




Ministry of Labour,
Trade Unions Relations
and Sabaragamuwa
Development



NIOOSH

National Institute of
Occupational Safety and
Health • Sri Lanka



National
Occupational Safety
& Health

Excellence
Awards 2018

BROCHURE 2018



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1. Guide Information

If you have any difficulties completing the application form, contact our Awards Helpdesk on **+94 11 2 585 425 / +94 11 2 598 672/+94 11 2 556 577**

Each application form covers one site or business unit. If you wish to enter several sites or business units, please complete a separate application form for each one. Submission of your application indicates your acceptance of the terms as detailed in the accompanying National Occupational Safety and Health Excellence Awards Brochure 2018.

2. How to obtain application

Applications are available on “www.niosh.gov.lk” from 25th January 2018 onwards till 15th March 2018 and at NIOSH office, No 97, Jawatta Road, Colombo 5

3. About the application

The application comprises of three sections (Section A, Section B and Section C).

Section A – Profile and key information of the competing business unit - Please fill the blanks provided and cut any non-relevant words (eg: in Category). For industrial sector, please tick only ONE most relevant sector. For the questions requested evidences, please provide evidences referring to the correct question number.

Section B – Consists of 8 blocks of Occupational Safety and Health Management System - Please write short answers in the blanks provided and attach evidences referring to the correct question number.

Section C – Consists of 6 special questions that takes you to the next level of occupational safety and health management system.

4. Application submission

Applications need to be submitted in printed version.

- All documents must be in A4 size.
- Need to print on one side only.
- A copy of award application must be attached at the beginning, with answers filling in the blanks.
- Cut any non-relevant words in questions: Eg: Yes/~~No~~

- Attach required number of A4 papers as evidences for answers in section B and C of your application with **referring to relevant question numbers**.
- All reference documents need to list down, based on following sample table before each block of the application.

Example- Before Block no 1 –

B-1.0 Management Commitment and Line Accountability

Question No	Attachment list	Availability of proof	Reference No
B.1.1.1	Qualifications of person responsible for safety management	Yes	B.1.1.1
B.1.2.1	Safety and Health Policy	Yes	B.1.2.1
B.1.2.2	Safety and Health Policy Communication methodologies		B.1.2.2
.....		
.....		

- Please mention the reference number on the right top corner of each reference document.

Example:

The diagram shows a sample document titled "ABC Company WORK HEALTH AND SAFETY POLICY". The document content includes sections for Goals, Responsibilities (Management and Workers), and Application of this policy. A red box with the text "B.1.2.1" is placed in the top right corner of the document. An arrow points from the text "Reference Number" to this red box.

Fig. 1

- Submit the application with relevant attachments as a binding document. Order of the additional papers (Evidences in Section B) should follow the correct sequence location before binding. Include the question number on top right corner of each page. (refer Fig. 1)

5. General support for submission

5.1 Clarity

Adequate clear information must be provided. Remember that judges do not know the details and background for your organization.

5.2 Completeness

- All relevant supportive evidences must be sent with the entry as it will not be possible to supply extra information later to achieve a higher grade.
- Reference to items submitted with previous entries will not be accepted as these are not retained.
- Hyperlinks to website pages are NOT permitted.
- Include full details of all;
 - Fatal and major injuries (including those resulting from work related road accidents)
 - Notifiable occupational diseases
 - Enforcement action (including any pending)
 - Any other serious matters which are under investigation

5.3 Organizations submitting multiple entries

Entries submitted by several sites/branches from the same organization must include unique evidence of local implementation of the corporate policies. Independent applications should be submitted representing each site/branch for NOSHE awards 2018.

5.4 Accident Data and Enforcement History

5.4.1 Fatalities and serious incidents

Entries declaring a fatality or other serious incident are not automatically disqualified as National OSH Excellence awards recognizes that such events may still occur even where an organization has done all in its power to prevent them.

If not disclosing of the serious incidents (Fatalities/LTIs), will lead to disqualification of application.

5.4.2 Injuries/incidents/diseases history

For each definition, refer Factory Ordinance chapter 4, No 45 of 1942

5.5 Declaration and counter signatures

All entries must include following signatures and seals:

- Signature 1: Person responsible for OSH (whether in-house or external)
- Signature 2: Managing Director or equivalent (whole organization entries) or most senior management representative (site level entries)

5.5.1 Missing signatures and seal

- A written explanation with proof must be provided for any missing signatures
- NIOSH reserves the right to disqualify entries with one or more missing signatures.

6. Common Faults

The following are likely to affect the level of award made or may lead to an award being refused:

Failure to follow the entry format:

- Not addressing the B.1 to B.8 blocks related questions with relevant proof documents in section B.
- Irrelevant and repetitive bulk of same type of supporting documentation.
- No and/or poor labeling for the supporting evidences.

Failure to supply detailed information on:

- Fatal injuries
- Major injuries
- Dangerous occurrences
- Notifiable diseases

Failure to obtain the required counter signature(s) and seals.

Note: Application shall be disregarded if it associates with any fraudulent documents or evidences.

7. Entry Checklist

Have you:

- Completed Section A with required information and proof documents
- Provided responses to the B.1 to B.8 blocks related questions with relevant proof documents
- Provided section C information with specific proof that can strengthen the required areas
- Completed and printed off 'Declaration', obtained the required counter signatures and seals
- All documents properly labeled, numbered and attached in sequence
- List of references added before each block attached evidences

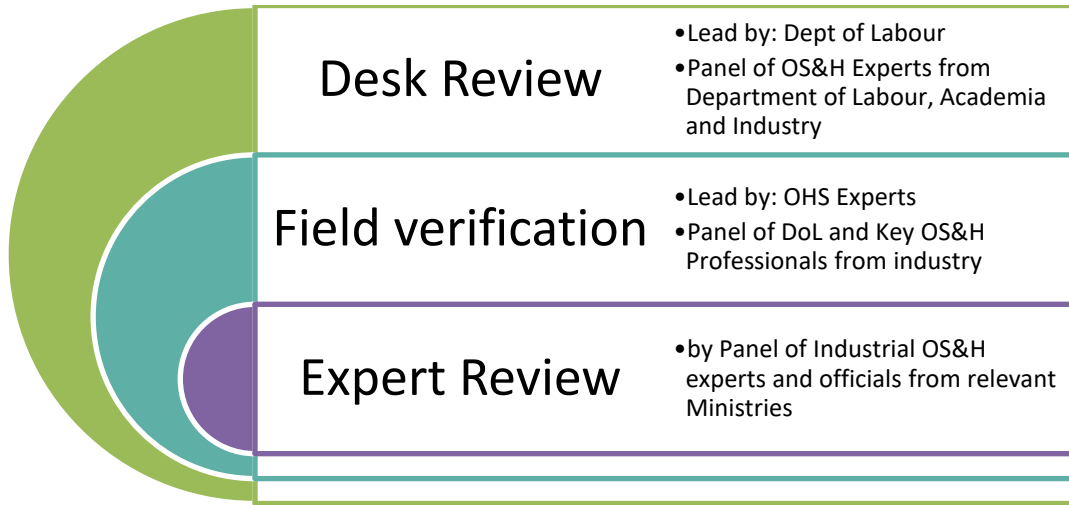
8. Award categories



How to Categorize Your Business

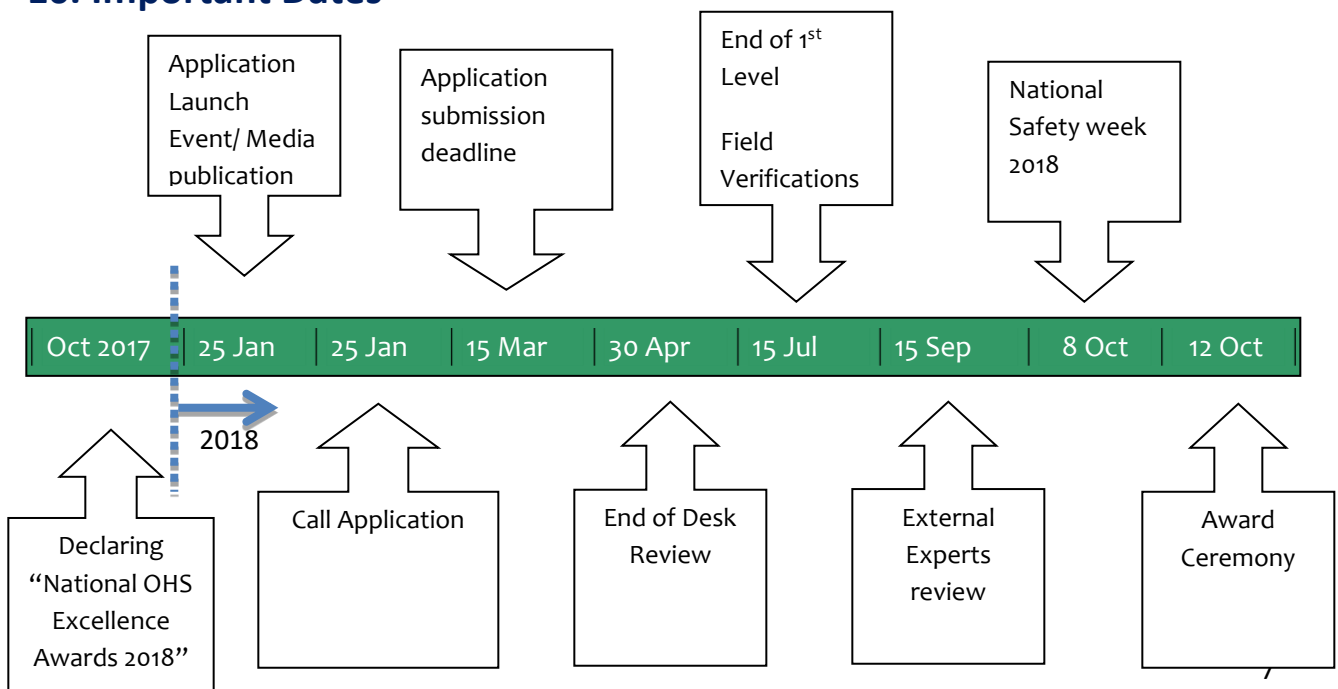
- **Small-Medium Scale – 1-250 employees**
- **Large Scale – More than 251 employees**
***Including all the Managerial staff, Permanent & non-permanent/contracted employees*

9. Award Panel



The decision made by the Expert panel will be considered as the “Final Decision” and it will be endorsed by the Secretary, Ministry of Labour, Trade Union Relations and Subaragamuwa Development.

10. Important Dates



11. Payment Details

Please note that full payment must be accompanied with the application. Each application should be subjected to LKR 5000/- as submission fee.

By Cash: Payable to NIOSH Helpdesk

By Cheque: Please draw the cheque in favor of “Director General NIOSH”

- NIOSH Bank Account Number:119100160003116 (Peoples Bank, Narahenpita)

12. Application Submission

Application should be submitted on or before 15th March 2018, 1500 IST.

Submission Methodology

By hand: to NIOSH Help desk (No 97, Jawatta Road, Colombo 5)

By Currier or Registered post: National OSH Excellence Awards 2018, National Institution of Occupational Safety and Health, No 97, Jawatta Road, Colombo 5.

13. Data Confidentiality

NIOSH will ensure the confidentiality of all information provided by organizations and it should be noted that any information given here will not use for any other purpose.

NIOSH Contact

Dr. N. C. Amarasinghe – 0774 457 566

Mr. Mohan – 0773 956 382

Mr. Charith – 0712 348 973

Mr. Lakmal – 0750 690 111



Help Desk Number- 011 2 585 425 | 011 2 598 672 | 011 2 556 577