDS

BACKGROUND

- The NZ Workplace Health & Safety Awards have run each year since 2005
- They are easy to enter, and entry is free
- They are run by Safeguard magazine (published by Thomson Reuters), with the active support of WorkSafe New Zealand

WHAT IS THE PURPOSE OF THE AWARDS?

To celebrate the best health and safety initiatives and the dedicated people working to improve health and safety outcomes in New Zealand.

WHO JUDGES THE AWARDS?

The Awards are judged by a panel appointed each year. The panel includes representatives from Safeguard, WorkSafe New Zealand, ACC and a union. It also includes an experienced health and safety practitioner and a recent winner of the Lifetime Achievement Award.

HOW MANY CATEGORIES ARE THERE?

There are 9 categories for organisations and 5 categories for individuals.

Details of each category appear on pages 6 and 7.

WHO CAN ENTER?

- Any organisation which operates in New Zealand
- Any person who works in New Zealand
- An organisation can submit multiple entries, so long as each entry describes a substantially different health and safety initiative

WHEN ARE THE WINNERS ANNOUNCED?

The awards will be presented at a gala dinner on 1 June 2021 at the Cordis Hotel in Auckland, the social highlight of the year for everyone involved in health and safety. The gala dinner coincides with the two-day Safeguard National Health and Safety Conference.

Finalists receive a complimentary ticket to the dinner.

KEY DATES:

ENTRIES OPEN	EARLY 2021
ENTRIES CLOSE	23 MARCH 2021
FINALISTS NOTIFIED	9 APRIL 2021
GALA DINNER	1 JUNE 2021

Thinking of submitting an entry into an **organisational category**? Don't forget to enter the people behind the initiative into an **individual category**.

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WHY ENTER?

OPPORTUNITY FOR REFLECTION

The act of writing and submitting an entry is an opportunity to pause, put day-to-day matters to one side, and reflect on what has worked well over the last year or so, and the lessons learned. This process of critical analysis is valuable in evaluating your strengths (and ongoing challenges) in health and safety - and may spur further improvements.

PUBLIC RECOGNITION OF GOOD WORK

The successful initiatives or personal qualities of all finalists are acknowledged publicly at the gala dinner in front of a large audience of influential experts, executives and politicians. Further acknowledgement occurs as part of a post-awards media campaign.

ENGAGEMENT

Finalists and winners have the opportunity to acknowledge and reward the efforts of the teams and individuals involved, which is an opportunity to reinforce key messages to staff and others across your supply chain around health and safety engagement.

NETWORKING AND LEARNING

Finalist or not, the gala dinner provides great learning and networking opportunities for people at all levels, from frontline workers to directors.



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HOW TO ENTER

HOW SHOULD I WRITE AN ENTRY FOR ONE OF THE ORGANISATIONAL CATEGORIES?

We suggest you answer the following questions:

- What does the organisation do? (eg: industry sector, size, key activities)
- What specific issue or problem did you face? (include the risks involved)
- What solution did you come up with to solve the problem?
- When did you start work on this initiative?
- What evidence is there that your initiative has been successful?

HOW SHOULD I WRITE AN ENTRY FOR ONE OF THE INDIVIDUAL CATEGORIES?

We suggest you answer the following questions about the person you nominate:

- How do you know the nominee?
- What does the nominee's organisation do? (eg: industry sector, size, key activities)
- What is the nominee's role?
- Why have you nominated this person?
- What has the individual achieved **within the last 12 to 18 months** that has made a difference to the health and safety of their organisation or industry?

HOW LONG SHOULD AN ENTRY BE?

Most entries should be able to be described in no more than **three or four A4 pages**.

CAN I ENTER MORE THAN ONE INITIATIVE OR NOMINATE MORE THAN ONE PERSON?

Yes, so long as you submit a new entry for each one. Each entry requires a separate entry form.

I'M NOT SURE WHICH CATEGORY TO ENTER. WHAT SHOULD I DO?

Pick the 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.

WHAT IS THE ENTRY PROCESS?

Entrants are encouraged to submit their entries in PDF format via email to:

safeguardawards@thomsonreuters.com

Each entry requires two documents:

- A completed entry form (downloadable)
- The entry itself

Please note that there are separate entry forms for organisational and individual categories.

CAN I SUPPLY SUPPORTING MATERIAL?

If you have essential supporting evidence which cannot be sent via PDF (eg: video or physical objects closely related to the entry) then please send via courier to:

Thomson Reuters (Safeguard Awards)

Level 1, 10 College Hill
Freemans Bay
Auckland 1011

Or via post to:

Thomson Reuters (Safeguard Awards)

PO Box 147245
Auckland 1144

ANY FURTHER QUESTIONS?

Please contact us via email:

safeguardawards@thomsonreuters.com

Or by phone to Annette Vao, 021 247 7144.

ENTRIES CLOSE

5pm, March 23 2021

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JUDGING

The judges will consider the following factors.
They do not expect every factor to apply to each entry,
so do not worry if some factors do not apply to your
initiative or nominee.

FOR THE ORGANISATIONAL CATEGORIES:

- A. Credible detail (is the initiative sufficiently well described?)
- B. Risk reduction (to what extent has people's health or safety benefited?)
- C. Innovation (how clever/original is this?)
- D. Beyond compliance (how much beyond 'business as usual'?)
- E. Wider application (could others adopt this initiative?)
- F. Organisation size (how does this rate given the resources available?)
- G. Time period (was the initiative mostly done within the last 12 to 18 months?)

FOR THE INDIVIDUAL CATEGORIES:

- A. Made a difference (how have his/her actions specifically benefited people?)
- B. Exceeded expectations (to what extent has he or she gone the extra mile?)
- C. Inspired others (have they encouraged others to engage in health & safety?)
- D. Time period (have their actions taken place in the last 12 to 18 months?)

ABOUT THE JUDGING

- The judges assess each entry using the criteria on the left
- They reserve the right to move an entry to a different category
- They accept each entry on good faith as a fair and accurate description. However they have the ability to contact the entry's nominated referee to seek clarification
- The judges' deliberations are confidential. No correspondence will be entered into
- This means that we are unable to give any feedback on reasons why an entry may not have been successful

HOW DO THE JUDGES MANAGE CONFLICTS OF INTEREST?

- The organisations which supply judges may not enter the organisational categories. Nor may their staff be nominated for any of the individual categories, except for Lifetime Achievement
- However, staff within these organisations may nominate people outside their organisation for the individual categories
- If an entry is received from an organisation substantially funded by a judge's organisation, then the judge will absent himself or herself from the assessment of that entry
- Similarly, if an entry is received for an initiative in which a judge was involved, or for a person with whom the judge has worked, that judge will absent himself or herself from the assessment of that entry

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AWARD CATEGORIES

Entries in all Organisational and Individual categories – except Lifetime Achievement – are expected to describe specific recent initiatives, that is, initiatives which have occurred in the 12 to 18 months prior to the Awards year.

ORGANISATIONAL

Category 1: Safety

For an initiative which addresses a specific work-related safety risk.

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Category 2: Health

For an initiative which addresses a specific work-related health risk.

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Category 3: Wellbeing

For an initiative which seeks to improve the physical and/or mental health of workers.

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Category 4: Engagement

For an initiative which successfully engages people in seeking to improve health, safety and wellbeing at work.

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Category 5: Innovation

For the development of a New Zealand design or technology which eliminates or manages a risk to safety or health at work.

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Category 6: Small business

For an organisation of no more than 50 staff which can demonstrate successful health and safety initiatives to improve the health, safety or wellbeing of its own people.

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Category 7: Collaboration

Best example of collaboration between two or more PCBUs to achieve outstanding health and safety outcomes.

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Category 8: Governance

Best example of Board (or equivalent governance group) engagement in health and safety.

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Category 9: Leadership

For leadership of an industry sector or geographic region whose initiatives have helped to improve workplace health and safety.

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AWARD CATEGORIES CONT.

INDIVIDUAL

Category 10: Practitioner

Recognise an individual whose work over the last 12 to 18 months prior to the Awards year has significantly influenced health and safety practice and outcomes in their organisation.

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Category 11: Emerging practitioner

Recognise the work of health and safety practitioner, but restricted to people aged under 35 as at 31 March 2021, AND who have less than five years' experience in a paid H&S role.

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Category 12: Representative

Open to elected H&S representatives whose efforts to influence and persuade have led to demonstrable positive changes in their organisation's approach to H&S.

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Category 13: Leader

Open to directors or senior executives whose are not H&S practitioners but whose leadership has helped transform their organisation's approach to H&S.

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LIFETIME ACHIEVEMENT

This special award gives the judges the opportunity to recognise a person who has devoted a significant portion of their working life to advancing the cause of health and safety in New Zealand, and whose specific achievements have clearly benefited many people, regionally or nationally.

To nominate someone for this award, please submit a citation of no more than 500 words explaining how the nominee fits the above criteria. Please do not advise the nominee that he or she has been nominated. Note that it is in the nature of lifetime achievement awards that they are given to people who are in the latter stages of their career. The judges reserve the right to hold nominations over for consideration in future years.

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SUPREME WINNER

The winners of the organisational categories will be considered for this award.

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JUDGES' COMMENDATIONS

One or more commendations may be awarded to entries that are of particular merit, but do not comfortably sit in any of the existing categories.

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TERMS AND CONDITIONS

- A correctly completed entry form is required to accompany each entry.
- Entries received after the closing date 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.
- Entries which the judges believe to be false, exaggerated or unverifiable will not be rewarded.
- The judges have complete discretion in determining finalists and winners. Their decision is final. No correspondence will be entered into.
- Thomson Reuters reserves the right to publicly revoke an award or withdraw a finalist 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 and any Awards sponsor.
- An award entry may be withdrawn from consideration only by the person who submitted it.
- Entrants are expected to have all necessary approvals from within their organisation to enter.
- For the individual categories (not including Lifetime Achievement), if a person is nominated by someone outside the nominee's organisation, we reserve the right to inform the nominee's organisation that they have been nominated. We also reserve the right to show the nominee's organisation the entry. This is in line with our 'no surprises' policy.
- All entries are regarded as confidential and will not be passed on to third parties; 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 and finalists are expected to work with Safeguard and Awards 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. Entries will not be returned once submitted.
- An award does not constitute an endorsement by Thomson Reuters, WorkSafe New Zealand or any other sponsor.
- Sponsor organisations, or their representatives, are not permitted to enter the category which they sponsor.

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