

Workplace Health and Safety Leader Award, 2010

Application, Guidelines and Procedures

Work Safe Alberta and the Occupational Health and Safety Council are pleased to sponsor the Workplace Health and Safety Leader Award.

Leader

A Health and Safety Leader is an organization that leads its industry with exemplary health and safety management practices, and proven injury and illness prevention track record.

Objectives

- To acknowledge the efforts of organizations that have demonstrated leadership in proactive health and safety management
- To promote awareness of good health and safety practices
- To encourage other employers to adopt similar good practices for the benefit of their workplaces

Eligibility Criteria

To be eligible for this award, you must:

- Have a demonstrated health and safety management system in place for three years or more
- Have no current charges against you under the Alberta OHS Act, Regulation or Code
- Have had no workplace fatalities or work related motor vehicle fatalities in the last three years
- Not be on the Employer Injury and Illness Prevention Program (EIIPP) list for the past three years
- Have leading disabling injury* data for the past three years (2006 through 2008)
 - For small employers (those with less than 40 person years):
 - have no disabling injuries in the past three years
 - For larger employers (those with 40 or more person years):
 - have a disabling injury rate that is 20% lower than your major industry sector average

***Disabling Injury:** Disabling injuries (DI) include any work-related injuries that result in lost time, modified work, or both. Note that employers are not required to provide this information; Employment and Immigration will review and analyse employer DI data for all applications received. Note that if you want to investigate your disabling injury data for your own information, please contact your Worker's Compensation Board representative (www.wcb.ab.ca).

The Workplace Health and Safety Leader Award is presented to an organization that leads its industry with exemplary health and safety management practices, and proven injury and illness prevention track record. There are eight award categories based on the industry sectors used by Alberta Employment and Immigration (AEI).

- Agriculture and Forestry
- Mining and Petroleum Development
- Manufacturing and Processing
- Construction and Construction Trade Services
- Transportation, Communication and Utilities
- Retail and Wholesale Trade Services
- Public Administration, Education and Health Services
- Business, Personal and Professional Services

Application Deadline

Applications must be submitted between September 1st and 4:30 pm, November 13th, 2009. Applications received after this date will not be eligible.

Application Process

- Applications must be submitted (electronically or by mail) to Alberta Employment and Immigration.
- Each of the questions on page 5 and 6 must be answered with enough detail to allow the judges to fully understand your health and safety management system and what makes you a leader. Please attempt to be concise on this application.
- You are permitted (not required) to attach additional information to supplement your application.

Submissions become the property of Alberta Employment and Immigration (AEI) and will not be returned.

Awards Timelines

Action	Timeline
Call for applications <ul style="list-style-type: none">• notice on AEI website• notice in OHS magazine• provincial news release	September 1 st – November 13 th 2009
Submission deadline	November 13 th , 2009
Entries are screened by AEI and qualifying entries are forwarded to the Occupational Health and Safety Council for judging	November 13 th , 2009 – January 2010
Applicants notified of outcome; winners invited to awards luncheon	February 2010
Awards luncheon	April 2010
Winners and finalists announced in news releases and on website (Details may also be forwarded to OHS magazine editor)	April 2010

Health and Safety Leader Award of Distinction

Application Form

Company/Organization Name:	
Address:	
Company President or CEO:	Title:
Phone and E-mail:	
Site Location (if different from above):	
WCB account number*:	WCB industry code*:
<small>*If this application covers more than one account number or industry code, provide all of them. Note that all accounts/industry codes covered by this application must meet the criteria to be eligible for an award.</small>	
Description of business operation, including number of employees:	
Application submitted by:	Position:
Phone and E-mail of person submitting:	
Name of recipient as it should be inscribed on the award if received:	
Are you attaching additional information? <input type="checkbox"/> Yes <input type="checkbox"/> No	

Indicate the industry sector your organization belongs to (check one only)	<input type="checkbox"/> Agriculture and Forestry <input type="checkbox"/> Mining and Petroleum Development <input type="checkbox"/> Manufacturing and Processing <input type="checkbox"/> Construction and Construction Trade Services <input type="checkbox"/> Transportation, Communication and Utilities <input type="checkbox"/> Retail and Wholesale Trade Services <input type="checkbox"/> Public Administration, Education and Health Services <input type="checkbox"/> Business, Personal and Professional Services
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Please explain how your organization is a leader in workplace health and safety by answering the following questions:

1. When did you formally implement your health and safety management system?

2. Describe your health and safety management system** by completing the following table:

Health and Safety Management System Component	Ongoing Activities Associated With Each Component	Results From Those Activities
1.	•	•
2.	•	•
...

** For example, your system might have the typical 8 components of the Partnerships in Health and Safety Program (1. Management Leadership and Organizational Commitment, 2. Hazard Identification and Assessment, etc) or you might have more or fewer components.

3. Why do you think your organization is a health and safety **leader**? How do you demonstrate best practices in health and safety governance?
4. What is your organization's vision for health and safety?
5. How do you ensure that everyone is actively involved in health and safety?
6. How does your organization ensure that it continuously improves its health and safety practices?
7. What tools are used to assess your health and safety management system? Provide examples and results, including follow up actions.
8. What tools are used to assess your health and safety culture? Provide examples and a brief discussion of results, including follow up actions.
9. How do you benchmark your organization's health and safety management against others in your industry?

Contact:

For further information, or to send in supporting materials, contact
Rose Ann McGinty, Effective Practices Specialist
Alberta Employment and Immigration
9th floor, Labour Building
10808 – 99th Avenue
Edmonton, AB T5K 0G5
(780) 644-1500
E-mail: roseann.mcginty@gov.ab.ca

Notes:

- AEI staff may visit worksites, or follow-up to confirm or validate information submitted.
- Judges reserve the right to NOT present an award in this category if none of the applications meet the criteria. Only exemplary health and safety leadership will be recognized.
- AEI reserves the right to publish submission details, in accordance with the Alberta Freedom of Information and Protection of Privacy (FOIPP) Act, and may request finalists to appear for publicity, including participation in an awards ceremony.

Appendix - This is the judging sheet and provided for information only (not to be completed by applicants).

Judging Criteria

The following criteria are mandatory. Scoring is based on degree to which the criteria are met. Judging is done by OHS Council and the decision of the judges is final.

Criteria	Questions	Meets Criteria		Score
		Yes	No	
Nothing required by the applicant – assessment conducted by AEI	The employer is in good standing with WHS			These criteria must be fully met. If NO to any of these questions, the application is disqualified. There are no partial marks for these criteria.
	The employer has not been part of the Employer Injury and Illness Prevention Program (EIIPP) for the past three years			
	The employer has had no workplace or work-related motor vehicle fatalities in the previous three years			
	There are no current charges against the employer under the Alberta OHS Act, Regulation or Code			
	Disabling Injury data – three year window (2006 through 2008): < 40 person years: <ul style="list-style-type: none"> No disabling injuries in the past three years ≥ 40 person years: <ul style="list-style-type: none"> Lower than their major industry sector average 			
Question 1	The employer has had a health and safety management system in place for at least three years.			
Question 2	The employer has demonstrated that a comprehensive health and safety program is in place at their worksite.			/30
Questions 4, 6, 7	The employer has a vision for the future – plans for continuous improvement of its health and safety practices.			/20
Questions 3, 9	The employer has clearly demonstrated how it goes beyond the “normal” health and safety management system.			/35
Questions 5, 8	The employer has demonstrated that workers are actively involved in health and safety.			/15
Total:				/100
Comments:				