

## **Workplace Health and Safety Performance Improvement 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 Performance Improvement Award.

#### **Performance Improvement**

The Health and Safety Performance Improvement Award recognizes an organization that has dramatically improved its health and safety management system, and significantly reduced its workplace injuries and illnesses.

#### Objectives

- To acknowledge the efforts of organizations that have made significant strides in improving its health and safety management
- To promote awareness of good health and safety practices
- To demonstrate that employers can turn their health and safety performance around, and encourage others 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
- Have no current charges against you under the Alberta OHS Act, Regulation or Code
- Have had no workplace fatalities or workplace related motor vehicle fatalities in the last 2 years
- Disabling injuries\*:
  - For employers with less than 40 person years: must have decreased the number of disabling injuries between 2006 and 2008
  - For employers with 40 or more person years: must have decreased its disabling injury rate between 2006 and 2008

**\*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, you can contact your Worker's Compensation Board representative at [www.wcb.ab.ca](http://www.wcb.ab.ca).

The Workplace Health and Safety Performance Improvement Award is presented to an organization that has significantly improved its health and safety management and reduced injuries and illnesses. 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 1<sup>st</sup> and 4:30 pm, November 13<sup>th</sup>, 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 must be answered with enough detail to allow the judges to fully understand how your organization's health and safety performance has improved. 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 Timeline

Action	Annual Timeline
Call for applications <ul style="list-style-type: none"><li>• notice on AEI website</li><li>• notice in OHS magazine</li><li>• provincial news release</li></ul>	September 1 <sup>st</sup> – November 13 <sup>th</sup> 2009
Submission deadline	November 13 <sup>th</sup> , 2009
Entries are screened by AEI and qualifying entries are forwarded to the Occupational Health and Safety Council for judging.	November 13 <sup>th</sup> , 2009 – January 2010
Applicants notified of outcome; winners invited to awards luncheon	February 2010
Awards luncheon in Edmonton	April 12 <sup>th</sup> , 2010
Winners and finalists announced in news releases and on website (Details will also be forwarded to OHS magazine editor)	April 2010

# Health and Safety Performance Improvement 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 describe your organization’s health and safety performance improvement by answering the following questions:**

1. Describe your company before its health and safety performance improved.
2. What was your motivation to improve?
3. What improvements were made?
4. How do you measure the results – how do you know you succeeded?
5. How do you ensure the improvements are maintained, or even enhanced?
6. What is your health and safety accountability structure for everyone in the organization?
7. Describe your health and safety management system\*\* by completing the following table:

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

\*\* For example, you may 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

## Contact:

For further information, or to send in supporting materials, contact  
Rose Ann McGinty, Effective Practices Specialist  
Alberta Employment and Immigration  
9<sup>th</sup> floor, Labour Building  
10808 – 99<sup>th</sup> Avenue  
Edmonton, AB T5K 0G5  
780-644-1500  
E-mail: [roseann.mcginty@gov.ab.ca](mailto: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 any category, if none of the applications meet the criteria. Only organizations demonstrating significant improvement in health and safety will be considered.
- 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 is 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	
	If multiple WCB industries or accounts, all of them must meet the criteria			
	The employer is in good standing with Occupational Health and Safety			<b>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.</b>
	The employer has not had a workplace or work-related motor vehicle fatality in the past two years			
	There are no current charges against the employer under the Alberta <i>OHS Act</i> , Regulation or Code			
	Disabling Injuries: < 40 person years: number of disabling injuries improved between 2006 and 2008 OR ≥ 40 or more person years: disabling injury rate improved between 2006 and 2008			Bonus points for degree of improvement
Questions 1, 2, 3	The employer has described the specific actions taken to improve its health and safety management			/30
Question 7	The employer has demonstrated that a comprehensive health and safety program is in place at their worksite.			/30
Questions 4, 5	The employer has described measures to maintain the performance improvement			/30
Question 6	The employer has an accountability structure in place to ensure the effectiveness of their health and safety system			/10
Total Score:				/100
Comments:				