



Section 2. The Key Performance Questions: (note 2)

The following Key Performance Questions (KPQs) are designed to test your organisation's overall approach to managing occupational health and safety in the context of advice given in HSE's guidance 'Successful Health and Safety Management' (HSG65) and BSI's 'Occupational Health and Safety Management Systems' (OHSAS18001).

As guidance, some examples of suitable supporting evidence are given after each question, but these are suggestions only and this is NOT a complete list.

Applicants must provide concise answers on **no more than five sides of A4** (minimum point size 10) and support these answers with relevant extracts from key documents, **submitted in a single binder**. To assist the judges, the questions should be answered in the same order as shown below and each section of the supporting evidence should be **clearly cross-referenced** to the KPQ to which it relates. Evidence to support the KPQ answers may be best demonstrated by independent information, such as the Corporate Performance Indicators listed at the end of this section. Please include copies of relevant excerpts from audits, qualifications and accreditation certificates declared in the submission.

Maximum size for entries:

Achievement Award – **one**, 4cm A4 ring binder.

Sector/Specialist Awards – **one**, 8cm A4 ring binder.

Entries larger than the permitted maximum size are likely to be disqualified.

If any information on your occupational health and safety performance is available on your website, you can supply the links for these pages, rather than sending a hard copy of the information.

Key Performance Questions

- 1. How do your directors and senior managers demonstrate their commitment to leading occupational health and safety management throughout your organisation?**
e.g. Policy statement and current action programme, signed and dated by CEO, board level health and safety 'champion', roles and responsibilities, visible personal leadership and involvement in safety committees, health and safety tours of workplace and accident investigation, policy review and development.
- 2. How does your organisation ensure that it has access to competent advice and services, including in relation to occupational health?**
e.g. Source of competent advice in relation to occupational health and safety, role, evidence of qualifications, use of specialist services.
- 3. How does your organisation involve the workforce and their representatives in the management of occupational health and safety?**
e.g. Appointment of safety representatives and committees, consultation over policy, involvement in: tool box talks, near-miss reporting, team-based risk assessment, investigation, monitoring, review and audit, dates of safety committee meetings in last 12 months and a sample set of minutes showing actions cleared and outstanding.
- 4. How does your organisation ensure that all its employees and contractors are competent to fulfil their roles in the management of occupational health and safety?**
e.g. Training needs analysis, training standards and targets, pre-training briefings and post-training debriefings, competence assessment linked to roles, responsibilities and risk assessment. Training programme with topics covered and numbers attending against numbers required. Method of contractor selection, control and evaluation, criteria used etc.



Entry Form

Key Performance Questions (continued)

- 5. How does your organisation ensure that planning for occupational health and safety is integrated effectively into business planning processes, using risk assessment to identify appropriate control measures for principal risks, set key performance indicators and targets?**
e.g. Risk assessment procedures, evidence based occupational health and safety priorities/targets based on key risks in the organisation, identification of KPIs for health as well as safety. Evidence of compliance with the control measures identified.
- 6. How does your organisation ensure that occupational health and safety information is communicated effectively within and beyond the organisation?**
e.g. Communication within and between departments/teams, general awareness raising, communication with external business partners and intermediaries, information to employees and contractors about hazards, risks and preventative measures.
- 7. What are your organisation's arrangements for active monitoring of occupational health and safety performance?**
e.g. Active monitoring for compliance with health as well as safety requirements. Evidence of feedback, i.e. confirming implementation of control measures identified in risk assessments.
- 8. How does your organisation ensure that it investigates occupational health and safety problems and implements lessons learned? How is sickness absence managed?**
e.g. Capacity for learning from unplanned events, work related ill-health cases etc. evidence of feedback and remediation; reports signed off by senior manager; policies for sickness absence and rehabilitation.
- 9. How does your organisation review its occupational health and safety performance periodically to assess progress against targets, set new priorities and report to internal and external stakeholders?**
e.g. Periodic performance review, audit results, new priorities, external/internal sectional/corporate performance reporting.
- 10. Which of your organisations RECENT occupational health and safety achievements are you most proud of and why?**
e.g. Evidence of innovation, hallmarks of excellence, occupational health initiatives; 'good neighbouring' in the community; contractual relations etc.

Corporate Performance Indicators

Please state if you have used any key occupational health and safety performance assessment tools and schemes (*continue in a separate note if necessary*).

The following are examples of such indicators, but none of these are compulsory

- Results from proprietary external audit schemes (*specify the scheme used and the level or award achieved*)
- Certification to OHSAS 18001
- Inclusion in clients' preferred contractor lists (*name scheme*)
- Occupational health and safety approval by LSC funded training providers
- Occupational health and safety climate survey scores (*state the scheme*)
- Targets for total sickness and absence management and achievements
- HSE's Small Firms H&S Index or RoSPA HSR
- Healthy Working Lives Awards
- CBI Contour
- Other, please specify (*e.g. completion of CHASPI, with scores achieved*).



Entry Form

Section 3. Your accident/incident, ill health and enforcement history

3.1 Injuries/Incidents/Diseases History *(note 3.1)*

For your organisation give the number of each of the following. **If not applicable write NIL – DO NOT LEAVE BLANK.**

A brief report (summarising underlying causes and including any procedural changes made following investigation) must be included for all fatal and major injuries.

	2005	2006	2007	2008	2009
Reportable fatalities					
Reportable major injuries					
Reportable over 3 day injuries					
Reportable diseases					
Reportable dangerous occurrences					
Work related road injuries and fatalities					

3.2 Reportable Accident Incidence Rate *(note 3.2)*

	2005	2006	2007	2008	2009
RIDDOR reportable injuries					
divided by					
Number of employees					
x 100,000					
= Accident Incidence Rate					

If you are unable to provide data for all years, please state why:

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3.3 Health and Safety Enforcement Experience *(note 3.3)*

	2005	2006	2007	2008	2009
Prosecutions under relevant statutes leading to conviction*					
Prohibition notices					
Improvement notices					
Other notices					

This information will be checked. (See 'Sample Checking' section in Guidance Notes).

**Please include details separately of any 'informations laid' or prosecutions pending.*



Entry Form

Sections
3+4

3.4 Contractors/Sub-contractors (note 3.4)

As far as possible, a summary of all the above information should be supplied on separate cross-referenced sheet(s) for all contractors/sub-contractors on site or controlled during the entry period.

3.5 Vehicle Crash History – Compulsory for MORR™ Award entries (note 3.5)

MORR™ Award entrants **MUST** provide vehicle crash data to be considered for this award. Other award entrants can also supply this information as further evidence for their submission.

Crash: An event which has led to injury to person(s), damage to vehicle(s), machinery or the environment, or some other loss.

2005 2006 2007 2008 2009

Crashes

Other performance indicators*

* Performance indicators (e.g. accident frequency, crash ratios etc). When using other performance indicators to support the entry please define them and describe how they work in on a clearly marked additional sheet.

Section 4. Declaration – Countersignatures (note 4)

The following signatures attest to the completeness and accuracy of this entry, which is submitted to the RoSPA Awards scheme in good faith.

Entry submitted by: (Name in BLOCK CAPITALS)

Name	Position
Signature	Date

Senior Trades Union or employee representative: (Name in BLOCK CAPITALS)

Name	Position
Countersignature	Date

Managing Director or equivalent: (Name in BLOCK CAPITALS)

Name	Position
Countersignature	Date

**Submit entry folder(s) after 1 January 2010
CLOSING DATE: 12 February 2010**

		<p>CPD Points – You may like to consider recording the development you obtained in preparing the RoSPA award submission towards your Continuing Professional Development as required by IOSH. A rough benchmark would be 2 Credits per day's activity. For more information on IOSH/CPD visit: www.iosh.co.uk/files/professional/CPDWhatsitallabout.pdf</p>
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RoSPA Occupational Health and Safety Awards 2010 2010 Safety & Health Expo Registration

Section
5



To pre-register for the 2010 Safety & Health EXPO at the NEC Birmingham, which will be taking place alongside the annual RoSPA Occupational Health and Safety Awards, please complete the form below.

Delegate badge details (PLEASE PRINT IN BLOCK CAPITALS)

Visitor 1

Title Initials Town

Surname County/Country

Job Title..... Postcode

Company Name Telephone Fax

Company Address Mobile

..... Email*

..... Wheelchair access required? Y/N

From time to time RoSPA may write to you or permit other organisations registered under the Data Protection Act 1998 to write to you about our/their products and services. If you would prefer not to hear from such organisations please tick this box

Visitor 2

Title Initials Town

Surname County/Country

Job Title..... Postcode

Company Name Telephone Fax

Company Address Mobile

..... Email*

..... Wheelchair access required? Y/N

*From time to time RoSPA may write to you or permit other organisations registered under the Data Protection Act 1998 to write to you about our/their products and services. If you would prefer not to hear from such organisations please tick this box



Checklist

Avoiding common faults

Entrants should be aware that the following may affect the level of award made or lead to an award being refused:

Failure to follow the entry format:

- Not addressing the ten Key Performance Questions (KPQs)
- Not supporting the answers to the KPQs with adequate information
- Excessive and/or poorly cross-referenced supporting documentation.

Lack of/inadequate information on:

- Management of contractors
- Contractors' RIDDOR data
- Health/wellbeing
- Injuries to visitors and/or members of the public
- Work related road accident injuries.

Failure to supply background information on:

- Fatal injuries
- Major injuries
- Dangerous occurrences
- Notifiable diseases
- Enforcement action.

Failure to obtain countersignature(s)

Exceeding the maximum size of entry:

RoSPA reserves the right to disqualify entries larger than these permitted maximum sizes:

Achievement Awards

|-----| 4cm max.

Sector/Specialist Awards

|-----| 8cm max.

Before you send your entry

Have you:

- completed **all** required entry form sections even if the information is repeated elsewhere?
- obtained the required countersignatures of senior management and workforce representatives?
- completed the pre-registration form to attend Safety & Health Expo 2010 (if required)?
- answered the 'Key Performance Questions' (KPQs) in a five page summary?
- provided a binder of supporting evidence, with the contents clearly cross-referenced to the related KPQ and any extra sheets numbered and marked with your organisation's name?
- photocopied and retained a copy of your entry? Do NOT send the only copy of any document
- enclosed the appropriate entry fee or indicated your chosen method of payment if your entry has not been pre-registered?
- secured your completed entry form, KPQ answers and supporting documents into ONE rigid binder?

Please do not send your entry folder(s) before 1 January 2010.

Send your entry to: The Awards Manager

The Royal Society for the Prevention of Accidents, RoSPA House, Edgbaston Park, 353 Bristol Road, Birmingham B5 7ST

Telephone: +44 (0)121 248 2090

Fax: +44 (0)121 248 2094

Visit: www.rosipa.com/awards

Closing date: 12 February 2010