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AWARDS
All Ireland Occupational
Health and Safety
Increasing Safety Performance

Workshop Presentation
Heather McKinstry
David Cooke



Occupational Health and Safety Awards
Guide 2023

34th Year

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This workshop will cover

- Advice on preparing a submission
- Award submission headings
- Common errors and omissions

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Background to the Health and Safety Awards

- 34th year
- Constantly innovating, changing
- Open to all NISO / NISG Members
- Independent adjudication of entries
- High profile awards ceremony

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Benefits of entering

- Improves focus on health & safety in-house
- Showcases your commitment to Health and Safety
- Positive profile for company
- Excellent internal / external audit of your health & safety systems
- Prestigious award to win and acknowledges your efforts

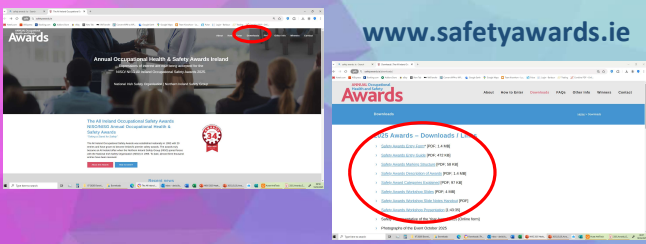
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Preparing your submission

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Read the guidance and sections carefully

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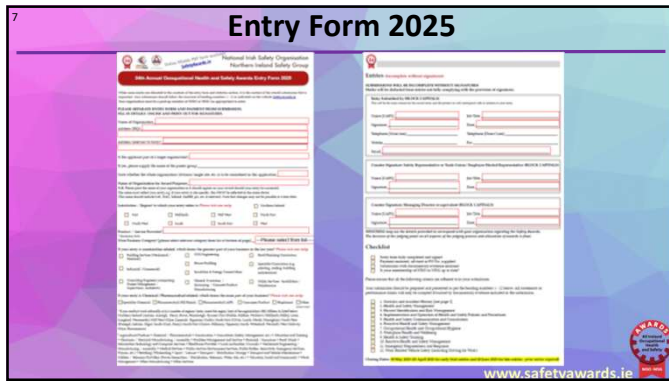
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Preparing your submission

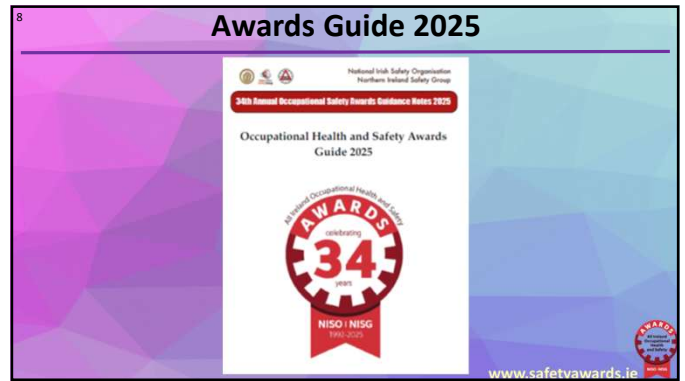
- FOLLOW Awards Submission Guide
- Cover the “**Key areas**” in each of the 12 sections
- Answer the points being looked for in EACH section
- **Give a reason** if something is **not applicable**
- Limit evidence to ONE A4 folder of approx. 7.5 cm
- **NO PLASTIC SLEEVES OR STAPLED DOCUMENT**
- Marks awarded for **quality** information not **quantity**

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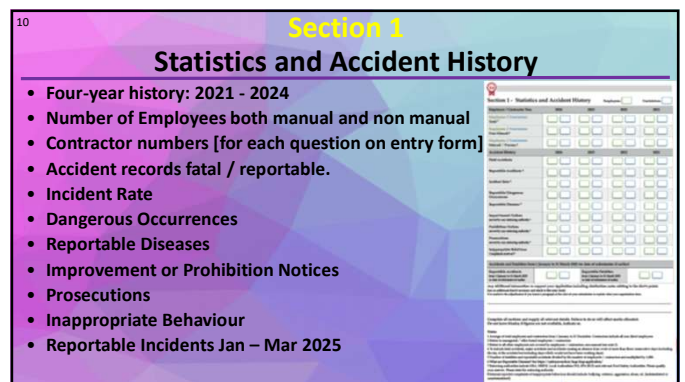
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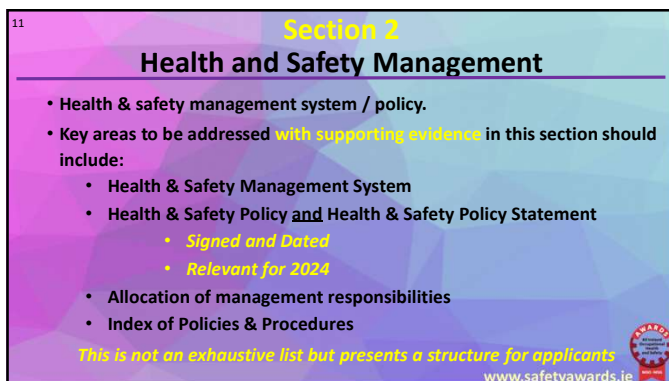
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Section 3

Hazard Identification and Risk Management

- Key areas to be addressed **with supporting evidence** in this section include:
- Hazard identification and register / list
- Risk assessment (**examples, original, reviewed**)
- Prevention and control measures
- **Control of Hazardous Substances and Materials**
- Legal & regulatory requirements
- Analysis of routine and non-routine activities

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Section 3 (Continued)

Hazard Identification and Risk Management

- **Evidence** that Policy and Procedures are related to your work activities.
- **Evidence** that Risk Assessments and Controls are implemented and reviewed
- **Evidence** of communication and consultation
- **Evidence** of main hazards

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Section 4

Implementation and Operation of Health and Safety Policies / Procedures

Key areas to be addressed **with supporting evidence** in this section include:

- Safe systems of work,
- Permit to work systems
- Effective H&S Supply chain management
- Selection and Management of Contractors
- Asbestos Management (**own premises and external locations**)
- Good Housekeeping
- PPE Policy (identification of PPE requirement in risk assessments, suitability/compatibility, purchase, storage, issue, training)

This is not an exhaustive list but presents a structure for applicants

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Section 4 (Continued)

Implementation and Operation of Health and Safety Policies / Procedures

- **Evidence:**
- Copies of the relevant policies and procedures
- Examples of completed permits issued during reference year
- Asbestos Management Plan (**own premises**)
- Supply chain selection and management
- Selection and management of contractors
- PPE purchase, storage, issue, training

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Section 5

Health and Safety Communication and Consultation

- Key areas to be addressed in this section **with supporting evidence** include:
- Health and safety communication at all levels (**contractors, visitors, interested parties, etc**)
- Consultation with employee representatives, safety committees
- Advice, support and assistance to other organisations
- Address barriers to effective communication (**literacy, language, disabilities, etc**)
- Participation in organised health and/or safety campaigns
- Evidence that the organisation has participated in any external award scheme(s)
- Advice on personal health and safety outside normal work

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Section 5 (Continued)

Health and Safety Communication and Consultation

Evidence:

- Copies of the relevant policies and procedures
- Consultation – Health & Safety Reps, Committees
- Identify Safety / Employee Representatives and **ELNOM** explain how you consult with employees
- Safety Committee Structure and Minutes (within reference year)
- Communication Evidence such as Notices, Posters, Newsletters, Intranet, Toolbox Talks, etc.

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Section 6 Proactive Health and Safety Management

Key areas to be addressed **with supporting evidence** in this section include:

- Health and safety audit and inspection Procedure/Policy
- Health and safety audit and inspection schedules
- Identification & promotion of industry best practice
- Promotion of health & safety standards externally with contractors & sub-contractors, suppliers, etc.
- Participation in health and safety events, etc.
- Participation and attendance at NISO/NISG events

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Section 6 (Continued) Proactive Health and Safety Management

Evidence:

- Copies of the relevant policies and procedures
- Audit and Inspections – **Management System and Workplace / Site examples** within reference year
- Assigning responsibility and **close out of actions**
- Workplace Behavioural Audits
- Innovation in management or practice
- Recognising or Rewarding employees
- Outside workplace activities
- NISO/NISG events attended (*Quizzes, courses, seminars, workshops, conferences, etc.*)
- Internal and External health & safety events, initiatives, promotions, etc.

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Section 7 Occupational Health and Occupational Hygiene

• Key areas to be addressed **with supporting evidence** in this section include:

- **Occupational Health** surveillance and monitoring as indicated by your Risk Assessments and/or statutory requirement
- **Occupational Hygiene** monitoring as indicated by your Risk Assessments and/or statutory requirement

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Section 7 (Continued) Occupational Health and Occupational Hygiene

• **Occupational Health** key areas and **supporting evidence** required:

- Occupational Health Policy / Procedures
- Occupational Health schedules
- Pre-employment medicals
- Health surveillance:
 - **Skin Care, Respiratory, Shift Work, Audiometry and Vibration, Biological Agents, etc.**
- Health assessments:
 - **General Health, EAP, etc.**

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Section 7 (Continued) Occupational Health and Occupational Hygiene

• **Occupational Hygiene** key areas and **supporting evidence** required:

- Occupational Hygiene Policy / Procedures
- Occupational Hygiene schedules
- Identification of occupational hygiene monitoring requirements
- Evidence of monitoring findings and implementation of controls (**noise, dust, fumes, air quality, temperatures, etc.**)

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Section 8 Workplace Health and Wellbeing

• Organisations should demonstrate evidence of commitment to workplace health and wellbeing and of addressing issues to promote a healthier lifestyle including mental wellbeing.

• Key areas to be addressed **with supporting evidence** in this section include:

- Organisational Commitment
- Physical Work Environment
- Health and Wellbeing Programmes
- Community Outreach

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Section 8 (Continued) Workplace Health and Wellbeing

Evidence:

- Copies of the relevant policies and procedures
- Evidence of management commitment
- Staff consultation
- Canteen facilities to include healthy choices
- Staff training on health and wellbeing
- Calendar of activities / planned events
- Health and Wellbeing supports i.e. Smoking Cessation / Physical Activity
- Stress Management / Mental Health Promotion
- Community engagement / CSR

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Section 9 Health and Safety Training

• Key areas to be addressed **with supporting evidence** in this section include:

- Health and safety training for job function
- Statutory training
- Induction training
- Emergencies, first aid, fire, manual handling, etc.
- Driver training – Workplace transport / driving for work
- Other specialised training relevant to the organisation's activities

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Section 9 (Continued) Health and Safety Training

Evidence:

- Copies of the relevant policies and procedures
- Training Needs assessed, Frequency, Course Evaluation, (training matrix)
- Type - Induction, Manual Handling, MEWP, Hazard Awareness, First Aid, Fire Warden, Work at Height, Plant Operation, etc.
- Training Matrix – **Directors, Managers, Supervisors, employees, etc.**
- Trainers - Competency
- Training Plan for 2024 and what was achieved
- Show syllabus for training course where possible, **NOT THE SLIDES**
- Training records - attendance list signed by trainer

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Section 10 Re-Active Health and Safety Management

• Key areas to be addressed **with supporting evidence** in this section include:

- Incident reporting and investigation policy(s) / procedure(s)
- Dangerous Occurrence reports
- Occupational Health reporting and investigation
- Reportable Diseases reports
- Statistics – Near Miss, First Aid, Medical Treatment, etc (analysis and internal management reporting)
- Investigation reports – reports, root cause analysis and actions
- Reporting to Senior Management
- Reviews of risk assessments following investigation reports

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Section 10 (Continued) Re-Active Health and Safety Management

Evidence:

- Copies of the relevant policies and procedures
- Completed investigation reports within the reference year
- Reviews of risk assessments, policies and/or procedures
- Inappropriate behaviour reporting

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Section 11 Emergency Preparedness and Response

• Key areas to be addressed **with supporting evidence** in this section include:

- Policy / Procedure / Implementation
- **Fire** Fire Risk Assessment, Evacuation Plan, Communication, Testing, Fire Marshals, Responsibilities
- **First Aid:** Needs Assessment, Supplies, AEDs, First Aiders, Responsibilities
- Arrangements for persons with disabilities and development of **Personal Emergency Evacuation Plans**
- Communication of emergencies / emergency plans with emergency services
- Communication / co-ordination emergency plans with neighbouring property
- Other identified emergency preparedness specific to the organisation

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Section 11 (Continued)

Emergency Preparedness and Response

Evidence:

- Copies of the relevant policies and procedures
- Emergency Response Plans
- Testing of Emergency Response Plans
- Evacuation drills and review of arrangements / procedures
- Inspection of emergency equipment – Fire extinguishers, first aid equipment, specialist equipment (BA, WaH rescue equipment, etc.)

• **Training relating to Emergency Preparedness must be in Section 9 "Health and Safety Training", NOT this section.**

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Section 12

Work Related Vehicle Safety

(Including Workplace Transport Safety and Driving for Work)

Workplace Transport Safety

Offroad / on site / internal vehicles / plant management

Driving for Work

Road vehicles / driver management

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Section 12 (Continued)

Work Related Vehicle Safety

(Including Workplace Transport Safety and Driving for Work)

- **Workplace Transport Safety** – Offroad / on site / internal vehicles / plant management

Key areas to be addressed **with supporting evidence** in this section include:

- Regular Permit / Card Checks
- Vehicle / plant interface with other onsite traffic and people (cars, delivery vehicles, employees / visitors transport)
- Securing loads - Loading bays - loading / unloading arrangements
- Safety signage
- Internal road and car parking layout and marking
- Safe pedestrian access and egress (pedestrian / vehicle separation)

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Section 12 (Continued)

Work Related Vehicle Safety

- **Workplace Transport Safety** Other evidence:

- Warehouse transport safety
- Copies of the relevant policies and procedures
- Work related vehicle safety / Transport policy
- Statutory Inspections / Thorough Examinations
- Driver / plant operator selection and authorisation
- Vehicle / Plant Key management and vehicle/plant controls
- Pre-use / Daily Checks
- Health assessments for drivers/operators

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Section 12 (Continued)

Work Related Vehicle Safety

- **Road Vehicles Management**

Key areas to be addressed **with supporting evidence** in this section include:

- Driving for Work Policy / Managing Occupational Road Risk
- Work related vehicle safety / Transport policy
- Planning, Measuring and Reviewing Performance
- Driver Qualified and Authorised to Drive
- Driver licence checks – continual process
- Pre-use inspections (walk around checks)
- Health assessment checks
- Driver's handbooks
- Fatigue, speeding, drug and alcohol use

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Section 12 (Continued)

Work Related Vehicle Safety

- **Road Vehicles Management** Other evidence:

- Vehicle tracker / live monitoring systems
- Copies of the relevant policies and procedures
- Vehicle checklist, breakdowns and maintenance
- Emergency procedures for incidents
- Daytime running lights and bad weather
- Vehicle statutory inspections / Thorough Examinations
- Vehicle attachments, lifting equipment
- Use of agency / contract drivers – driver evaluation
- Performance - driver records, tachographs
- Notification of accidents and incidents

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Section 12 (Continued) Work Related Vehicle Safety

- **Road Vehicles Management - Other evidence:**
 - Distraction Policy - Use of handsets, mobile phones, music players, etc.
 - Driver CPD and specialist training
 - Defensive driving, advanced driving, etc.
 - Load carrying, securing loads, dangerous substances, etc.
 - Have you identified the carriage of dangerous goods
 - Securing of vehicle loads and towing
 - Journey Planning to include weather conditions

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Continual Common Shortcomings

- Evidence not relevant to year in question (eg 2024)
- Evidence not supporting statements
- Sections not addressed or incorrectly listed
- Not indicating where something is **NOT APPLICABLE** (eg New / age of building building regarding Asbestos)
- Information: **Not provided / in wrong section**
- Senior Management involvement not identified
- Annual review not demonstrated
- Safety Policy signed outside time frame.
- Poor Risk Assessment examples

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Continual Common Shortcomings

- **Awards Guidance not followed**
 - Training records for 1 or 2 people only
 - Safety Reps, Fire Wardens, or First aiders not identified
 - Entry forms:
 - Incomplete / missing data on [contacts, statistics]
 - Abide by "tick one box only" - which best reflects your entry
 - Screen shots and printing that cannot be read – **Adjudicators DO NOT use a magnifying glass**
 - Submitting training slides rather than the syllabus
 - Not submitting the attendance training sheet

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Ensure the Submission includes

- Hazards Listing
- Standards e.g. Safety Awards, Safe-T-Cert, ISO 45001, ILO (International Labour Organisation) Safety Management System, etc.
- Safety Representative involvement
- Each Award Section (1 to 12) has a narrative introduction / summary
- Examples of safety information notices
- Attendance at NISO / NISG Safety events

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Sample Feedback

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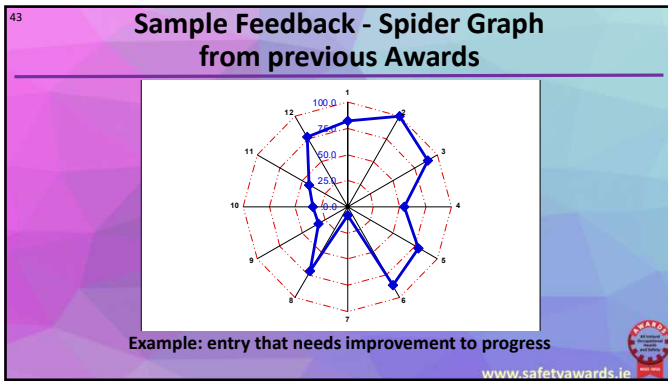
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Sample Feedback - Spider Graph from previous Awards

Example: Consistent throughout submission

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- ### 44 Remember - Points in Preparing Submission
- **Read the guidance and sections carefully**
 - Answer the points being looked for in each section.
 - Show strengths in evidence provided
 - Follow the headings & reference numbering
 - Cover all points outlined in the guide
 - Limit evidence to maximum of one A4 folder
 - Clear referencing of evidence in each section
 - Marks awarded for **quality** information not for **quantity**
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45 Marking Structure for 2025 Awards

Award Category	Percentage	Category
Supreme and Runner Up (Gold/Silver/Bronze) Awards	>70%	Category 1
President's Awards	>70%	Category 1
Business Category Awards	>70%	Category 1
Safety in Excellence Awards	>15yrs	Category 1
Exceptional High Achiever Awards	>15yrs	Category 1
Construction and Pharmaceutical / Chemical Awards	>70%	Category 2
Regional / NI Awards	>70%	Category 2
Higher Distinction	>70%	Category 2
Consistent High Achiever Awards	>5yrs	Category 2
Distinction	>60%	Category 3
Highly Commended	>50%	Category 3
Best New Entry	>45%	Category 3
Commended	>45%	Category 4
Merit	>40%	Category 4
Recognition	>30%	Category 5
No Award	<30%	No Award

• Achieve a Distinction level or above for three consecutive years to win an Excellence in Safety Award.
 • Achieve a Distinction level or above for two consecutive years to win an Exceptional High Achiever Award.
 • Achieve a Distinction level or above for five consecutive years to win a Consistent High Achiever Award.
 • HSA/HSENI Occupational Health Award, Driving for Work Award and the Healthy Workplace Award are additional awards for organisations who perform best in these categories.

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- ### 46 The Awards
- The following six awards are presented separately:
 - HSA / HSENI Occupational Health Award
 - Driving for Work Award
 - Healthy Workplace Award
 - Excellence in Health & Safety Award (15+ years continuous at Distinction level)
 - Exceptional High Achiever Award (10+ years continuous at Distinction level)
 - Consistent High Achiever Award (5+ years continuous at Distinction level)
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47 Notification of awards

If successful, you will be notified of the classification of the Award (one of five categories) that your organisation has won in early September 2025

The exact award will remain confidential until the evening of the All Ireland Health & Safety Awards Ceremony.

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48 Important Dates

25 April 2025	Register interest with NISO or NISG of your intention to enter <i>This does not commit you to enter but allows us to plan</i>
25 April 2025	Early bird Entries Deadline
30 May 2025	Standard Entries Deadline
20 June 2025	Late Entries Deadline
5 September 2025	Awards Notification Date [approx]
10 October 2025	NISO Annual Conference and All Ireland Health & Safety Awards Ceremony, Killarney

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49 **NISO Conference and Awards Presentations**

- Attend the NISO Annual Health and Safety Conference during the day and attend the awards dinner in the evening
- On-line dinner booking system
- Early bookings will ensure the best tables in the location you have chosen
- Live overview of seat and table availability

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• www.niso.ie

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50 **2024 – 33rd Annual All Ireland Occupational Health & Safety Awards Ceremony**

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51 **2024 NISG Awards Entrants and Presentations**

Ryobi Aluminium Casting (UK) Ltd.
Wins Supreme Safety Awards

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2024 NISG Awards Entrants and Presentations

Organisation	Main Award	Additional Award		
Ryobi Aluminium Casting (UK) Ltd.	Supreme Award	Consistent High Achiever Award		
McAteer and Rushe	President's Award Construction			
Northern Group	President's Award Medium Size Organisation			
W & H Alexander Ltd.	President's Award Small Size Organisation	Exceptional High Achiever Award		
MJM Marine Ltd.	Specialist Contractor Award Construction			
Mivan Ltd.	Specialist Contractor Award Construction			
John GRAHAM Construction Ltd.	Northern Ireland Award	Consistent High Achiever Award	Occupational Health Award (Sponsored by HSE-1 / HSENI)	Healthy Workplace Award (Sponsored by Healthy Ireland)
McAdam Design Ltd.	Best New Entry Small Sized Organisation Award			
Adman Civil Projects Ltd.	Higher Distinction	Consistent High Achiever Award		
AG Paving & Building Products Ltd.	Higher Distinction			
Northern Ireland Housing Executive	Higher Distinction			
McCloskey International Ltd.	Distinction			
Energia Group	Highly Commended			
Farrans Construction t/a Northstone (NI) Ltd.	Highly Commended			
Northern Ireland Water	Highly Commended			

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NISG Events 2025

Northern Ireland Safety Group
Est. 1953
www.nisg.org.uk

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54 **NISG Safety Quiz**

Thursday, 3 April 2025

Ulster of University, Belfast Campus

Compete for a place at the NISO /NISG All Ireland Finals
Saturday 17 May 2025 on Mullingar

Safety Quiz details and registration is available on the NISG Website.

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NISG Conference and Dinner

Thursday, 6 November 2025
NISG Conference
La Mon Hotel, Castlereagh, Belfast

The 2025 Northern Ireland Awards Winners will be re-presented with their awards at the NISG Conference Dinner



Northern Ireland Safety Group

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AWARDS

All Ireland Occupational Health and Safety
Increasing Safety Performance



Thank you for your attendance
Best of luck with your entries



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