



Australian Government

Comcare



Comcare
National Work Health
and Safety Awards

9 November 2023

Award Nominations

About Comcare

Comcare's purpose is to promote and enable safe and healthy work.

Comcare is the national authority for work health and safety, and workers' compensation. We are a government regulator, workers' compensation insurer, claims manager and scheme administrator.

Through our role, we work with employees and other workers, employers, service providers and other organisations to:

- minimise the impact of harm in the workplace
- improve recovery at work and return to work
- promote the health benefits of good work.

We collaborate and partner with other schemes and organisations on research and innovative projects that improve health and safety outcomes.

About the Awards

The 2023 Comcare National Work Health and Safety Awards recognise and reward excellence in workplace health and safety achieved by employers and individuals operating across Comcare's scheme.

The Awards will be presented during a luncheon on Thursday 9 November 2023 at The Boat House Canberra. Tickets will be made available for purchase in August 2023.

Award categories

The Award categories and criteria for 2023 have been updated to reflect current priority areas and emerging issues within workplace health and safety.

Category One

Prevention Award

- Category 1.A: Preventing psychological harm
- Category 1.B: Preventing physical harm

Category Two

Recovery at and Return to Work Award

Category Three

Individual Contribution Award

- Category 3.A: Leadership excellence
- Category 3.B: Operational champion

Who should enter

Entry for the 2023 Comcare National Work Health and Safety Awards is open to employers and individuals operating across Comcare's scheme¹.

Why enter

Recognition

Receive public acknowledgement for your commitment to and excellence in workplace health and safety, or recovery at and return to work.

Reputation

Be recognised as a leader who embraces innovative practices in workplace health and safety, or recovery at and return to work.

Raise awareness

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.

What are we looking for

Comcare is seeking nominations that highlight outstanding success in workplace health and safety.

Best Practice

Your nomination should reflect activities above and beyond existing better practices against the relevant award category.

Innovation

Nominations should demonstrate new or novel programs, systems and approaches used to prevent and manage harm in your workplace.

Impact

Your nomination should include data which showcases the significant impact it has had in enabling safe and healthy work in your organisation.

¹ The Comcare scheme includes Australian Government agencies and authorities, self-insured licensees and approved providers. If you are unsure or your eligibility for the Awards, please email awards@comcare.gov.au.

Judging process and key dates

Nominations for the 2023 Comcare National Work Health and Safety Awards open online at **9.00am on Wednesday 1 March 2023.**

Nominations, and all supporting material, must be submitted by **5.00pm Sunday 30 April 2023**. Entries will be assessed by a judging panel and shortlisted entrants will be interviewed.

If your entry is shortlisted, you will be contacted by Comcare staff and you will be invited to an interview which will take place online between late June and early July 2023.

Following the interviews, the judging panel will make its recommendations to the Awards Steering Committee for final endorsement.

Finalists will be informed and promoted as part of Comcare marketing activities. Winners will be announced during a luncheon on **Thursday 9 November 2023** at The Boat House Canberra and promoted after the event.

Submission requirements

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.

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 150 words).

For Category Three submissions:

- Supporting testimonials from management, co-workers and/or external stakeholders should be included with the nomination.
- Both the nominated individual plus supporting colleagues and managers will be required to attend the interview should your nomination proceed to this stage.

Award categories

CATEGORY ONE – Prevention

The Prevention Award, split into two sub-categories, recognises excellence in work undertaken to ensure workplaces provide a healthy and safe environment for employees, by addressing either the psychological, or physical risk factors in order to prevent an incident from occurring.

Category 1.A – Preventing psychological harm

Applicants for this sub-category must address the following criteria:

- The approach demonstrates collaboration with employees, management and other relevant stakeholders to develop, implement and promote the prevention of psychological injury and/or hazards.
- The approach demonstrates innovation in preventing psychological harm and is designed to target an identified need and deliver measurable outcomes.
- The entry sets a new standard for best practice and shows sustainable commitment to preventing psychological injury in the workplace.

Category 1.B: Preventing physical harm

Applicants for this sub-category must address the following criteria:

- The approach demonstrates collaboration with employees, management and other relevant stakeholders to develop, implement and promote the prevention of physical harm, injury and/or hazards.
- The approach demonstrates innovation in preventing physical harm and is designed to target an identified need and deliver measurable outcomes.
- The entry sets a new standard for best practice and shows sustainable commitment to preventing physical injury in the workplace.

CATEGORY TWO – Recovery at and return to work

This award recognises excellence in providing proactive early support to employees with an injury or illness to enable their recovery at and/or return to work.

Applicants for this category must address the following criteria:

- The approach demonstrates collaboration with employees, management and other relevant stakeholders to develop, implement and promote recovery at and/or return to work for ill or injured employees.
- The approach demonstrates innovation in recovery at and return to work for ill or injured employees, targets an identified need, and delivers measurable outcomes.
- The entry sets a new standard of best practice and sustainable commitment to effective recovery at and return to work programs/systems for ill or injured employees.

CATEGORY THREE – Individual contribution

The Individual Contribution Award, split into two sub-categories, recognises individuals at both the Senior and Operational levels whose contributions have made an exceptional difference to their workplace, exceeding their normal work duties.

Category 3.A: Leadership excellence

Applicants for this category must address the following criteria:

- The nominee has demonstrated through collaboration, actions, and decisions, that a positive safety culture is a workplace priority, championing health and safety in the workplace from a senior management level.
- The nominee goes above and beyond the expectations of their role and presents a fresh, innovative approach to work health and safety or recovery at and return to work.
- The nominee has demonstrated outstanding leadership to and has had significant impact on health and safety, recovery at and return to work in the organisation, setting a new standard of best practice with both short and long-term outcomes.

Category 3.B: Operational champion

Applicants for this category must address the following criteria:

- The nominee has demonstrated collaboration with their colleagues, supervisors, management and other relevant stakeholders when addressing health and safety or recovery at and return to work issues from an operational level.
- The nominee goes above and beyond the expectations of their role and presents a fresh, innovative approach to work health and safety or recovery at and return to work.
- The nominee has demonstrated an outstanding commitment to and has had significant impact on health and safety, recovery at and return to work within the organisation, setting a new standard of best practice with both short and long-term outcomes.

How to enter

- Award entries must be submitted using the online nomination portal available at www.comcare.gov.au/whs-awards. Please note that hardcopy submissions will not be accepted.
- The online nomination portal will open at **9.00am on Wednesday 1 March 2023**.
- Each category has three assessment criteria. Please ensure that all assessment criteria are addressed using no more than 200 words per criteria.
- Submissions must be supported by 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.
- A minimum of one supporting document, relevant to the award category assessment criteria, must be included with each submission. 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 three high resolution images (JPEG file) related to their entry, including an organisation logo.

Conditions of entry

1. There are three categories in the 2023 Comcare National Work Health and Safety Awards with two Awards split into sub-categories:
 - Category One—Prevention Award (1.A and 1.B)
 - Category Two—Recovery at and Return to Work Award
 - Category Three—Individual Contribution Award (3.A and 3.B)
2. This document, including the instructions on how to enter the awards, the online submission portal and any other details in promotional material about the 2023 Comcare National Work Health and Safety Awards, 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 2023 Comcare National Work Health and Safety Awards.
3. The 2023 Comcare National Work Health and Safety Awards will be administered by Comcare.
4. Entry for the 2023 Comcare National 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 reserves the right to either allow or disallow any entrant for any reason at its complete discretion.
6. Comcare has complete discretion in assessing entries, applying the judging criteria, conditions of entry and determining the awards.
7. Comcare reserves the right to move entries into an alternate category or sub-category other than that entered if it is deemed more appropriate. Entrants will be advised if this occurs.
8. Entries must be received by 5:00 pm Sunday 30 April 2023. Extensions of this deadline for any entry will only be considered if a written request has been received by Comcare by 5:00 pm Sunday 23 April 2023.
9. Entries must be provided electronically through the online portal unless otherwise arranged with Comcare and must include an entry form with up-to-date contact details.
10. Subject to the terms and conditions of entry, the decision of Comcare on category awards is final.
11. The assessment, conduct and results of the awards will not create any legal obligations between entrants and Comcare or the Commonwealth.
12. Comcare reserves the right not to allocate an award in a particular category where, in its opinion, there are no entries of sufficient merit.
13. If 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 2023 Comcare National Work Health and Safety Awards, Comcare may determine that the 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. Previous Comcare National Work Health and Safety Awards and Annual Safe Work Australia Award winners are ineligible to enter this year's awards with the same initiative/solution/contribution.
17. By entering the 2023 Comcare National Work Health and Safety Awards each entrant warrants that all information in their entry is true, accurate and complete.
18. Entrants may be requested to provide further evidence to substantiate their entries and, if so requested, such evidence must be provided within any timeframes stipulated by Comcare in relation to the request.
19. All entrants agree to allow representatives of Comcare to enter and inspect premises and permit information gathering and video production by Comcare representatives, for the purpose of verifying or assessing the entry.
20. Comcare will ensure that there is no disclosure to any third party of any information provided by an entrant marked 'confidential', except with the prior consent of that entrant or where such a disclosure is authorised or required by law.
21. All entrants authorise Comcare to use the information contained in entries (other than confidential information) for any purpose including, but not limited to, promotional purposes.
22. Without limiting the generality of clause 20, and subject to notice by Comcare to the relevant entrant, all entrants authorise Comcare to publish details of their entry, including but not limited to contact names, phone numbers, email addresses and photos. Comcare will only use the personal information of entrants for purposes unrelated to the Comcare National Work Health and Safety Awards with prior consent of the entrant, or unless authorised or required to do so by law. For further information about Comcare's information handling practices, please see the [Privacy Policy](#) on the Comcare website.
23. 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. Should your nomination reach the finalist stage or further, you may also be contacted to share your experiences at future Comcare events.
24. 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.
25. Winning an award does not signify endorsement of a particular product or a particular work health and safety practice by Comcare.
26. Ticket sales for the Comcare National Work Health and Safety Awards luncheon on Thursday 9 November 2023 will be on sale from late August 2023. Finalists are required to purchase ticket/s if they wish to attend the presentation.
27. 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 2023 Comcare National Work Health and Safety Awards except for any liability that cannot, by law, be excluded.
28. Entrants who breach any of these 'conditions of entry' are subject to disqualification.
29. 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.

Contacts



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www.comcare.gov.au/whs-awards

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