

**Asia Pacific Best Occupational Health and Safety Award**

Award will be presented at IFMA HK Chapter 25th Anniversary Dinner & 2017 Asia Pacific Awards of Excellence Awards Presentation Ceremony on May 9, 2017 in the Hong Kong Jockey Club.

This award recognizes a facility whose technology has had a substantial positive effect on contributing to the success of the facility and recognizes the best-managed occupational health and safety program.

***Criteria Questions:***

1. **Policy Statement (15%)**

- Describe how policy statement is publicized and communicated with employees in easily understandable terms. Employee orientation.

1. **Management Commitment (20%)**

- Demonstrate senior management is committed by providing resources such as time, money and personnel.

1. **Roles and Responsibilities (15%)**

- Demonstrate there is a clear roles and responsibilities of workers, first-line supervisors, management, and safety coordinator. Including health and safety performances as part of employee performance review

1. **Training (15%)**

- Introduction of new equipment, process or procedures. Refresher, annual or periodic education and training to ensure skills and knowledge to all employees

1. **Program (15%)**

- Program should be available in a single written document and separate manuals have been developed for various elements, such as accident/incident investigation procedure, their use should be referred to in the main document.

1. **Effectiveness (20%)**

- Use an audit as before-the-fact measure of the effectiveness of an OHS program.

- Demonstrate successful case to pre-amp accident / incident and follow up on deficiencies, remediate within target dates and share knowledge as lesson learned

***Remarks:***

* Nominator must be an IFMA member for a minimum of one year.
* Application should be submitted to World Workplace Asia 2017 Secretariat Office by March 31, 2017 to be considered:
Ms. Bernice Cheng
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hk-ifma.administrator@ifma.org.hk
* Submittals should cover activities from January 1, 2015 to February 28, 2017.
* Each nomination should be based on either no more than 3 projects or 1 specific project, or 1 specific initiative as specified by each award within the calendar year.
* Nominator can submit more than one nomination for each category.
* Written submission with maximum 750 words describing the selected project(s) and why your project deserves to win.  Written submission should be in WORD format.
* A maximum of 5 pages of attachments and 3 testimonials you believe will support your entry and help judges to understand your project, e.g.
	+ High quality before-and-after photographs that are clearly captioned, explaining the image and the date the photograph was taken, to assist explaining and demonstrating the project
	+ Plans and layouts to assist explaining and demonstrating the project.
	+ Other evidence including media coverage, business endorsements, professional / industrial recognitions, partnership engagement or community feedback.
	+ All attachments should be in PDF format.