

2018 HKOSHA

Occupational Safety and Health Excellence Awards

1 PURPOSE:

The purpose of the 2018 HKOSHA Occupational Safety and Health Excellence Awards is to recognize and promote excellence in occupational safety and health in Hong Kong. The program is designed to recognize both individual and team efforts demonstrated to prevent incidents and illnesses.

2 ELIGIBILITY:

HKOSHA members and non-member are qualified to apply or nominate suitable individual / team for the 2018 Occupational Safety and Health Excellence Awards.

Description of Award Categories:

- **Occupational Safety and Health Leadership Excellence Award** – This is an individual award intended to recognize a manager (a leader) that demonstrates excellence in leadership skills in order to advance occupational safety and health throughout their organization.
- **Occupational Safety and Health Team Excellence Award** – This award recognizes an Occupational Safety and Health Team that demonstrates Occupational Safety and Health excellence and has implemented effective new programs that drive continuous improvement in Occupational Safety and Health Performance and encourage employee participation.

3 AWARD PROGRAM TIMELINE:

19 June – 15 July 2018	<ul style="list-style-type: none"> • Submission of Application and Nomination forms to HKOSHA.
July 2018	<ul style="list-style-type: none"> • Applications and Nominations are shortlisted for the best 5 and final interview by a judging panel may be arranged.
August 2018	<ul style="list-style-type: none"> • Award winners are notified.
3 rd September 2018	<ul style="list-style-type: none"> • The Awards will be announced, and presented, at the HKOSHA 40th Anniversary Dinner cum Welcome Dinner of the 26th Cross-Strait, Hong Kong and Macao Occupational Safety and Health Symposium* at Regal Riverside Hotel, Shatin, N. T.

* Brochure of the Symposium available via <http://hkosha.org.hk/blog/wp-content/uploads/2018/06/26th-2C4D-3rd-Brochure-20180530.pdf>

4 JUDGING AND AWARDS:

All eligible nomination forms and applications will be reviewed by selected members of the HKOSHA Executive Council. Best 5 of each category will be selected based on the information submitted in the nomination or application form relative to the criteria for the award. Please include specific detailed descriptions of the actions, efforts, programs or initiatives that demonstrated excellence relative to the award criteria. Any data that helps demonstrate the effectiveness of efforts or initiative will also be considered in the selection process.

The following awards will be granted for each category:

- Diamond Award X 1
- Gold Award X 1
- Silver Award X 1
- Bronze Award X 2

All award winners will receive a trophy and a certificate. Diamond, Gold and Silver Award winners of each category will receive a free seat of the 26th Cross-Strait, Hong Kong and Macao Occupational Safety and Health Symposium at Regal Riverside Hotel, Shatin, N. T.

5 INSTRUCTIONS FOR PARTICIPATION:

Review the Award Criteria closely and follow the instructions provided on each Award Form. Submit the form to HKOSHA via mail or email as described in Section 3.

6 APPLICATION:

Application fee:	HK\$200 for each application.
Payment detail:	Please complete the application form and return it with a cheque made payable to " The Hong Kong Occupational Safety and Health Association ". Alternatively, you may pay directly to our bank account (HSBC, no.: 111-078119-001), and mail the transaction record to the Association for confirmation.
Submission:	Please complete the respective application form and return to the HKOSHA by post or via email before 15 th July 2018.
Submission method	By post: GPO Box 7100, Central, Hong Kong. By email: admin@hkosha.org.hk

Occupational Safety and Health Excellence Awards

LEADERSHIP EXCELLENCE NOMINATION

Leadership Excellence Award Criteria:

The Occupational Safety and Health Leadership Excellence Award is intended to recognize and honour an individual in leadership position of company, facility or project that has demonstrated excellence through his/her leadership. The candidate being nominated should demonstrate organizational leadership skills and a strong commitment to manage Occupational Safety and Health programs as a core value of the organization.

Examples of award criteria that may be considered when nominating a leadership candidate include the following:

- Establishes challenging goals and objectives to achieve Occupational Safety and Health excellence and communicates expectations throughout the organization. Drives the results through his/her modelled actions that lead to reduce risk and prevent incidents.
- Commits his/her time and company resources toward resolving occupational safety and health concerns.
- Communicates a clear vision for improved health and safety performance (Leading and lagging); participates in establishing the planning; and inspires others to align through personal example.
- Demonstrates unwavering trust and integrity during decisions involving occupational safety and health. Others feel empowered to make critical decisions to avoid risk without “checking in”.
- Listens carefully to concerns involving occupational safety and health with compassion and demonstrates a fair minded approach to resolution.

APPLICATION FORM: LEADERSHIP EXCELLENCE NOMINATION

Name of Leadership Nominee:	
Title of Nominee:	
Company: Facility: Project name:	
Nominated by (HKOSHA Member):	
Contact email	
Contact phone	
Workforce size of the company: Facility: Project:	
Payment Details:	Cheque: Bank: Transfer on:

LEADERSHIP EXCELLENCE NOMINATION

Please provide a brief description of the Nominee's position in the organization. Include a description of responsibilities and a brief summary of occupational safety and health results achieved under his/her leadership.

Please describe specific examples of how the Nominee demonstrates excellence considering the examples of the criteria listed at the top of the Nomination Form. The examples may reflect work day activities and examples of decision quality that demonstrate a strong commitment to occupational safety and health.

If space is insufficient, please show particulars on a separate sheet.

LEADERSHIP EXCELLENCE NOMINATION

Please describe the organization's goal setting process. Include specific examples of occupational safety and health goals. Describe how the goals and objectives are communicated throughout the organization. Describe the Nominee's participation in the process. Describe how year-end occupational safety and health results are considered during performance reviews.

Please describe the results the organization achieved under the Nominee's leadership. Include any data the company, facility or project used to measure success. All metrics used to measure improvement in occupational safety and health is acceptable.

If space is insufficient, please show particulars on a separate sheet.

Occupational Safety and Health Excellence Awards

OCCUPATIONAL SAFETY AND HEALTH TEAM EXCELLENCE NOMINATION

Occupational Safety and Health Team Excellence Award Criteria:

The Occupational Safety and Health Team Excellence Award honors a team that has identified and evaluated occupational safety and health hazards in the workplace and demonstrated excellence through the implementation of new programs that reduced risk, drive continuous improvement and encourage workforce participation.

Examples of award criteria the applicant may consider include the following:

- The team used a systematic approach to recognize and understand the scope of the hazard / issue and determined a need for intervention.
- The team proactively engage workforce participation to drive improvement in safety culture and occupational health and safety performance.
- The program was innovative or a generally accepted practice that controlled or eliminated risk in the workplace.
- Demonstration or evidence of the progress was well documented in measured data.

APPLICATION FORM: OCCUPATIONAL SAFETY AND HEALTH TEAM EXCELLENCE NOMINATION

Company: Facility: Project Name:			
Names and titles of the nominated occupational safety and health team:	Name	Title	
Applied / Nominated by (HKOSHA Member):			
Contact Email:			
Contact Phone:			
Workforce size of the company: Facility: Project:			
Payment Details:	Cheque:	Bank:	Transfer on:

OCCUPATIONAL SAFETY AND HEALTH TEAM EXCELLENCE NOMINATION

Please provide a brief description of the effort, project, or initiative that is to be recognized:

Please describe the state or nature of the problem and the approach the Occupation Safety and Health Team used to address the problem. This field should describe the state BEFORE the initiative or intervention was implemented.

If space is insufficient, please show particulars on a separate sheet.

OCCUPATIONAL SAFETY AND HEALTH TEAM EXCELLENCE NOMINATION

Please describe the efforts of the team and how those efforts were effective at eliminating or controlling hazard in the work environment. Describe how the approach was innovative if applicable. Describe the level of workforce involvement, which departments were involved, and how much time and effort was needed for full implementation.

Please describe the results of the effort or the status after implementation. Include any data the used to measure success:

If space is insufficient, please show particulars on a separate sheet.