

# Workforce Involvement in Safety & Health

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## Entrants will be required to

- Complete an [Industry Sector Award](#) submission
  - Answer Ten Key Performance Questions
1. How do your directors and senior managers lead health and safety in your organisation?
  2. How does your organisation ensure that it has access to competent advice and services, including in relation to occupational health?
  3. How does your organisation engage the workforce and their representatives in health and safety and what have been the benefits?
  4. How does your organisation ensure that all its employees and contractors are competent to fulfil their roles in health and safety? Describe the approach taken in the selection and monitoring of contractors.
  5. How does your organisation use risk assessment to identify appropriate control measures for significant hazards to health and safety? How does this inform corporate and operational planning?
  6. How does your organisation ensure that health and safety information is communicated effectively within and beyond the organisation?  
*Plus: mandatory description of work being carried out in connection with the prevention of slips, trips and falls.*
  7. Describe your organisational approach to active monitoring and measurement of its safety and health performance, and how this continues to evolve.
  8. How does your organisation ensure that it investigates health and safety problems and implements lessons learnt? How does it manage sickness absence?
  9. How does your organisation review its health and safety performance periodically to assess progress against targets, set new priorities and then report on them? Describe how the results of reviews inform business planning.
  10. Reflecting on the planning and delivery of your safety management system during 2023, expand on one significant learning point from the year which stands out more than any other.  
*Plus: optional response for 'Health and Safety beyond the Workplace Trophy' consideration, describing work, initiatives or campaigns being carried out to protect employees' health and safety during their non-work time.*
- Provide accident, ill health and enforcement data
  - Supply cross-referenced evidence to support your entry

*Please note: This guide only provides an overview of the entry criteria for this category. It is not intended as a reference for preparing your submission. Registered entrants receive comprehensive guidance notes via the online entry system.*

[www.rospa.com/awards](http://www.rospa.com/awards)

[awards@rospa.com](mailto:awards@rospa.com)

+44 (0) 121 248 2090

- No additional submission is required - a winner will be selected from Industry Sector Award entrants that demonstrate the best workforce involvement.

## **Judging Criteria**

### **Employee involvement at operational level**

For example; Induction training, information, communications, tool box talks, point of work risk assessments, 'take 2s', suggestions schemes, PPE trials, incident reporting, behavioural observation programmes, climate surveys.

### **Health and safety representation**

For example; Safety representatives (or representatives of employee health and safety) appointed, trained, supported with facilities and time, carrying out inspections and investigations, representing members' concerns.

### **Representatives' involvement in H&S management processes**

For example:

- Policy development and review
- Planning and implementation
- Risk assessment and review of assessments
- Active monitoring
- Investigation
- Performance review and audit
- Contractor selection and monitoring, awards, 24/7 safety activities etc.

### **Joint consultation**

For example:

- Joint H&S Committees appointed and functioning
- Objectives and programmes of work
- Specific initiatives
- Strategic decision-making
- New technology and future plans
- Actions closed out and on-going.

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