



# SISA AWARDS 2017

Nomination information

Guidelines for nominating for the 2017 SISA Awards



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## Introduction to the 2017 awards

The SISA awards recognise outstanding achievements in workplace health, safety and injury recovery among self insurers in South Australia.

Nominations are sought for the 2017 awards in the following categories:

### **Self Insured Employer of the Year**

*Awarded for the best WHS or RTW management program, system and/or performance.*

### **Best Work Health & Safety Solution**

*Awarded for the best example of an innovative solution to an identified workplace hazard.*

### **Outstanding Employee Contribution to Work Health & Safety or RTW**

*Awarded for the best contribution by an employee to improving work health & safety or RTW.*

### **Outstanding Personal Achievement in RTW**

*Awarded for an individual's outstanding achievement in remaining at or returning to a self insured workplace after injury or disease.*

### **Service Provider of the Year**

*Awarded to an external service provider nominated by a self insurer for the consistent delivery of outstanding quality and effectiveness in WHS or RTW-related services. (There is no limit on the type of provider that can be nominated. Examples of provider types are rehabilitation, medical, allied health, legal, claims management, WHS consultants.*

## SISA Awards 2017 – Nomination information

The 2017 SISA Awards will follow the same streamlined nomination process used in 2016 to encourage more members to participate.

The steps will be as follows:

1. Complete and submit the simple on-line nomination form on the SISA website.
  2. You will receive an automatic e-mail acknowledgement of the nomination.
  3. In due course, you will be contacted by a representative of the awards judging panel to arrange a site visit.
  4. During the site visit, the judging panel will seek information from you along the lines set out below to establish an information base on which to judge your nomination against others in the same category.
  5. After the site visits, the judging panel will consider all nominations and may, if it sees fit, seek further information or clarification.
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6. Finalists and winners will be announced at the Awards Dinner on 22<sup>nd</sup> September 2017.
  7. Joint winners may be determined where the panel cannot separate two or more nominations.
  8. All nominees and finalists will be recognised with certificates prior to the winners being announced.

**Information to be examined by the judging panel**

**Self Insured Employer of the Year**

*Awarded for the best WHS or RTW management program, system and/or performance.*

1. A description of the nominated WHS or RTW management system/elements.
2. Evidence of certification under, or clear alignment with, AS/NZS4801 [or equivalent] if relevant.
3. Evidence of executive and line management leadership and accountability.
4. Evidence of employee engagement and consultation.
5. Evidence that the system is understood and used by front line workforce.
6. Effective use of performance indicators to achieve continuous improvement.
7. Effective audit processes to identify improvement opportunities for both the system and programs.

Where specific programs or components within a system are to be nominated:

- They may include any one of the following:
  - Training
  - Employee involvement, consultative arrangements and communication (building a workplace WHS Culture)
  - Workplace inspection and monitoring
  - Employee wellbeing
  - Internal audit
  - Hazard management, including the management of specific organisational risks
  - Early intervention and RTW programs
- The judging panel will satisfy itself that the rest of the management system also reaches a satisfactory standard.

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**Best Work Health & Safety Solution**

*Awarded for the best example of an innovative solution to an identified workplace hazard.*

1. The method by which the hazard(s) and associated risk(s) were identified and understood.
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2. A description of the elements of the solution or initiative.
  3. The specific benefit and impact achieved and how this was achieved.
  4. Consultation with, and involvement of, employees, (especially those directly affected), in assessing the hazards/risks and in the design and implementation of the solution.
  5. The role and involvement of line and senior management in the solution.
  6. Evidence of periodic evaluation of the solution after implementation and integration with the broader hazard management system.
  7. A report on how the solution has provided a sustainable and effective solution to the hazard/risk.
  8. Transferability of the solution to other workplaces
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### **Outstanding Employee Contribution to Work Health & Safety or RTW**

*Awarded for the best contribution by an employee other than a WHS or RTW professional to improving work health & safety or RTW.*

1. The position held by the nominee (including roles such as HSR, H&S committee member or rehabilitation & return to work coordinator), and an outline of his/her normal duties.
  2. Description of the contribution made by the nominee and the avenues through which those contributions are made.
  3. Outline of the results achieved and the influence on workplace culture.
  4. Perception of the nominee's leadership by his/her peers.
    - Outline of the ethics/values and approach adopted by the nominee.
    - Evidence that the nominee is encouraging and coaching others to similarly contribute
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### **Outstanding Personal Achievement in RTW**

*Awarded for an individual's outstanding achievement in remaining at or returning to a self insured workplace after injury or disease.*

1. The incident and the immediate steps taken.
  2. The nominee's own description of his/her initial reaction to the injury or disease.
  3. An outline of the early intervention strategies used to commence the healing and recovery process and the nominee's participation in, and attitude to, those processes.
  4. An outline of any early return to work efforts (if appropriate in the context of the injury).
  5. The nominee's attitude to ongoing treatment and RTW throughout the process and the role of the family, friends and workmates
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6. The outcome for the nominee, his/her family, workmates and the employer (note – does not have to be a final outcome if return to work is incomplete and/or treatment is still in progress)
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### **Service Provider of the Year**

*Awarded to an external service provider nominated by a self insurer for the consistent delivery of outstanding quality and effectiveness in WHS or RTW-related services. (There is no limit on the type of provider that can be nominated. Examples of provider types are rehabilitation, medical, allied health, legal, claims management, WHS consultants.*

- The role and function of the nominee in the self insurer's WHS and/or RTW management system
  - How long the nominee has worked with the self insurer and the nature of the relationship (ie the method of engagement, whether a 'captive' or independent provider or contractor, whether a sole provider or part of a panel, etc)
  - The range of services provided by the nominee to the self insurer
  - Description of why the self insurer believes that the service provider's contribution is of superior quality and effectiveness
  - Results attributable to the nominee's work such as examples of individual cases, statistics etc
  - Staff endorsements of the value of the nominee's services
  - Endorsements from peers or other self insurers
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## **Conditions of Nomination**

1. Nominations open on Monday 27<sup>th</sup> February 2017
  2. Nominations and supporting submissions must be received by 5:00pm on Friday 30<sup>th</sup> June 2017.
  3. Nominees must retain a copy of their submissions.
  4. A panel consisting of nominated SISA representatives will be responsible for the assessment of all nominations.
  5. A site visit will be scheduled with all nominees in order to validate the nominations and review supporting information. Nominees will be required to comply with reasonable timeframes set by the judging panel for such site visits.
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6. If a site visit cannot be arranged due to unavailability of the nominee, the nomination will be disqualified from judging.
  7. Judges will have complete discretion in assessing nominations, applying the conditions of entry, short-listing nominations and determining the awards. The judging panel reserves the right to seek further information from any or all nominees.
  8. The decision of the judges is final and no correspondence will be entered into.
  9. SISA reserves the right, in consultation with nominees or award winners, to use information for marketing and publicity purposes.
  10. Winners of awards will not be notified prior to the awards presentation.
  11. Judges may award Certificates of Commendation and/or Awards in each category. There may be more than one Certificate or Award in any category. Where there is more than one award winner, the presentation will be on the basis of 'joint winners'.
  12. The winners will be presented with their awards at the SISA Awards Dinner on Friday 22<sup>nd</sup> September 2017 at the Adelaide Entertainment Centre.
  13. Winners will be asked to make 1 minute (maximum) speeches as part of the proceedings.
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