

SAFEGUARD

The New Zealand
Workplace Health &
Safety Awards 2019



THOMSON REUTERS

Entry Pack



IN ASSOCIATION WITH

WORKSAFE
NEW ZEALAND | COOPERATION MAKES A DIFFERENCE

SPONSORED BY:



SITESAFE

KensingtonSwan



ABOUT THE AWARDS

BACKGROUND

- The NZ Workplace Health & Safety Awards have run each year since 2005.
- They are New Zealand's only nationwide all-sector health and safety awards.
- 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.

HOW MANY CATEGORIES ARE THERE?

There are 9 categories for organisations and 4 categories for individuals.

Details of each category appear on page 6.

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 May 28, 2018 at SKYCITY Convention Centre 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	LATE 2018
ENTRIES CLOSE	27 MARCH 2019
FINALISTS NOTIFIED	12 APRIL 2019
GALA DINNER	28 MAY 2019

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.



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 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.

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:

Safeguard Awards

Level 1, 16 College Hill
Freemans Bay
Auckland 1011

Or via post to:

Safeguard Awards

PO Box 147245
Auckland 1144

ANY FURTHER QUESTIONS?

Please contact us via email:

safeguardawards@thomsonreuters.com

Or by phone to Annette Vao, ph 09 361 8925.

ENTRIES CLOSE

5pm, March 27 2019

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 year or two?)

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 year or two).

ABOUT THE JUDGING

- The judges assess each entry using the above criteria.
- 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.

AWARD CATEGORIES

ORGANISATIONAL

Category 1: Work-related safety

Kensington Swan best initiative to address a work-related safety risk.

This award is given to an organisation which has identified a specific occupational safety risk and developed an initiative to address it. The judges appreciate improvements in productivity or wider business effectiveness.

Category 2: Work-related health

WorkSafe New Zealand best initiative to address a work-related health risk.

This award is given to an organisation which identified and managed a specific work-related health risk. This could include, but is not limited to, risks such as airborne substances, infectious diseases, sprains and strains, hazardous substances, thermal comfort, and noise.

Category 3: Wellbeing

Vitae best initiative to promote better worker health and wellbeing.

This category includes broader initiatives to improve the health and wellbeing of workers. These could include the design of work, psychosocial health, mental and physical health monitoring, and initiatives to improve the ongoing mental health, physical fitness and nutrition of workers and their communities.

Category 4: Engagement

NZ Safety Blackwoods best initiative to encourage worker involvement in health & safety.

This award recognises efforts made by an organisation to create a strong culture of safety which engages contractors, employees and management to seek improvements in health and safety performance.

Category 5: Innovation

3M best use of innovative New Zealand design or technology to eliminate or manage a risk.

This award is given to the New Zealand-originated design or technology initiative which best demonstrates an effective solution to a specific health & safety issue. This could include new designs or control methods which help to eliminate or minimise a risk.

Category 6: Small business

Site Safe best health or safety initiative by a business of no more than 50 staff.

This award is given to an organisation with no more than 50 employees in recognition that smaller organisations face similar health and safety challenges as the bigger players but have far fewer resources to deal with them.

Category 7: Collaboration

Impac best collaboration between PCBUs.

This category recognises that many worksites are used by a number of different organisations at the same time. The winner will be the best initiative to facilitate effective communication and collaboration between two or more PCBUs on the same work site.

Category 8: Governance

Simpson Grierson best board level engagement in health & safety.

Boards play a vital role in health and safety leadership and governance. This award recognises the organisation whose board of directors or equivalent has best demonstrated leadership and engagement on health and safety. This category recognises overall engagement and leadership in health and safety, not necessarily one specific initiative.

Category 9: Leadership

ACC best leadership of an industry sector or region.

This award is given to the organisation whose initiative and leadership has helped to lift workplace health and safety standards and practices in its industry sector, geographic region or nationally.

AWARD CATEGORIES CONT.

INDIVIDUAL

Category 10: Practitioner

NZISM health & safety practitioner of the year

This award is open to people with formal responsibility for health and safety, and goes to the person whose enthusiasm, knowledge and drive over the last 12 months has made a substantial contribution to workplace health & safety in their organisation.

Category 11: Representative

Edenfx HSE Recruitment health and safety rep of the year

This award is open to an elected health & 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.

Category 12: Leader

Business Leaders' Health & Safety Forum health & safety leader of the year

This award recognises a member of a senior executive team or director who is not a health and safety practitioner but whose leadership has helped transform their organisation's health and safety culture.

LIFETIME ACHIEVEMENT

Countdown lifetime achievement award

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.

SUPREME WINNER

WorkSafe New Zealand/ACC best overall contribution to improving workplace health and safety in New Zealand

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

FONTERRA 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.

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 or 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 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.
- 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 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.
- An award does not constitute an endorsement by Thomson Reuters, WorkSafe New Zealand or any other sponsor.
- 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.