



Self Insurers of
South Australia

EMPLOYERS MANAGING THEIR OWN RISK

SISA
Awards



SISA AWARDS

ENTRY CRITERION

2010



Introduction to the 2010 awards

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

In 2010, the SISA Awards will have a new look, reflecting the ever-changing face of safe work and employment in Australia.

Nominations are sought for the 2010 awards in the following categories:

1. Best integrated management system for work health, safety & RTW*
Recognising the best integrated continuous improvement system for OHSW and RTW.
2. Excellence in Rehabilitation & Return to Work Services
Recognising the highest sustained quality of workplace based recovery & return to work.
3. Best Work Health & Safety Solution*
Recognising the best example of an innovative solution to an identified workplace hazard.
4. Outstanding Employee Contribution to Work Health & Safety or RTW
Recognising the best contribution by a person other than a practitioner to improving work health & safety or RTW.
5. Outstanding Practitioner Award
Recognise the best contribution by a practitioner to improving work health & safety or injury recovery/ return to work.
6. Outstanding Personal Achievement in RTW
Recognise an individual's outstanding achievement in returning to a self insured workplace after injury.
7. Excellence in Supplier & Contractor Workplace Health & Safety Management
Recognise a self insurer program or initiative that has positively influenced workplace health & safety performance of suppliers and contractors; or
Recognise a contractor or supplier (nominated by a self insurer) that demonstrates excellence in work health & safety within a self insurer workplace.

Awards marked * can be split into under 500 employees and over 500 employees if nominations warrant.

Award Criterion

Best integrated management system for work health, safety & RTW

Recognising the best integrated continuous improvement system for OHSW and RTW.

The following must be described in the submission:

Essential

1. A comprehensive system covering both OHSW & injury management/RTW
2. Certification under, or clear alignment with, AS/NZS4801 [or equivalent]
3. Evidence of executive and line management leadership and accountability
4. Evidence of employee engagement and consultation
5. Evidence that the system is used by front line employees
6. Effective use of performance indicators to achieve continuous improvement
7. Effective audit processes to identify improvement opportunities for both the system and programs

Highly Desirable

Evidence of positive influence over the performance of downstream contractors and/or supply chain.

Excellence in Rehabilitation & Return to Work Services

Recognising the highest sustained quality of workplace based recovery & return to work

The following must be described in the submission:

Essential

A system of management that has delivered consistently positive outcomes in:

1. Early intervention, rehabilitation and return to work
2. Access and equity
3. Legislative compliance
4. The role of medical and allied health practitioners
5. Employee engagement and consultation in system management
6. Promoting corporate understanding of the benefits achieved and the positive impact on the workforce of early and safe RTW

Highly Desirable

1. Transferability of these systems to other organisations
2. Evidence that the organisation is assisting downstream contractors or suppliers to achieve improved RTW outcomes.

Best Work Health & Safety Solution

Recognising the best example of an innovative solution to an identified workplace hazard.

The following must be described in the submission:

Essential

1. The method by which the hazard(s) and associated risk(s) were identified and understood
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

Highly Desirable

Transferability of the solution to other workplaces

Outstanding Employee Contribution to Work Health & Safety or RTW

Recognising the best contribution by a person other than a practitioner to improving work health & safety or RTW.

The following must be described in the submission:

Essential

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
5. Outline of the ethics/values and approach adopted by the nominee

Highly Desirable

Evidence that the nominee is encouraging and coaching others to similarly contribute

Outstanding Practitioner Award

Recognise the best contribution by a practitioner to improving work health & safety or injury recovery/return to work.

The following must be described in the submission:

Essential

1. Description of the nominee's effectiveness in the role
2. How the nominee stands out from his/her peers
3. Examples of personal leadership, commitment or influence on management or workplace culture
4. Results attributable to the nominee's work
5. Ability to communicate effectively, consult with and influence others

Highly Desirable

Evidence that the nominee has contributed to succession planning for his/her position.

Outstanding Personal Achievement in RTW

Recognise an individual's outstanding achievement in returning to a self insured workplace after injury.

The following must be described in the submission:

Essential

1. The nominee's name, position, duties at the time of the injury or disease
2. What happened and the immediate steps taken
3. The nominee's own description of his/her initial reaction to the injury or disease
4. 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
5. An outline of any early return to work efforts (if appropriate in the context of the injury)
6. The nominee's attitude to ongoing treatment and RTW throughout the process and the role of the family, friends and workmates
7. The outcome for the nominee, his/her family, workmates and the employer (note – does not have to be a final outcome if rehabilitation and/or treatment is still in progress)

Excellence in Supplier & Contractor Workplace Health & Safety Management

Recognise a self insurer program or initiative that has positively influenced workplace health & safety performance of suppliers and contractors; or

Recognise a contractor or supplier (nominated by a self insurer) that demonstrates excellence in work health & safety within a self insurer workplace.

The following must be described in the submission:

Essential (for self insured nominee)

1. A description of the program or initiative
2. The original objective, specific benefit and outcomes achieved and how this was achieved and measured
3. A description of how the nominee's management system was used to deliver this initiative

Essential (for contractor or supplier nominated by a self insurer)

1. The name of the nominee, their industry and role in the self insurer's workplace
2. An outline of the nominee's health & safety management systems and how the nominee worked with the self insurer to integrate systems to achieve a seamless interface
3. Outcomes achieved
4. A description of any specific projects that the nominee has played a leading role in that has led to reduced hazards and risks in the workplace.

Highly Desirable

Transferability of the above to other workplaces

Conditions of Entry

1. A nomination form, photocopy or equivalent must accompany each entry.
2. Nominations and 15 copies of supporting submissions must be received (**unbound**) by 5:00pm on Friday 4th June 2010.

Nominators are encouraged to keep the supporting documentation as concise as possible to make the short-listing process as efficient as possible. **Photographs and other visual depictions can be particularly useful to judges and nominees are encouraged to use them as a means to keep nomination documentation concise.**

3. Each nomination must be accompanied by a statement of not more than 200 words summarising the nomination, and suitable to be read out at the awards presentation. SISA reserves the right to edit this statement in consultation with the nominee.
4. Each nomination must also be accompanied by at least two and no more than six digital photographs (free of any copyright) relevant to the nomination for use at the award presentation. These can be provided by e-mail to sisa@sisa.net.au or by storage media such as CD or flash drive. SISA reserves the right to use none, some or all of the photographs submitted.
5. Unless specifically arranged, the nomination form and submissions or supporting material will not be returned.
6. It is recommended that nominees retain a copy of their submissions.
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. The Nominee's preparedness to share the improvement initiative or systems with other self insured industries and participate in any promotional advertising of the event/award at the discretion of SISA may be used by the nominee to provide evidence against the Level 3 Gold rating within the WorkCover Natural Consequences Model.

Eligibility Criteria

To be considered for an employer award, a nominee must meet the following criteria:

1. Nominees need to be full members of SISA, or associate members that are working towards self insurer status, (does not apply to the practitioner, RTW and employee contribution awards, and does not apply to the supplier & contractor award if the nominee is not a self insurer).
2. No supplementary levy has been applied in the past twelve months as a result of a proven breach of the *Workers Rehabilitation and Compensation Act, 1986* or the *Code of Conduct for Self Insurers* or the *South Australian Public Sector Code of Practice for Crown Self Insurers* (excluding those applied under the Natural Consequences Model or otherwise disregarded by the judging panel). (Does not apply to the practitioner, RTW and employee contribution awards).
3. No convictions under the *Occupational Health, Safety and Welfare Act, 1986* in the two years preceding the nomination. (Does not apply to the practitioner, RTW and employee contribution awards).

***Note:** With the exception of the practitioner, RTW and employee contribution awards, where a nominee is, at the time of the nomination, subject to a prosecution or investigation by SafeWork SA, the judging panel may take this into account when determining winners.*

Short Listing and Judging

A panel consisting of nominated SISA representatives will be responsible for the assessment of all nominations.

A site visit will be scheduled with all nominees who are short-listed, in order to validate the nominations and supporting information.

Winners of awards will not be notified prior to the awards presentation.

Award Presentation

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'.

The winners will be presented with their awards and certificates at the SISA Awards Dinner on Friday 20th August 2010.

Winners will not be asked to make speeches as part of the proceedings.

Nominations

To make the nomination process as simple as possible, templates have been developed for each category and are set out on the following pages.

SISA Awards 2010

Category: Best integrated management system for work health, safety & RTW

Nominee:

Number of employees:

Nominator:

Date:

Tick here if you wish this nomination to be considered specifically under an 'under 500 employees' or 'over 500 employee' format.

Executive Summary

Provide a brief summary of the overall approach and benefits achieved. This section should provide the judges with a sound overall impression of the merits of this nomination. It is recommended the Executive Summary be no longer than 2-3 paragraphs and dot-point summaries are also acceptable.

Description

It is recommended the following structure is used with a brief response provided under each area. Dot-point summaries are acceptable.

1. Outline the elements of your system covering both OHSW & RTW
2. Describe how it aligns to AS4801 or other relevant standards
3. Describe the role of executive and line management and how they demonstrate OHS leadership and actively participate in system management and improvement
4. Provide specific examples of effective employee engagement and consultation
5. Describe how the systems and process are used by front line employees
6. Outline the performance indicators used to monitor performance and describe results achieved to date.
7. Summarise the audit processes adopted to identify improvement opportunities for both the system and programs and their results
8. Where appropriate outline the systems used for the management of contractors and any available evidence of positive influence over the performance of downstream contractors and/or supply chain.

Guidance Notes

The Executive Summary and Description should not be longer than 4 pages.

Attachments may be added to provide additional clarity or explanation. These should be placed under each of the headings set out above and clearly labelled as such.

SISA Awards 2010

Category: Excellence in Rehabilitation & Return to Work Services

Nominee:

Number of employees:

Nominator:

Date:

Executive Summary

Provide a brief summary of the overall approach and benefits achieved. This section should provide the judges a good overall impression of the merits of this nomination. It is recommended the Executive Summary be no longer than 2-3 paragraphs and dot-point summaries are also acceptable.

Description

It is recommended the following structure is used with a brief response provided under each area. Dot-point summaries are acceptable.

1. Describe how the rehabilitation and RTW management system delivers excellence in service and results.
2. Provide an outline of how the system addresses:
 - a. Access and equity
 - b. Legislative compliance
 - c. Early identification and utilisation of medically suitable RTW opportunities.
3. Describe how employee engagement and consultation has been conducted and the results of this.
4. Outline the role of, and interaction with, medical and allied health practitioners in the RTW process.
5. Describe how success is defined and the roles of senior and line management in the RTW process.
6. Where possible describe how features of the system might be transferable and/or how the nominee is assisting downstream contractors or suppliers to achieve improved RTW outcomes.

Guidance Notes

The Executive Summary and Description should not be longer than 4 pages.

Attachments may be added to provide additional clarity or explanation. These should be placed under each of the headings set out above and clearly labelled as such.

SISA Awards 2010

Category: Best Work Health & Safety Solution

Nominee:

Number of employees:

Nominator:

Date:

Tick here if you wish this nomination to be considered specifically under an 'under 500 employees' or 'over 500 employee' format.

Executive Summary

Provide a brief summary of the overall approach and benefits achieved. This section should provide the judges a good overall impression of the merits of this nomination. It is recommended the Executive Summary be no longer than 2-3 paragraphs and dot-point summaries are also acceptable.

Description

It is recommended the following structure is used with a brief response provided under each area. Dot-point summaries are acceptable.

1. Describe the hazard and associated risks, including any incidents arising from it.
2. Outline the method by which the hazard(s) and associated risk(s) were identified and understood.
3. Describe the elements of the solution or initiative.
4. Set out the specific benefit and impact achieved and how this was achieved and measured.
5. Describe the consultation with, and involvement of, employees, (especially those directly affected), in assessing the hazards/risks and in the design and implementation of the solution.
6. Outline the role and involvement of line and senior management in the solution.
7. Provide evidence of periodic evaluation of the solution after implementation and the integration of this with the broader hazard management system.
8. Set out how the solution has provided a lasting and effective solution to the hazard/risks.
9. Where possible, demonstrate the transferability of the solution to other workplaces.

Guidance Notes

The Executive Summary and Description should not be longer than 4 pages.

Attachments may be added to provide additional clarity or explanation. These should be placed under each of the headings set out above and clearly labelled as such.

SISA Awards 2010

Category: Outstanding Employee Contribution to Work Health & Safety or RTW

Nominee:

Nominator:

Date:

Executive Summary

Provide a brief summary of the overall approach and benefits achieved. This section should provide the judges a good overall impression of the merits of this nomination. It is recommended the Executive Summary be no longer than 2-3 paragraphs and dot-point summaries are also acceptable.

Description

It is recommended the following structure is used with a brief response provided under each area. Dot-point summaries are acceptable.

1. Provide the title of the position held by the nominee (along with additional roles such as HSR, H&S committee member or rehabilitation & return to work coordinator), and an outline of his/her normal duties.
2. Describe the contributions made by the nominee and the avenues through which those contributions are made.
3. Provide an outline of the results achieved and the nominee's influence on workplace practice and culture.
4. Describe the perception of the nominee's leadership by his/her peers and managers, and the role of line and senior management in encouraging and facilitating the nominee's safety/RTW role.
5. Outline the style and approach adopted by the nominee.
6. Where applicable, provide evidence that the nominee is encouraging and coaching others to similarly contribute

SISA Awards 2010

Category: Outstanding Practitioner Award

Nominee:

Nominator:

Date:

Executive Summary

Provide a brief summary of the overall approach and benefits achieved. This section should provide the judges a good overall impression of the merits of this nomination. It is recommended the Executive Summary be no longer than 2-3 paragraphs and dot-point summaries are also acceptable.

Description

It is recommended the following structure is used with a brief response provided under each area. Dot-point summaries are acceptable.

1. Describe what role the practitioner has and the specific responsibilities and accountabilities.
2. List the way the practitioner has delivered continuous improvement in their area and outline specific achievements over the year
3. Describe why the performance of the practitioner stands out from his/her peers and also the day to day influence that this person has on other people.
4. Outline specific leadership qualities and examples of going beyond the norm in the role.
5. Give examples of personal leadership, commitment or influence on management and/or workplace culture.
6. What are the concrete results attributable to the nominee's work?
7. Describe the nominee's skills in communicating effectively, consulting with and influencing others.
8. Where possible, provide evidence that the nominee has contributed to succession planning for his/her position.

Guidance Notes

The Executive Summary and Description should not be longer than 4 pages.

Attachments may be added to provide additional clarity or explanation. These should be placed under each of the headings set out above and clearly labelled as such.

SISA Awards 2010

Category: Outstanding Personal Achievement in RTW

Nominee:

Nominator:

Date:

Executive Summary

Provide a brief summary of the overall approach and benefits achieved. This section should provide the judges a good overall impression of the merits of this nomination. It is recommended the Executive Summary be no longer than 2-3 paragraphs and dot-point summaries are also acceptable.

Description

It is recommended the following structure is used with a brief response provided under each area. Dot-point summaries are acceptable.

1. Provide the nominee's name, position and duties at the time of the injury or disease.
2. Describe what happened and the immediate steps taken.
3. Provide the nominee's own brief description of his/her initial reaction to the injury or disease.
4. Provide 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.
5. Describe any early return to work efforts (if appropriate in the context of the injury).
6. Describe the nominee's attitude to ongoing treatment and RTW throughout the process and the role of the family, friends and workmates.
7. Describe the outcome for the nominee, his/her family, workmates and the employer (note – does not have to be a final outcome if rehabilitation and/or treatment are still in progress).

Guidance Notes

The Executive Summary and Description should not be longer than 4 pages.

Attachments may be added to provide additional clarity or explanation. These should be placed under each of the headings set out above and clearly labelled as such. Written commentary or other input by the award nominee under some or all of the above criterion would be helpful to the judges.

SISA Awards 2010

Category: Excellence in Supplier & Contractor Workplace H&S Management

Nominee:

Nominator:

Date:

Tick one of the following. This nomination is for:

- **A self insurer's contractor & supplier management system**
- **A supplier or contractor nominated by a self insurer**

Executive Summary

Provide a brief summary of the overall approach and benefits achieved. This section should provide the judges a good overall impression of the merits of this nomination. It is recommended the Executive Summary be no longer than 2-3 paragraphs and dot-point summaries are also acceptable.

Description

It is recommended the following structure is used with a brief response provided under each area. Dot-point summaries are acceptable

For a self insured nominee

1. A description of the contractor & supplier management program or initiative.
2. Describe the original objective, specific benefit and outcomes achieved and how this was achieved and measured.
3. A description of how the nominee's management system was used to deliver this initiative and how the system is reviewed and improved.

For a contractor or supplier nominated by a self insurer

1. Provide the name of the nominee, their industry and role in the self insurer's workplace.
2. Outline the nominee's health & safety management systems and how the nominee worked with the self insurer to integrate systems to achieve a seamless interface.

OR

3. Describe a particular work health and safety solution or project that the nominee played a major role in that has led to reduced hazards and risks in the workplace, and how the nominee worked with the self insurer to achieve the result.
4. Describe the outcomes achieved.
5. Where possible, describe the transferability of the solution to other workplaces.

Guidance Notes

The Executive Summary and Description should not be longer than 4 pages. Attachments may be added to provide additional clarity or explanation. These should be placed under each of the headings set out above and clearly labelled as such.