COMCARE WORK HEALTH AND SAFETY AWARDS

18 SEPTEMBER 2018
MELBOURNE CONVENTION AND EXHIBITION CENTRE
COLLABORATION | INNOVATION | ACHIEVEMENT

Nominations
ABOUT THE AWARDS

Comcare’s Work Health and Safety Awards recognise and reward excellence in workplace health and safety, recovery at and return to work achieved by individuals and organisations covered under the Comcare scheme.

WHO SHOULD ENTER?

Entry for the 2018 Comcare Work Health and Safety Awards is open to employers and individuals operating within the Commonwealth work health and safety and/or workers’ compensation jurisdiction.

Comcare is seeking nominations that highlight outstanding success in collaboration, innovation and achievement. Your nomination should reflect activities above and beyond best practice against each of these three criteria.

WHY ENTER?

Recognition—be publicly acknowledged for your commitment to and excellence in workplace health and safety, or recovery at and return to work.

Reputation—be identified as a leader who embraces innovative practices in workplace health and safety, recovery at and return to work.

Raise awareness—share your story and showcase your achievements in workplace health and safety, or recovery at and return to work.

Celebration—celebrate your success with colleagues and industry peers at a formal presentation.

AWARD CATEGORIES

The 2018 award categories are:

CATEGORY ONE
Prevention Award

CATEGORY TWO
Early Intervention Award

CATEGORY THREE
Recovery at and Return to Work Award

CATEGORY FOUR
Individual Contribution Award
JUDGING PROCESS AND KEY DATES

Nominations for the 2018 Comcare Work Health and Safety Awards open online on **Tuesday 13 March 2018**.

Nominations and all supporting material must be submitted by **5.00pm Friday 4 May 2018**.

Entries will be assessed by a judging panel and shortlisted entrants will be interviewed.

If your entry is successful in being shortlisted, you will be contacted by Comcare staff and be advised of when the interview will be conducted. Interviews will take place in June.

The judging panel will make recommendations to the awards Steering Committee for final endorsement.

Finalists will be announced via media release, Comcare’s website and e-communications. Winners will be announced at the awards presentation at the Comcare National Conference on Tuesday 18 September 2018.

AWARDS PRESENTATION

Location: Melbourne

Date: Tuesday 18 September 2018

Venue: Melbourne Convention and Exhibition Centre

Ticket sales: Sales to the event will open April 2018.
CATEGORIES AND ASSESSMENT CRITERIA

Category One

PREVENTION

This award recognises the work that organisations undertake above and beyond their normal practice to ensure their workplaces provide a healthy and safe environment for employees, by addressing the physical and/or psychosocial risk factors to prevent incidents from occurring.

Applicants for this category must address the following criteria:

> Collaboration—the approach demonstrates the consultation undertaken and support from employees, management and other relevant stakeholders to develop, implement and promote the prevention of physical and/or psychosocial harms.

> Innovation—the approach demonstrates innovation in preventing physical and/or psychosocial harms, and is designed to target an identified need and deliver measurable outcomes.

> Achievement—the entry sets a new standard for best practice, which other organisations or industries have demonstrably learned from in order to prevent physical and/or psychosocial harms in the workplace.

As part of your submission you must provide relevant supporting material such as data, audit reports, staff surveys and other information to demonstrate the impact and benefits.

Category Two

EARLY INTERVENTION

This award recognises the work that organisations undertake above and beyond their normal practice to proactively support their employees following an incident, in order to manage and prevent further harm.

Applicants for this category must address the following criteria:

> Collaboration—the approach demonstrates the consultation undertaken and support from employees, management and other relevant stakeholders to develop, implement and promote early intervention initiatives that support employees following an incident, in order to manage and prevent further harm.

> Innovation—the approach demonstrates innovation in supporting employees after an incident, through early intervention initiatives, in order to manage and prevent further harm. The approach is designed to target an identified need and deliver measurable outcomes.

> Achievement—the entry sets a new standard for best practice, which other organisations and/or industries have demonstrably learned from in order to realise the benefits of early intervention initiatives.

As part of your submission you must provide relevant supporting material such as data, audit reports, staff surveys and other information to demonstrate the impact and benefits.
Category Three

RECOVERY AT AND RETURN TO WORK

This award recognises organisations that demonstrate excellence in recovery at and return to work programs/systems for ill or injured employees.

Applicants for this category must address the following criteria:

> **Collaboration**—the approach demonstrates the consultation undertaken and support from employee, management and other relevant stakeholders to develop, implement and promote recovery at and return to work programs/systems for ill or injured employees.

> **Innovation**—the approach demonstrates innovation and excellence in recovery at and return to work programs/systems for ill or injured employees, targets an identified need, and delivers measurable outcomes.

> **Achievement**—the entry sets a new standard for best practice, which other organisations and/or industries have demonstrably learned from in order to implement effective recovery at and return to work programs/systems for ill or injured employees.

As part of your submission you must provide relevant supporting material such as data, audit reports, staff surveys and other information to demonstrate the impact and benefits.

Category Four

INDIVIDUAL CONTRIBUTION

This award recognises individuals whose contributions have made an exceptional difference to their workplace, exceeding their normal work duties.

Applicants for these categories must address the following criteria:

> **Collaboration**—the nominee has demonstrated that they engaged their colleagues, supervisors, management and other relevant stakeholders when addressing health and safety or recovery at and return to work issues.

> **Innovation**—the nominee goes above and beyond the expectations of their role and presents a fresh approach to work health and safety or recovery at and return to work.

> **Achievement**—the nominee has demonstrated an outstanding commitment to and has had significant impact on health and safety, recovery at and return to work in the organisation which demonstrably affects both short and long-term outcomes.

As part of your submission you must provide relevant supporting material such as data, audit reports, staff surveys and other information. Your submission should also include supporting testimonials from management, co-workers or external stakeholders.
HOW TO ENTER

Award entries must be submitted using the online nomination portal available at www.comcare.gov.au/conference. Please note that no hardcopy submissions will be accepted. The online nomination portal will open on Tuesday 13 March 2018.

Submissions **must be supported by your senior management.** As part of the online submission process, entrants will be required to send their finalised entry electronically to their Senior Manager for endorsement and approval through the online submission process before completing their submission.

Each category has three assessment criteria. Please ensure that all assessment criteria are addressed using no more than 500 words for each.

Nominations must include a submission summary that covers the following key aspects:

- about the organisation/individual (maximum 50 words)
- the problem and/or challenge (maximum 200 words)
- the approach and outcome (maximum 200 words)
- key achievements (maximum 100 words and five dot points).

Any attachments submitted with your nomination must be relevant to the award category assessment criteria. Attachments must not exceed 3MB each and need to be in Word, Excel or PDF format. To submit PowerPoint files as attachments please convert them into PDF format.

Entrants must also submit at least five high resolution images (JPG format) related to their entry. Images are to include:

- organisation logo
- general corporate images
- images related to the entry.
CONDITIONS OF ENTRY

1. There are four Comcare Work Health and Safety Award categories:
   > Category One—Prevention Award
   > Category Two—Early Intervention Award
   > Category Three—Recovery at and Return to Work Award
   > Category Four—Individual Contribution Award

2. This document, including the instructions on how to enter the awards (available at www.comcare.gov.au/conference), the online submission portal and any other details about the 2018 Comcare Work Health and Safety Awards contained within promotional material all form part of the terms and conditions of entry. The terms and conditions of entry apply to all entrants in all categories for the 2018 Comcare Work Health and Safety Awards.

3. The 2018 Comcare Work Health and Safety Awards will be administered by Comcare.

4. Entry for the 2018 Comcare Work Health and Safety Awards is open to employers and individuals operating within the Commonwealth work health and safety and/or workers’ compensation jurisdiction.

5. Comcare and the judging panel reserves the right to either allow or disallow any entrant for any reason at its complete discretion. The Comcare Work Health and Safety Awards judging panel will have complete discretion in assessing entries, applying the judging criteria, conditions of entry and determining the awards.

6. Entries must be received by 5:00 pm Friday 4 May 2018. Any extension of this deadline must be negotiated with Comcare on an individual basis.

7. By submitting an entry, entrants shall be taken to have acknowledged and accepted these terms and conditions and to have agreed to be bound by them.

8. Entrants who breach any of these ‘conditions of entry’ are subject to disqualification.

9. Entries must be provided electronically unless otherwise arranged with Comcare, and must include an entry form with up to date contact details.

10. The decision of the judges is final and no correspondence will be entered into.

11. The assessment, conduct and results of the awards will not create any legal obligations between entrants and Comcare or the Commonwealth.

12. The judging panel reserves the right not to allocate an award in a particular category where, in its opinion, there are no entries of sufficient merit.

13. In the event that an entrant that is judged to have won a category is found to have failed to satisfy or abide by the terms and conditions of the 2018 Comcare Work Health and Safety Awards, that entrant shall not be entitled to the relevant award. Comcare may, at its absolute discretion, award the relevant award to another entrant or choose not to award a winner for that category at all.

14. Entries and supporting material will not be returned to entrants.

15. Each entrant warrants that its entry, including any designs and/or inventions, is the entrant’s original work, that any intellectual property rights arising in connection with that entry rest in the entrant and that the entry does not interfere with any third-party rights.
16. By entering the 2018 Comcare Work Health and Safety Awards each entrant warrants that all information in their entry is true, accurate and complete. Entrants may be requested to provide further evidence to substantiate their entries and, if so requested, such evidence must be provided within the stipulated timeframe.

17. All entrants agree to allow representatives of Comcare to enter and inspect premises, to permit information gathering and video production, for the purpose of verifying or assessing the entry.

18. Comcare will ensure that there is no disclosure to any third party of any information provided by an entrant and marked ‘confidential’, except with the prior consent of that entrant or where such a disclosure is authorised or required by law.

19. All entrants authorise Comcare to use the information contained in entries (other than confidential information) for any purposes they see fit including, but not necessarily limited to, promotional purposes.

20. Without limiting the generality of clause 19, and subject to proper acknowledgement being given to the relevant entrant, all entrants authorise Comcare to publish details of their entry, including but not limited to) contact names, phone numbers and photos. Comcare will not use the personal information of entrants for any other purpose without prior consent of the entrant, or unless authorised or required to do so by law. For further information about our information handling practices, please see our Privacy Policy.

21. Entrants acknowledge that they may be required for presentations and media interviews in respect of their entry and agree to take all reasonable steps to make themselves available for, and actively participate in such presentations or media interviews.

22. All entrants authorise Comcare to recommend that the product, method or service comprising their entry be adopted for use by any other individual or organisation.

23. Winning an award does not signify endorsement of a particular product or a particular health and safety practice by Comcare.

24. Previous Comcare Work Health and Safety Awards, SRCC Safety Award and Annual Safe Work Australia Award winners are ineligible to enter this year’s awards with the same initiative/solution/contribution.

25. Comcare, the Commonwealth and the officers, workers and agents of the preceding do not accept any liability, however arising, including liability for negligence, for any accident, loss, injury or damage arising at any time out of or in connection with the Comcare Work Health and Safety Awards except for any liability that cannot, by law, be excluded.

CONTACT INFORMATION

For further information about the 2018 Comcare Work Health and Safety Awards, contact:
Comcare
GPO Box 9905
Canberra ACT 2601
Phone: 1300 366 979
Email: awards@comcare.gov.au
Website: www.comcare.gov.au/conference