

2010 IFAP/CGU Safe Way Awards



Entries close Friday 19 February, 2010



Recognise Your Safety Achievements

We invite you to meet the challenge

IFAP and CGU invite all WA organisations and work groups to participate in the 2010 IFAP/CGU Safe Way Awards. These awards motivate people in the workplace to maintain safe work practices and recognise the implementation and continuous improvement of safety management systems within an organisation.

A word from our Sponsor

CGU is pleased to continue sponsorship of the IFAP/CGU Safe Way Awards which recognise best practice in workplace safety by employers in Western Australia.

As Australia's leading Workers Compensation provider we encourage employers to maintain a strong emphasis on occupational health and safety in order to reduce the number of workplace accidents in Western Australia.

The slowdown in the economy over the last 12 months has impacted both claim numbers and costs in the workers compensation scheme in Western Australia.

The fall in the number of jobs in the economy has reduced return to work opportunities for workers following a workplace accident and has led to an increase in time lost following injury. This is in stark contrast to recent years where the strong employment market provided more opportunities for workers to return to work in either alternative or their pre accident duties.

With this in mind it is imperative that employers maintain a strong emphasis on workplace safety and injury management to minimise the impact on their workplace.

We encourage and look forward to receiving your nomination for a Safe Way Award in 2010.

Garry Moore

National Manager
CGU Workers Compensation
(Risk States)



IMPORTANT DATES:

Entries close:

Friday 19 February, 2010

Qualifying period ends:

Wednesday 30 June, 2010

Safe Way Achiever paperwork due:

Friday 30 July 2010

Official Awards presentations:

SKILLED Gala Dinner

Thursday 7th October, 2010

PURPOSE OF THE AWARDS

- To encourage organisations to set goals to improve occupational safety and health in the workplace.
- To encourage participation and a greater awareness of safety at all levels of an organisation.

WHAT IS THE SAFE WAY AWARDS SCHEME?

The IFAP/CGU Safe Way Awards give organisations and work groups the opportunity to:

- set their own targets for safety improvements which they plan to achieve over a six month qualifying period; and
- demonstrate a commitment to safety through implemented programs.

Meeting the targets and objectives set is rewarded by presentation of certificates at high-profile presentation functions.

THE AWARD CATEGORIES

Participants in the 2010 IFAP/CGU Safe Way Awards can choose to enter **ONE OR BOTH** of the following Award categories:

1. Lost Time Injury Performance Category

NOTE: This Category is available to both organisations and individual work groups.

The organisation or work group must:

- a) Achieve six successive calendar months without an employee being away from work for one full day, work shift or longer due to a work-related injury.

OR

- b) Nominate and then achieve a percentage reduction in the recorded **LOST TIME INJURY FREQUENCY RATE** over the **SIX** month qualifying period.

Initiative Requirement

Organisations/work units entering this Award category must also submit a list of 3 initiatives to be put into place during the 6 month qualifying period. These initiatives should be designed to assist in the achievement of the target set in this Award category. They should be set out clearly and communicated to all employees within the organisation/work unit.

The aim of this requirement is to demonstrate that **ACTION** is being undertaken to achieve the target set.

Examples of initiatives are as follows:

1. All members of OSH Committee attend a suitable training course.
2. Conduct regular frequent inspections of the workplace.
3. Compile Safe Work Procedures for specified high risk tasks.
4. Introduce shift change safety meetings.

Whilst these examples can be used to assist in the formulation of your own initiatives, IFAP recommends you consider your initiatives carefully so they are applicable to your own workplace and safety culture.

NOTE: You will be asked to verify that your 3 nominated initiatives have been implemented before an award is issued.

2. Safe Way Achiever Category

NOTE: This Category is available to organisations only.

Organisations entering this category will be sent an audit form to complete and return to IFAP for assessment. IFAP will review each entry individually and will determine which Award level they qualify for – Platinum, Gold, Silver or Bronze.

Note: Platinum level is awarded to those companies that have achieved the Gold award level for 5 consecutive years.

The audit form and required documentation must be forwarded to IFAP by 30 July, 2010 for assessment of this award category to be conducted. Paperwork received after 30 July WILL NOT be accepted.

The assessment will involve a review of established observable systems, procedures and training in the workplace. Continuous improvement and evaluation of safety management systems is essential for qualification in this award category.

Criteria on which assessment will be based may include:

- Frequency and effectiveness of safety meetings.
- Frequency of inspections and audits.
- Implementation of action plans.
- Use of safe work procedures and Job Safety Analysis.
- Recording and reporting of incidents.

NOTE: Organisations entering this category will be randomly audited based on defined performance indicators. All organisations achieving the Gold award level will be audited.

THE RULES OF THE AWARD

1. All organisations/work groups wishing to participate in the 2010 IFAP/CGU Safe Way Awards must register their entry on the attached form with IFAP.
2. (a) The organisation as a whole may enter one or both categories of the Award.
(b) An organisation may also nominate individual work groups of employees from within the organisation to enter as separate "Units" in the LTI Performance Category of the Award.

3. **Lost Time Injury Frequency Rate** is calculated as follows:

$$\frac{\text{Number of LTI's in the period}}{\text{Number of hours worked in the period}} \times 1,000,000$$

with the **period** being 1 January 2010 to 30 June 2010. To calculate a reduction, this period must be compared with the period 1 July 2009 to 31 December 2010.

4. "**Lost Time Injuries**" are as defined in Australian Standard 1885.1 – 1990 relating to the recording of work injuries. Also the determination as to whether or not an enterprise achieved its stated injury-free target(s) will be judged in accordance with this code. (See definition below).

Lost Time Injuries/Diseases are defined as those occurrences that result in a fatality, permanent disability or time lost from work of one day (shift) or more.

5. Entry is open to all organisations and work groups and is free to organisations who are members of IFAP (as at 19th February 2010).

A fee of \$187 per organisation is required from non-member organisations entering the Awards (includes \$17 GST).

6. The qualifying period for the 2010 IFAP/CGU Safe Way Awards is 1 January 2010 to 30 June 2010. The total qualifying period is six months.
7. **Should any organisation or one of their contractors record a fatality during the qualifying period, they will be ineligible for an award.**
8. It is the responsibility of the participating organisations to forward all completed paperwork and required documentation to IFAP by the due dates in order to be eligible for an award. Paperwork received after the due date will not be accepted.
9. **IFAP's Managing Director's decision on any matter relating to the Awards will be final.**

THE AWARDS

1. Organisations will receive one framed certificate for each Award category achieved.
2. Work units will receive a certificate for each Award category achieved.

Framed certificates will be presented to each organisation at official awards presentations.

HOW TO ENTER

1. Fill in all relevant details on the enclosed Safe Way Award Application Form (please ensure that you indicate the category/ies you wish to enter and nominate specific targets).
2. On a separate piece of paper, if required, indicate clearly each unit participating in the Award and the targets applicable to each.
3. List your 3 initiatives on the entry form or on a separate piece of paper.
4. Post or fax completed form and relevant attachments to:

Arianne George
Manager - Corporate Communications, IFAP
PO Box 339 Willetton Western Australia 6955
Ph: (08) 9433 4322 Fax: (08) 9335 3119
Em: ageorge@ifap.asn.au

5. If you are not a member of IFAP, please complete the payment details on the entry form.

Application forms must be received by IFAP no later than Friday 19th February, 2010 if an organisation/unit is to be registered for the Awards.



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THE SAFE WAY AWARDS SCHEME



Now in their 31st year, the Safe Way Awards commenced in 1979 as IFAP's contribution to Western Australia's sesquicentennial celebrations.

The objective of this initial award (called "Safe Way '79") was to reduce work-related injuries within industry. Organisations were requested to either achieve 150 days free of lost time work injury or nominate and achieve a percentage reduction in work injury rates. 528 organisations and units participated in "Safe Way '79", 71% achieved their selected target.

Due to the success of this initial project "Safe Way" has become an annual event. Compared to similar projects, the "Safe Way" concept is unique in that all participants have the freedom to set their own goals or targets. Small units or organisations do not have to compete against the larger or multi-national companies. The resources to promote occupational safety and health in larger organisations generally gives them an advantage over the smaller organisations.

This inequality has been a major weakness in traditional occupational safety award projects.

The "Safe Way" approach appears to have overcome this weakness.

Private enterprises and government departments throughout Western Australia see the concept as an effective and efficient way to increase safety and health performance at all levels. The history of "Safe Way" is one of continued success for both employers and employees.

The Safe Way Achiever Category acknowledges the level of commitment of units and organisations towards preventing accidents and promoting safety in the workplace.

You are invited to participate in the 2010 IFAP/CGU Safe Way Awards which will commence on 1 January 2010.

For further information on the 2010 IFAP/CGU Safe Way Awards, please contact IFAP on (08) 9433 4322.



www.ifap.asn.au



www.cgu.com.au

2010 IFAP/CGU Safe Way Awards

2010 IFAP/CGU Safe Way Awards

1st January - 30th June, 2010

OFFICIAL ENTRY FORM

Please register the following organisation/work units as an entrant in the 2010 IFAP/CGU Safe Way Awards.

NOTE: All details must be completed on this form for an entry to be valid.

Name of Organisation/Unit: _____

(Please list individual units/work groups entering the LTI Performance Category on a separate sheet of paper)

ABN: _____

Contact Person: _____

Position: _____

Postal Address: _____

Phone: _____ Fax: _____ Email: _____

Name of Chief Executive/State Manager: _____

Title: _____

Signature of Chief Executive/State Manager: _____

We undertake to abide by the rules of this Award as set out in the 2010 IFAP/CGU Safe Way Awards brochure and we understand that the IFAP Managing Director's decision on any matter relating to these Awards will be final. We also undertake to apply to IFAP for the appropriate Award(s) when our safety targets are achieved.

Signature of person making entry: _____ Date: _____

LOST TIME INJURY PERFORMANCE CATEGORY

Our work-injury free target will be to achieve: (please tick one box only)

Six successive calendar months without any employee being away from work for a full day, shift or longer due to a work-related injury

OR

A _____ percent (fill in target figure) reduction of our Lost Time Injury Frequency Rate over the six nominated calendar months.

NOTE: Targets for individual work units are to be attached on a separate sheet of paper.

Our three initiatives to be implemented during the qualifying period to help us meet our targets are:

1: _____

2: _____

3: _____

NOTE: You will be asked to verify that your 3 nominated initiatives have been implemented before an award is issued.

SAFE WAY ACHIEVER CATEGORY (Available to organisations with individual ABN's only)

We also wish to apply for the Safe Way Achiever Award and will complete the audit forms to be sent out by IFAP in May.

NOTE: Random audits will be conducted on organisations entering this Award category to confirm Award Status. All organisations meeting the Gold Safe Way Achiever Award level will be audited.

PAYMENT DETAILS

We are a Member of IFAP, therefore entry is free.

We are not a member of IFAP and would like to pay the \$187 (incl. GST) entry fee as follows:

Cheque to follow Cheque attached Please invoice – PO No. _____

Credit Card Name: _____

Card No: _____ Card Type: _____ Expiry Date: _____

Signature: _____

Please forward your completed form to: Arianne George - Manager, Corporate Communications, IFAP
PO Box 339, Willetton Western Australia 6955 Telephone: (08) 9433 4322 Fax: (08) 9335 3119 Email: ageorge@ifap.asn.au