|  |  |
| --- | --- |
| **INTRODUCTION** | |
| * Please read the briefing document before completing this form. It contains guidance on general criteria and the judging process.   It is important to check that your entry is being submitted under the most appropriate topic.  To complete the forms, please download and save them on your system before adding content. Please read the notes before completing each section   * Please note that word counts, suggested questions or tips are provided as a ‘typical’ guide only. * A box on the left side after the notes shows the maximum number of marks that a judge will allocate to each section. * Please feel free to supply additional information such as images, video clips (e.g. taken on your mobile phone), pdfs, powerpoints. This will help judges to evaluate and understand your entry. | * When you have completed the form please save and e-mail to entries@mpabpawards.org * Shortly AFTER you submit your Entry, MPA & BP will supply you with a unique reference number to be used in future correspondence.   **We would emphasise that the most important thing is to make an entry and share your ideas because by engaging with the awards scheme you will be helping to make our industry safer for everyone.**  **Please be reassured that all entries will be considered regardless of presentation, word count or grammar.**  Please note that support and guidance can be provided by contacting either Tony Entwistle (MPA) or Amy Potter (BP) via help@mpabpawards.org |

|  |  |
| --- | --- |
| **TOPIC ENTRY** | |
| Please review the topics on the first page of this note and consider under which topic your entry should be submitted. The short descriptions under each topic heading provide an indication of type of activities or initiatives that judges would expect to see submitted under this heading. Please add YES for topic this entry applies for. | |
| 1. Safer maintenance and housekeeping |  |
| 2. Safer production |  |
| 3. Safer handling of inbound and outbound materials |  |
| 4. Safer management of pedestrians and transport on site |  |
| 5. Safer transport and logistics |  |
| 6. Safer operations at a contracting, construction or customer site |  |
| 7. Safer through improvements in health and wellbeing |  |
| 8. Safer together |  |

|  |  |
| --- | --- |
| **CONTACT INFORMATION** | |
| **Company Name** |  |
| Division (if applicable) |  |
| UK Site Name where entry can be demonstrated for judging (where applicable/available) |  |
| Site Address (incl postcode) |  |
| **Primary Contact re entry** |  |
| Job Title |  |
| Email |  |
| Mobile |  |
| **Site Contact re Entry (if different)** |  |
| Job Title |  |
| Email |  |
| Mobile |  |
| **Person making entry (if different from above)** |  |
| Job Title |  |
| Email |  |
| Mobile |  |

|  |  |
| --- | --- |
| **ENTRY INFORMATION** | |
| **PLEASE FILL IN THE BOXES BELOW** | |
| **i. Title of entry** Suggested 15 words |  |
| **ii. Background information  Suggested maximum circa 200 words**  Brief overview of the operation, what were the issues, hazards, problems or behaviour you were trying to change, resolve, mitigate, eliminate.  Does this entry relate to one or more of  ‘The Fatal 6’?  Any supporting information e.g. information about near misses, LTI’s, survey results, comments from employees, images of the problem.  Images and other supporting material can be submitted as separate files when making your entry. |  |

|  |  |
| --- | --- |
| **ENTRY INFORMATION** | |
| **PLEASE FILL IN THE BOXES BELOW** | |
| **III. MANAGEMENT OF PROCESS  Suggested between 300-500 words**  **Consider some or all of these questions and complete in your own words.**  Please explain what you did, how it was done and who was involved.  Extent of worker consultation and involvement?  Degree to which management showed demonstrable leadership?  Quality of comms used to support the change management process?  Quality of any training/materials used to support the initiative?  Quality of systems and processes e.g. new risk assessments, SSOW’s, audits?  Presence and effectiveness of testing/trials/evidence used to support the initiative?  Extent of involvement/influence of other partners and stakeholders?  Has information about this been shared with any external audience?  Does this entry reflect the MPA/BP H&S Vision Zero Values?  Empowerment  Engaged Visible and Consistent Leadership  Zero Tolerance of Unsafe Working Conditions  High Quality Implementation  Collaboration and Sharing  Compliance |  |
| **MARKS** | **MAX 30%** |

|  |  |
| --- | --- |
| **ENTRY INFORMATION** | |
| **PLEASE FILL IN THE BOXES BELOW** | |
| **IV. BENEFITS  Suggested maximum circa 300 words**  To complete this section you make like to consider some or all of these questions.  What are the benefits?  Extent to which there are clearly demonstrable benefits?  Extent to which this has mitigated a high potential hazard e.g. ‘The Fatal 6’?  Extent to which it has significantly changed behaviour, improved health and safety culture?  Extent to which the health and wellbeing of employees/contractors/others improved?  Extent to which it has created a significantly safer working environment?  Extent to which it has improved the competences of employees/contractors?  Extent to which it has improved the efficiency of the operation? |  |
| **MARKS** | **MAX 40%** |

|  |  |
| --- | --- |
| **v. INNOVATION  Suggested maximum circa 200 words**  To complete this section you make like to consider some or all of these questions.  Does this reflect a new or innovative approach to resolving an H&S issue?  Does it reflect an enhancement or adaption of an existing concept / work practice?  Is this new for your company or site, demonstrating a willingness to improve / learn from others etc.? |  |
| **MARKS** | **MAX 10%** |

|  |  |
| --- | --- |
| **ENTRY INFORMATION** | |
| **PLEASE FILL IN THE BOXES BELOW** | |
| **VI. DEVELOPMENT AND TRANSFERABILITY  Suggested maximum circa 200 words**  To complete this section you make like to consider some or all of these questions.  Are there any further development plans outlined in entry – within the site or your company?  Could this idea be applied within another company, the industry or other sectors?  Has it already been adopted at other sites, companies etc.?  Has it been shared with others or are there plans to do so? |  |
| **MARKS** | **MAX 10%** |

|  |  |
| --- | --- |
| **VII. JUDGES COMMENT** | This section will be completed by the judge who will consider how well the entry reflects the topic theme and any other factors considered to be particularly relevant. |
| **MARKS** | **MAX 10%** |

|  |  |  |  |
| --- | --- | --- | --- |
| **PLEASE FILL IN THE BOXES BELOW** | | | |
| **VIII. ‘The Fatal 6’** | | | |
| Does the idea help mitigate either 1 or more of ‘The Fatal 6’ and if so which ones. Please add a tick or YES in relevant boxes. | | | |
| 1. Contact with moving machinery and isolation |  | 4. Workplace Respirable Crystalline Silica |  |
| 2. Workplace transport and pedestrian interface |  | 5. Struck by moving or falling object |  |
| 3. Work at height |  | 6. Road Traffic Accidents |  |

|  |  |
| --- | --- |
| **ENTRY INFORMATION** | |
| **HAVE YOU GOT IMAGES TO SUPPORT YOUR ENTRY?** | If relevant please provide brief explanation and/or titles of images provided. |
| **Please note that it is very important to include images that will highlight your entry. This will both help judges to understand the entry and will assist in the future promotion of the entries that will be included in the Sharing Good Practice Guide and other promotional material.**  **Please send the images and resources as attachments along with this entry form to** [**entries@mpabpawards.org**](mailto:entries@mpabpawards.org)  **If files are over 8MB please do not attach to email but contact** [**entries@mpabpawards.org**](mailto:entries@mpabpawards.org) **to advise on how to transfer the files.** |  |
| **DO YOU HAVE ANY ADDITIONAL INFORMATION?** | If relevant please provide brief explanation of resources supplied |
| **If you wish to please include PowerPoint files, PDFs, sample forms or Video clips please attach them to entries@mpabpawards.org along with this form.**  **Please send the images and resources as attachments along with this entry form to** [**entries@mpabpawards.org**](mailto:entries@mpabpawards.org)  **If files are over 8MB please do not attach to email but contact** [**entries@mpabpawards.org**](mailto:entries@mpabpawards.org) **to advise on how to transfer the files.** |  |