



31st Annual Occupational Safety Awards Entry Form 2022

While some marks are allocated to the contents of the entry form and statistics section, it is the content of the overall submission that is important. Your submission should follow the structure of heading numbers 1 - 12 as indicated on the website SafetyAwards.ie
Your organisation must be a paid-up member of NISO or NISG (as appropriate) to enter.

**PLEASE SEPARATE ENTRY FORM AND PAYMENT FROM SUBMISSION.
FILL IN DETAILS ONLINE AND PRINT OUT FOR SIGNATURES.**

Name of Organisation: _____

Address (HQ): _____

Address (relevant to Entry): _____

Is the applicant part of a larger organisation? _____

If yes, please supply the name of the parent group: _____

State whether the whole organisation/division/single site, etc. is to be considered in this application: _____

Name of Organisation for Award Purposes: _____

N.B. Please print the name of your organisation as it should appear on your award should your entry be successful. The name must reflect your entry, e.g. if your entry is site specific, this **MUST** be reflected in the name above. (The name should include Ltd., DAC, Ireland, GmbH, plc, etc. if relevant). Note that changes may not be possible at a later date.

Jurisdiction / Region¹ to which your entry refers to *Please tick one only:*

<input type="checkbox"/> East	<input type="checkbox"/> Midlands	<input type="checkbox"/> Mid West	<input type="checkbox"/> Northern Ireland
<input type="checkbox"/> North West	<input type="checkbox"/> South	<input type="checkbox"/> South East	<input type="checkbox"/> North East
			<input type="checkbox"/> West

Product / Service Provided: _____

Main Business Category² [please select relevant category from list at bottom of page]: _____

If your entry is **construction related**, which forms the main part of your business? *Please tick one only:*

- | | | |
|---|---|--|
| <input type="checkbox"/> Building Services (Mechanical / Electrical) | <input type="checkbox"/> Civil Engineering | <input type="checkbox"/> Road Finishing Contractors |
| <input type="checkbox"/> Construction (Industrial / Commercial) | <input type="checkbox"/> House Building | <input type="checkbox"/> Specialist Contractors (e.g. painting, roofing, building maintenance) |
| <input type="checkbox"/> Consulting Engineers (comprising Project Management / Supervisors, Architects) | <input type="checkbox"/> Insulation & Energy Conservation
Mineral Extraction / Quarrying /
Concrete Product Manufacturing | <input type="checkbox"/> Utility Services - Installation / Maintenance |

If your entry is **Chemical / Pharmaceutical related**, which forms the main part of your business? *Please tick one only:*

- Speciality Chemical Pharmaceutical (Fill Finish) Pharmaceutical (API) Consumer Product Biopharma Other
(please state)

¹ If you conduct work nationally or in a number of regions/areas, insert the region/area of the organisation's HQ address as listed below. Northern Ireland (Antrim, Armagh, Derry, Down, Fermanagh, Tyrone); East (Dublin, Kildare, Wicklow); Midlands (Offaly, Laois, Longford, Westmeath); Mid West (Clare, Limerick, Tipperary North); North East (Cavan, Louth, Meath, Monaghan); North West (Donegal, Leitrim, Sligo); South (Cork, Kerry); South East (Carlow, Kilkenny, Tipperary South, Waterford, Wexford); West (Galway, Mayo, Roscommon)

² Agricultural Produce • Chemical / Pharmaceutical • Construction • Consultants (Safety, Management, etc.) • Education and Training • Electronic / Electrical Manufacturing / Assembly • Facilities Management and Service • Financial / Insurance • Food/Drink • Information Technology and Computer Services • Healthcare Provider • Local Authorities/Councils • Mechanical Engineering / Manufacturing / Assembly • Medical Devices • Public Service (Government Services, Public Bodies, Semi-State, Emergency Services, Prisons, etc.) • Retailing/Wholesaling • Sport / Leisure • Transport / Distribution/Storage • Transport and Vehicle Maintenance • Utilities / Telecoms Providers (Power Generation / Distribution, Telecoms, Water, Gas, etc.) • Voluntary, Social and Community • Waste Management • Other Manufacturing • Other Services



Section 1 - Statistics and Accident History

Employees Contractors

Employee / Contractor Nos.	2021	2020	2019	2018	2017
Employees / Contractors Total ¹	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>
Employees / Contractors Non Manual ²	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>
Employees / Contractors Manual / Process ³	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>
Accident History	2021	2020	2019	2018	2017
Fatal Accidents	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>
Reportable Accidents ⁴	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>
Incident Rate ⁵	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>
Reportable Dangerous Occurrences	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>
Improvement Notices served by any enforcing authority ⁶	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>
Prohibition Notices served by any enforcing authority ⁶	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>
Prosecutions served by any enforcing authority ⁶	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>
Inappropriate Behaviour Complaints received ⁷	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/>
Accidents and Fatalities from 1 January to 31 March 2022 (or date of submission if earlier)					
Reportable Accidents from 1 January to 31 March 2022 or date of submission if earlier	<input type="text"/> <input type="text"/>		Reportable Fatalities from 1 January to 31 March 2022 or date of submission if earlier	<input type="text"/> <input type="text"/>	

Any additional information to support your application including clarification notes relating to the above points
[use an additional sheet if necessary and attach to this entry form]

It is useful to the adjudicators if you insert a paragraph at the start of your submission to explain what your organisation does.

**Complete all sections and supply all relevant details. Failure to do so will affect marks allocated.
Do not leave blanks; if figures are not available, indicate so.**

Notes

- 1 Average of total employees and contractors from 1 January to 31 December. Contractors include all non direct employees
- 2 Refers to managerial / office based employees / contractors
- 3 Refers to all other employees not covered by employees / contractors, non manual (see note 2).
- 4 To include fatal accidents, major accidents and accidents causing an absence from work of more than three consecutive days (excluding the day of the accident but including days which would not have been working days).
- 5 Number of fatalities and reportable accidents divided by the number of employees / contractors and multiplied by 1,000.
- 6 Enforcing authorities include HSA, HSENI, Local Authorities (NI), EPA (ROI) and relevant Food Safety Authorities. Please qualify your answer. Please state the enforcing authority.
- 7 Internal reported complaints of inappropriate behaviour should include: bullying, violence, aggression, abuse, etc. [substantiated or unsubstantiated].



Entries (incomplete without signatures)

SUBMISSIONS WILL BE INCOMPLETE WITHOUT SIGNATURES

Marks will be deducted from entries not fully complying with the provision of signatures.

Entry Submitted by (BLOCK CAPITALS)

This will be the main contact for the award and the person we will correspond with in relation to your entry.

Name: _____ Job Title: _____

Signature: _____ Date: _____

Telephone [Main line]: _____ Telephone [Direct Line]: _____

Mobile: _____ Fax: _____

Email: _____

Counter Signature: Safety Representative (Trade Union / Employee Elected Representative (BLOCK CAPITALS)

Name: _____ Job Title: _____

Signature: _____ Date: _____

Counter Signature: Managing Director or equivalent (BLOCK CAPITALS)

Name: _____ Job Title: _____

Signature: _____ Date: _____

NISO/NISG may use the details provided to correspond with your organisation regarding the Safety Awards.

Checklist

- Entry form fully completed and signed
- Payment enclosed, advised or PO No. supplied
- Submission with documentary evidence enclosed
- Is your membership of NISO or NISG up to date?

Please ensure that all the following criteria are adhered to in your submission.

Your submission should be prepared and presented as per the heading numbers 1 - 12 below. All statements or performance claims will only be accepted if backed by documentary evidence included in the submission.

- 1. Statistics and Accident History [see page 2]
- 2. Health and Safety Management
- 3. Hazard Identification and Risk Management
- 4. Implementation and Operation of Health and Safety Policies and Procedures
- 5. Health and Safety Communication and Consultation
- 6. Proactive Health and Safety Management
- 7. Occupational Health and Occupational Hygiene
- 8. Workplace Health and Wellbeing
- 9. Health & Safety Training
- 10. Reactive Health and Safety Management
- 11. Emergency Preparedness and Response
- 12. Work Related Vehicle Safety (including Driving for Work)

Closing Dates: 16 June 2022 (12 May 2022 for early bird entries and 7 July 2022 for late entries - prior notice required)



Fees and Dates

Awards are open to fully paid members of NISO or NISG only.

Entry Fee (Early Bird): €390* [ROI]; £310 + VAT@20% [NI]

For submissions AND payments received by NISO/NISG by **12 May 2022** at 17.00hrs.

Entry Fee (Standard): €650* [ROI]; £510 + VAT@20% [NI]

For submissions AND payments received by NISO/NISG by **16 June 2022** at 17.00hrs.

Entries after the closing date **may** be accepted **subject to prior approval before the standard closing date** and will be subject to a late entry fee of an additional €160*/£135 + VAT@20%. **The date must be agreed with the organisers** prior to the standard closing date but no entries will be accepted after Thursday, **7 July 2022**.

Please note that the Euro fee (no VAT) is submitted to NISO from organisations based in the Republic of Ireland and the Sterling fee (+ VAT@20%) is submitted to NISG from organisations based in Northern Ireland.

You must be a fully paid up member of NISO or NISG to enter for the Occupational Safety Awards.

* No VAT is charged on ROI entries.

Fees payable to NISO include the return of submissions by courier / recorded delivery in late November 2022 [applies to ROI entries only].

I wish to pay by credit / debit card

We will contact you for payment on receipt of application form

€ / £ _____

I have paid online using PayPal or credit / debit card

Accessed on NISO website: niso.ie/shop

€ / £ _____

Quote Order # _____

Cheque Enclosed

Please make cheques payable to National Irish Safety Organisation or Northern Ireland Safety Group (as appropriate)

€ / £ _____

Purchase Order Number:

€ / £ _____

PO: _____

Online Banking - ROI entries

Payment can be made through your bank's online payment option.

National Irish Safety Organisation's Bank account details: IBAN: IE65AIBK93101251712083 ; BIC: AIBKIE2D

Northern Ireland Safety Group's bank account details: IBAN: GB46ULSB98016017022038 ; BIC (Swift): ULSBGB2B

Please include your NISO / NISG membership number as a reference with the payment.

€ / £ _____

Awards are open to fully paid members of NISO or NISG only.

Return Addresses

National Irish Safety Organisation, A11 Calmount Park, Ballymount, Dublin 12, D12 EH21.

Tel: +353 1 465 9760 Fax: +353 1 465 9765 Email: awards@niso.ie Web: www.niso.ie

OR

Northern Ireland Safety Group, 13 De Courcy Avenue, Carrickfergus, BT38 7LJ.

Tel: (028) 9336 8928 Fax: (028) 9336 8928 E Mail: info@nisg.org.uk Web: www.nisg.org.uk

Data Protection Statement

The National Irish Safety Organisation and the Northern Ireland Safety Group, as data controllers, will store the information you provide on its database and fully respect the confidentiality of any personal data provided.

We will process any personal data you provide to us for the following purposes:

- a) to provide you with the services you have ordered or requested;
- b) to contact you if required in connection with your order or to respond to any communications you might send to us;
- c) to send you information relating the service you have ordered.

We will not disclose your personal data to third parties unless you have consented to this disclosure or unless the third party is required to fulfil your order / provide the service requested (in such circumstances, the third party is bound by similar data protection requirements). We will disclose your personal data if we believe in good faith that we are required to disclose it in order to comply with any applicable law, a summons, a search warrant, a court or regulatory order, or other statutory requirement.