

Award overview:

# Workforce Involvement in Safety & Health



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**Entrants are required to...**

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## **Complete a Sector award submission**

### **Answer and evidence key health and safety management system questions.**

- How do your directors and senior managers lead health and safety in your organisation?
- How does your organisation ensure that it has access to competent advice and services, including in relation to occupational health?
- How does your organisation engage the workforce and their representatives in health and safety, and what have been the benefits?
- Describe how your organisation ensures that all its employees and contractors are competent to fulfil their roles in health and safety, including the approach taken in the selection and monitoring of contractors.
- 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?
- Describe initiatives or work being carried out in connection with the prevention of falls. *(linked to awarding of the RoSPA Fall Prevention Trophy – entry-cycle 1 only)*
- How does your organisation ensure that health and safety information is communicated effectively within and beyond the organisation?
- Describe your organisation's approach to active monitoring and measurement of its safety and health performance, and how this continues to evolve.
- How does your organisation ensure that it investigates health and safety problems and implements lessons learnt? How does it manage sickness absence?
- 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.
- Reflecting on the planning and delivery of your safety management system during 2024, expand on one significant learning point from the year which stands out more than any other.

### **Provide accident, ill health and enforcement data.**

- For your own employees.
- For contractors and subcontractors working on your behalf.
- For incidents involving any members of the public.

No additional submission is required. The single trophy winner is selected from Sector Award entrants that demonstrate the best overall approach to workforce engagement in the management of health and safety.

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**Please note:** This category overview should only be used as a reference for considering entering a RoSPA Achievement Award. This list is not exhaustive, and registered entrants receive comprehensive guidance within the online entry system.

### 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.