



2018

# safe way awards

Recognise your  
safety achievements

Entries close Friday 10 August 2018



**IFAP**

Safer Healthier Workplaces



**CGU SEE IT THROUGH.**

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**IFAP**

Safer Healthier Workplaces



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## WE INVITE YOU TO MEET THE CHALLENGE

IFAP and CGU invite all WA organisations and work groups to participate in the 2018 IFAP/CGU Safe Way Awards.

Now in its 39th year, the Safe Way Awards commenced in 1979 as IFAP's contribution to Western Australia's proactive involvement of safety in the workplace. These awards motivate people in the workplace to maintain safe work practices and recognise the implementation and continuous improvement of your organisation's safety management system.

### A WORD FROM OUR SPONSOR

CGU is proud to continue its sponsorship of the IFAP/CGU Safe Way Awards which recognises the commitment by employers in WA to implement and maintain "best practice" workplace safety practices.



The continued focus on occupational safety and health has seen the frequency rate of claims reducing and has resulted in the numbers of claims lodged in the WA scheme drop from around 36,300 in 2011/12 to 26,400 in 2016/17. This focus on safety flows through to employers not only in the reduced cost of Workers' Compensation insurance, but productivity in having an effective and efficient workforce.

CGU is a leading national provider of Workers' Compensation insurance operating in the four underwritten states of WA, ACT, TAS & NT and as a licensed agent in VIC. We actively encourage employers to maintain a strong emphasis on occupational safety and health and provide advice and support through our Safety & Risk consultants. At CGU, we know our employees are our greatest asset and they determine the success of our organisation, so it just makes good sense to do all we can to protect them from hazards and injury when in our workplace. We certainly urge all employers to adopt this way of thinking too and continue to invest in safety.

The 2017 Safe Way awards have once again been a great success and we encourage all existing participants and new participants to nominate for the 2018 IFAP/CGU Safe Way Awards.

We look forward to receiving your Nomination.

Michael Rathjen  
National Manager  
CGU Workers Compensation

### 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.
- To provide recognition to those organisations who subscribe to continuously improving their safety performance improvement programs in order to pursue best practice in safety management.

### 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 the implementation and continuous improvement of their safety management programs.

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

### RULES OF THE AWARDS

- All organisations/work groups wishing to participate in the 2018 IFAP/CGU Safe Way Awards must register their entry with IFAP on the attached form. There must be an ABN for each organisation, not work unit.
- The organisation as a whole may enter one or both awards. Only one submission will be accepted from each company for the Safe Way Achiever award. Organisations may submit multiple Innovation Award applications.
- All entries must be original. The participating organisation must, where applicable, own the intellectual property rights in the development of the chosen initiative.
- IFAP reserves the right to revoke any award made should it come to its attention that required information was not disclosed or information was misrepresented that would have affected the judging panel's decision.
- The grant of an award does not constitute IFAP's endorsement of an organisation, its products/services or its OSH performance.
- Entry is open to all WA organisations and work groups and is free to organisations who are members of IFAP (as at 10 August 2018). A fee is required from non-member organisations entering. The Safeway Achiever Award incurs a fee of \$330 (Inc. GST) per organisation, The IFAP Safety Innovation Award incurs a fee of \$82.50 (inc GST) per organisation. These fees are non-refundable.
- Should any organisation, or one of their contractors, record a permanent disabling injury or a fatality during the period of 1 July 2017 to 30 June 2018 they will be ineligible for the Safe Way Awards in 2018.
- 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. Submissions received after the due date, or submitted electronically, will not be accepted.
- Any disputes regarding the judges' decision will be directed to, and dealt with by IFAP's CEO. Decisions made by IFAP's CEO are final.

### IMPORTANT DATES

Entries close:

Friday 10 August 2018

All documentation due:

Wednesday 31 October 2018

Official Awards presentations:  
Friday 1 May 2019

## THE AWARDS

Participants in the 2018 IFAP/CGU Safe Way Awards can choose to enter ONE or BOTH of the following Awards. Organisations will receive one framed certificate for each level of the Safe Way Achiever Award achieved. The winner of the IFAP Safety Innovation Award will receive a trophy.

### 1. SAFE WAY ACHIEVER AWARD

NOTE: This award is available to organisations with an ABN.

Organisations entering this award 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 is achievable -Platinum, Gold, Silver or Bronze.

NOTE: To attain a Platinum Award, entrants must achieve Gold status for five consecutive years to be eligible for Platinum in their sixth year providing Gold status is maintained. However this does not indicate that Platinum status can be automatically achieved. Organisations will need to demonstrate (with evidence) how they maintain, improve and implement their safety management system leading to best practice. An additional 'entry guidance' document will be provided to entrants that will include additional information on how to address the entry criteria and what is expected of a Platinum, Gold, Silver or Bronze award entrant.

To be eligible, the audit form and required documentation must be forwarded to IFAP by 31 October 2018 for assessment. Paperwork received after 31 October 2018 will not be eligible, and electronic submission WILL NOT be accepted under any circumstance.

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

Criteria on which assessment may be based 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 accidents.

NOTE: All Organisations entering this award will be assessed through in house interview or phone interview, please refer to the entry guidance document for more information.

### HOW TO ENTER

- Fill in all relevant details on the enclosed Safe Way Award Application Form (please ensure that you indicate the award you wish to enter and nominate specific targets).
- Complete audit forms that will be sent out by IFAP after the entry period has closed.

### 2. IFAP SAFETY INNOVATION AWARD

Has your organisation developed and successfully implemented an innovative safety initiative that deserves recognition? The IFAP Safety Innovation Award acknowledges and rewards organisations who demonstrate a strong commitment to safety through the establishment and practice of leading safety solutions within their workplace. The IFAP Safety Innovation Award will be awarded for leading edge safety initiatives undertaken by a company that will be assessed on a qualitative basis by a panel. This award is open to WA organisations across all industry sectors and requires applicants to write a case study detailing their safety innovation.

The case study should include how the innovation has contributed towards minimising the number of safety incidents and/or improving the safety culture within their organisation. The success of the initiative must be able to be assessed.

The 5 page maximum case study should contain text no smaller than 10 point font size, be presented on the company letterhead & consist of:

- No cover page
- Text
- Photos (maximum 4)
- A risk assessment identifying the risk reduction
- \*Optional short film (max three minutes) as supporting evidence

### HOW THE AWARD WILL BE JUDGED

All award submissions will be assessed by a judging panel with a focus on the following criteria:

- Effectiveness - Risk Reduction (maximum of 15 points)
- Innovation (maximum of 15 points)
- Applicability to the rest of the industry (maximum of 5 points)
- Ownership - whether the initiative is owned and implemented by all levels of staff
- Sustainability - whether the initiative can be maintained in the future. It should not be affected by changes to staff and should include mechanisms for feedback and improvement

### HOW TO ENTER

- Fill in all relevant details on the enclosed Safe Way Award Application Form (please ensure that you indicate the award you wish to enter and nominate specific targets).
- Write a case study (no longer than 5 pages in length) which outlines a safety innovation that has been developed or implemented by the organisation during the 2018 calendar year. Details above.



Post completed form & attachments to:  
IFAP Marketing & Events  
PO Box 339 Willetton WA 6955  
P: +61 8 9333 9999 Fax: +61 8 9335 3119  
E: safeway@ifap.asn.au

Or deliver by hand to:  
IFAP  
128 Farrington Road  
North Lake  
Western Australia 6163



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 10 August 2018 if an organisation/unit is to be registered for the Awards.