



Master Builders Association of Western Australia  
**Excellence in Workplace  
Health and Safety 2017  
Commercial Award**

Winner will be nominated for the Master Builders National Health & Safety Award



**WE ARE HERE TO HELP!**

For any further information or assistance with your entry please contact  
Master Builders' Events Team.

P: 9476 9800 | F: 9476 9801 | E: [events@mbawa.com](mailto:events@mbawa.com)



**2017**  
**bankwest**   
**EXCELLENCE IN  
CONSTRUCTION  
AWARDS**

Projects nominated for the safety award must be under construction at time of nomination and not completed prior to site audits/inspections, where the project is a finalist.

The purpose of the Award is to promote best practice OSH on building and construction projects through the acknowledgement and celebration of Excellence in Health and Safety.

### **ENTRY CRITERIA**

General Entry Requirements:

1. Commitment to implementing and achieving high standards of occupational safety and health management.
2. An approach to occupational safety and health which incorporates identification and assessment of workplace hazards.
3. Workplace safety systems which incorporate recognition of employee training needs, intent to adopt higher order control solutions and ongoing monitoring and review.

### **IMPLEMENTATION AND MAINTENANCE OF OSH SYSTEMS:**

Provide details on the company's commitment to implementing and achieving high standards of occupational safety and health management.

Examples could include:

- A list of components of your OSH management system (e.g. manual, policies, procedures, documentation).
- Future goals of the company.

### **HAZARD IDENTIFICATION, RISK ASSESSMENT AND CONTROL:**

Provide details on the company's policy and procedures for identification, assessment and control of workplace hazards.

Examples could include:

- Method used to identify hazards (e.g. regular site/ workplace inspections, checking existing incident records and workers' compensation claims, incident reporting and/ or investigation, hazard/ near-miss alert reporting, OSH management systems audit, standard operating procedure reviews, consultation with employees).
- Procedure used to assess risks (e.g. classification matrix).
- Prioritisation of hazards (e.g. likeliness to cause injury or damage, probability of occurrence and potential to develop further).
- Methods used to control hazards (e.g. hierarchy of controls).
- Hazard reporting procedure.

### **PERFORMANCE**

Provide details of the measurable improvement in the company's work health and safety performance and if the time and effort spent on improving health and safety in the workplace brought any benefits.

Examples could include reduction in:

- Workplace injuries/ incidents.
- Lost productivity.
- WorkCover / Insurance premiums and / or legal costs.

### **SAFE WORK AND OPERATING PROCEDURES:**

Provide details on the company's safe work systems which incorporate recognition of employee training needs, a commitment to adopting control solutions where possible and ongoing monitoring and reviews.

Examples could include:

- Development and implementation of site specific safety instructions.
- Development and implementation of safe work method statements.
- Development and implementation of standard operating procedures.
- Company rules.
- Provision of personal protective equipment.
- Method for ensuring compliance with safe systems of work.
- Provision of information, instruction and supervision.
- Training provided to employees and maintenance of training records

Executive Summary– Address all items relevant to the Project

### **IMPLEMENTATION AND MAINTENANCE OF OSH SYSTEMS:**

Provide details on the company's commitment to implementing and achieving high standards of occupational safety and health management.

Examples could include:

- A list of components of your WHS management system/processes (e.g. manual, policies, procedures, documentation).
- Future goals of the company.

### **HAZARD IDENTIFICATION, RISK ASSESSMENT AND CONTROL:**

Provide details on the company's policy and procedures for identification, assessment and control of workplace hazards.

Examples could include:

- Method used to identify hazards (e.g. regular site/ workplace inspections, checking existing incident records and workers' compensation claims, incident reporting and/ or investigation, hazard/ near-miss alert reporting, OSH management systems audit, standard operating procedure reviews, consultation with employees).
- Procedure used to assess risks (e.g. classification matrix).
- Prioritisation of hazards (e.g. likeliness to cause injury or damage, probability of occurrence and potential to develop further).
- Methods used to control hazards (e.g. hierarchy of controls).
- Hazard reporting procedure.

**PERFORMANCE:**

**Section A:**

Number of injuries during the last 12 months: \_\_\_\_\_

Time lost due to injury during the last 12 months: \_\_\_\_\_ Days \_\_\_\_\_ Hours

Time lost due to other safety concerns during the last 12 months: \_\_\_\_\_

**Section B:**

Provide details of the measurable improvement in the company's occupational safety and health performance and if the time and effort spent on improving health and safety in the workplace brought any benefits.

Examples could include:

- Reduction in workplace injuries/ incidents
- Increased productivity
- Reduced WorkCover/insurance premiums and/or legal costs

**WORK & OPERATING PROCEDURES:**

Provide details on the company's safe work systems which incorporate recognition of employee training needs, a commitment to adopting control solutions where possible and ongoing monitoring and reviews.

Examples could include:

- Development and implementation of site specific safety instructions.
- Development and implementation of safe work method statements.
- Development and implementation of standard operating procedures.
- Company rules.
- Provision of personal protective equipment.
- Method for ensuring compliance with safe systems of work.
- Provision of information, instruction and supervision.
- Training provided to employees and maintenance of training records.

**SUPPORTING MATERIAL:**

To support your entry please include the following information:

- Site safety plan, where applicable, or evidence of safety management processes that are in place.
- Evidence of follow up actions relating to non-compliant OHS issues

**JUDGING CRITERIA**

- An initial review of the organisations nomination/entry shall be conducted by the Master Builders WA Safety Manager to ensure the entry criteria has been met.
- A desktop audit of the organisations safety management systems will be conducted by the Master Builders WA Safety Manager.

Site inspections will be conducted as follows;

- A nominated site will be inspected 3 times at different stages of the construction process, at the discretion of the judging panel. The nominee will receive audit reports from the site inspections.

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For any further information or assistance with your entry, please contact the Master Builders Events team.

**P (08) 9476 9800 F (08) 9476 9801**

**events@mbawa.com**

# ENTRY FORM

Company Name: \_\_\_\_\_

Postal Address: \_\_\_\_\_ P/Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Corporate Email: \_\_\_\_\_

Builders Registration No: \_\_\_\_\_ Date Registered: \_\_\_\_\_ Master Builders Member No. \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Mobile: \_\_\_\_\_ Email: \_\_\_\_\_

Project Nominating: \_\_\_\_\_

Address: \_\_\_\_\_

Final judging shall be undertaken by representatives of the Master Builders WA Safety Committee.

### FEES (INCLUDING GST)

\$1,650.00 Nomination Fee

Travel costs outside of the Perth Metropolitan for site inspections are to be paid by the individual finalist.

### CHECK LIST - MUST BE COMPLETED

- A completed and signed Entry Form
- A brief executive summary of the project which should include: All items relevant to the project.
- 4 x high resolution photos (jpeg) of project you are nominating
- A full entry fee to be paid. Indicate above your preferred payment option.
- All of the above saved on to disk/USB to accompany your entry
- I agree to this entry being submitted into Master Builders Australia National Excellence in Work Health and Safety Awards.
- I have read and understood the Rules and Conditions of entry
- I understand and agree to abide by the Rules and Conditions of entry.

.....  
(Signature of person authorised to enter project)

.....  
(Date)

PAYMENT AMOUNT	#NO.	MEMBERS	SUBTOTAL
Builder Service Award	_____	@ \$1,650 (inc. GST) =	_____
<b>TOTAL PAYMENT</b>	<b>\$</b>	_____	

**PAYMENT METHOD:**

Cheque (made payable to Master Builders)       Cash

EFT - BSB: 306-051    Acc: 038 9251      Ref: ECA17 + [your company name]

Credit Card     Mastercard       Visa

Card Number \_\_\_\_\_ Expiry Date \_\_\_\_\_

Cardholder's Name \_\_\_\_\_ Signature \_\_\_\_\_

PLEASE PASS THIS TAX INVOICE TO YOUR ACCOUNTS DEPARTMENT  
\*Please note that all prices quoted on this form are inclusive of GST

ENTRY FEES (INC. GST)	
Nomination Fee	\$1,650.00

FURTHER INFORMATION
Master Builders - Events Level 3, 35 Havelock Street West Perth WA 6005 P: (08) 9476 9800 F: (08) 9476 9801 E: events@mbawa.com
<b>CLOSING DATE OF ENTRIES</b> Friday 10 March 2017