2013
22nd Annual
Occupational Safety Awards
National Irish Safety Organisation
Northern Ireland Safety Group
This workshop will cover:

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

- Running for 22 years
- Recognised throughout Ireland
- Constantly innovating
- Open to all NISO / NISG Member companies to participate
- Independent adjudication of entries
- High profile awards ceremony
Benefits of entering

• Prestigious awards to win
• Improved focus on health & safety in company
• Increased profile for company
• Opportunity to showcase commitment
• Demonstration of ‘superior performance’
• Benchmark health & safety management
• Good audit
10 Sections

- Accident Statistics
- Health and Safety Management
- Hazard Identification and Risk Management / Assessments
- Health & Safety Training
- Implementation and Operation of Health & Safety Policies & Procedures
- Emergency Preparedness & Response
- Health & Safety Communication
- Consultation and Promotion
- Re-active Health & Safety Management
- Pro-active Health & Safety Management
- Demonstration of Superior Performance in Health & Safety
Safety award headings

• Accident Statistics
• 5 year history
  • Employees both manual and non manual and total
  • Contractors
  • Accident records fatal / reportable. Incident Rate
  • Dangerous Occurrences (near-miss)
  • Reportable Diseases
  • Improvement or Prohibition Notices
  • Prosecutions
• Reportable Incidents Jan – Mar 2013
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:
Health and Safety Management

Safety Statement
  Dated, Signed, Relevant for 2012, 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,
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,
Hazard Identification and Risk Management

Evidence that Policy and Procedure Is related to work activities.
Evidence that RA and Controls are Implemented and reviewed
Evidence of communication and consultation
Evidence of main hazards
Implementation, Operation of Health and Safety Policies/Procedures

Policies are designed to attain the highest standards of Safety and Health

Control of Hazardous Substances & Materials.
Housekeeping
Working at Height
Hotwork
PPE Policy,
RA, procurement, storage, issue, training
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.
Health and Safety Training

- Training, Needs assessed, Frequency, Course Evaluation,
- Type, Induction, MH, MEWP Etc.
- Records, Staff, Managers, Reps,
- Trainers Competency
- Training Plan for 2012 and what was achieved
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 the your activities,
- Occupational hygiene monitoring as dictated by the your activities.
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,
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.
H & S Communication, Consultation and Promotion

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

- Health and safety communication at all levels within the organisation,
- Communications with others (contractors, visitors, other interested parties, etc),
- Consultation with employee representatives safety committees, etc.
- Health & safety promotions & awareness programmes and campaigns.
H / S Communication, Consultation and Promotion

Communication
Consultation
Promotion

Policy, Review, How,
Reps, Committee
Programme, Safety Week
Reward employees
Outside workplace
Re-Active Health and Safety Management

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

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

Incident & Accident statement on reporting by Employees and contractors.

Reporting Policy

Reporting to Senior Management

Actions from Investigations

Management reports
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,
Pro-Active H / S Management

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

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

Inspections:  Schedule,
Responsibilities,
Findings Implemented,
Examples.

Format,
Management Awareness,
Demonstration of Superior Performance in Health and Safety

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
Demonstration of Superior Performance in Health and Safety

Items or issues you are particularly proud of:

- Innovation in management or practice
- Occupational Health Initiatives
- Other
Points in Preparing Submission

- Cover the “key” health & safety areas stated in each of the 10 award headings.
- Answer the points being looked for in the section statements.
- Point to strengths in evidence you provide.
Points in Preparing Submission (continued)

• Follow the headings & reference numbering.
• Answer all questions and sub-questions.
• Give reason if a question 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.
Common Shortcomings

- Evidence not submitted to support claims
- Evidence not relevant to year in question
- Sections not being addressed
- Evidence not supporting Aspirations
- Not indicating where something is N/A
Common Shortcomings

Statements not supported by evidence:

- Stats – some years left blank
- Senior management involvement
- Annual review not demonstrated
- Safety Policy signed outside time frame.
- Poor Risk Assessment examples (Engineering company giving office RA)
Common Shortcomings

Information:

Not Provided / Records
In wrong section and not cross referenced
Question not read
Training records for 1/2 people
Procurement issues Lack of Safety Input
First Aid Kits replenishment
Well Documented Last Year

- Hazards well Identified
- Standards eg Safety Awards, Safe T cert, OHSAS 18001 etc.
- Safety Statements content
- Sign off by Trainers improving
- Entry form signed off by all three
- Safety Representative involvement
- Aspirations
Well Documented Last Year

- Improving trend in emergency plans
- Lists of PPE getting better but should include standards.
- Increase in examples of safety information notices
- Companies recording their competing in Safety Quiz
Sample Feedback – Radar Graph

- Graph is based on 2012 sections.
- On Graph you will see 1 – 10
- Every participant in 2012 will receive a Graph even those that did not receive an Award.
Sample Feedback – Radar Graph

Example fairly consistent throughout submission
Sample Feedback – Radar Graph

Example performed very well from sections 1 – 6
Sample Feedback – Radar Graph

Example entry needs to improve
Sample Feedback – Radar Graph

Example of entrant who did well [not Supreme]
Remember

Policies / Procedures:
Should outline statements/plans

Each Section should contain evidence.
Remember

- Follow Sections 1 – 10
- Information in correct section e.g. all training records in training section
- One Lever Arch folder
- Each section clearly divided from next section
- Statements supported by evidence.

*We can only mark on evidence submitted*
Points in Preparing Submission

• Cover the “key” health & safety areas.
• Answer the points being looked for in the section statements.
• Point to strengths in the evidence you provide.
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)
- Platinum Award (will cease after 2014)
- Consistent High Achiever Award (introduced 2012)
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 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, Midlands, Mid-West, North East, North West, South, South East, West.
Construction Awards
(Sponsored by the Construction Industry Federation)

- Construction Safety Innovation Aware
- 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)
## Awards Allocation based on Marks

<table>
<thead>
<tr>
<th>Category</th>
<th>Marks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Distinction</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>
<tr>
<td>No Award</td>
<td>&lt; 30%</td>
</tr>
<tr>
<td>Business Category or higher, must achieve</td>
<td>&gt; 60%</td>
</tr>
<tr>
<td>Regional Category must achieve</td>
<td>&gt; 50%</td>
</tr>
<tr>
<td>New Entrant winners must achieve</td>
<td>&gt; 40%</td>
</tr>
</tbody>
</table>
### All Ireland Safety Quiz Dates

<table>
<thead>
<tr>
<th>Region</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Western Region</td>
<td>21 February</td>
</tr>
<tr>
<td>South East Region</td>
<td>1 March</td>
</tr>
<tr>
<td>Eastern Region</td>
<td>6 March</td>
</tr>
<tr>
<td>North East Region</td>
<td>8 March</td>
</tr>
<tr>
<td>Mid-Western Region</td>
<td>13 March</td>
</tr>
<tr>
<td>Midland Region</td>
<td>14 March</td>
</tr>
<tr>
<td>North Western Region</td>
<td>14 March</td>
</tr>
<tr>
<td>Southern Region</td>
<td>21 March</td>
</tr>
<tr>
<td>NISG</td>
<td>22 March</td>
</tr>
</tbody>
</table>

**All Ireland Finals 13 April Limerick**
Remember

Early Closing Date: 4 April
Standard Closing Date: 3 May
Awards Dinner: 4 October Galway
Results Notified 2 September (approx.)

THANK YOU FOR COMING
BEST OF LUCK