## B1 OSHA logo EU logo HW logo

Healthy Workplaces for All Ages

**Note:**

**Good Practice Awards Competition 2016-17**

**APPLICATION FORM – Ireland**

## To be completed and signed by applicant

Electronic entries only. Please email to annette\_slater@hsa.ie Closing Date: Friday 30th September 2016 at 5pm

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| --- |
| **EXAMPLE OF GOOD PRACTICE** |
| **TOPIC** |  |
| **TITLE OF EXAMPLE** |  |
| **NAME OF THE ENTERPRISE** |  |
| **NUMBER OF WORKERS** |  |
| **Country** |  |
| **Address** |  |
| **Telephone No** |  |
| **Fax No** |  |
| **Name of a contact person representing the management** |  |
| **Email** |  |
| **Name of a contact person representing the workers** |  |
| **Email** |  |
| **ORGANISATION PROVIDING THE INFORMATION (if****different from above)** |  |
| **Country** |  |
| **Address** |  |
| **Telephone No** |  |
| **Fax No** |  |
| **Email** |  |

1



|  |  |
| --- | --- |
| **Contact person** |  |
| **SECTOR (NACE-Code)** |  |
| **Private / public / partially private** |  |
| **BACKGROUND INFORMATION** |
|  |
| **PROBLEM / ISSUES IDENTIFIED** |
|  |
| **SOLUTION / INTERVENTION / MEASURES TAKEN / WHAT WAS DONE AND HOW** |
|  |
| **RESULTS ACHIEVED/ EFFECTIVENESS OF THE MEASURES** |
|  |
| **SUCCESS FACTORS** |
|  |
| **COSTS/BENEFITS****(including human, social, and economic costs and benefits)** |  |
| **ADDITIONAL INFORMATION: PLEASE ATTACH A LIST OF ANNEXES /ADDITIONAL INFORMATION****WITH SHORT DESCRIPTIONS (e.g. photos and/or other illustrations of the good practice example**, **training materials, etc.)** |
| **PLEASE INDICATE WHO SHOULD GET THE AWARD** | **The enterprise The provider of information Others** |

I have read the terms of the privacy policy of EU-OSHA and I agree to the processing of my personal data.

I hold the rights on the submitted photographs and I agree that they can be used by EU-OSHA in the framework of the Good Practice Awards procedure and publications as well as that the photographs can be stored in the EU-OSHA Digital Image Library and used for further non-commercial promotion of occupational safety and health.

***Date and signature of the representative of the organisation***

## 2

**Explanation of terms used in the application form:**

* TOPIC – A few key words / sentences to describe the example.
* TITLE OF THE example: One line, e.g. Introducing comprehensive age management, Implementing age sensitive risk assessment, Interventions to prevent early retirement, etc.
* NAME OF THE ENTERPRISE / ORGANISATION PROVIDING THE INFORMATION: occasionally the organisation submitting the case is different from the enterprise where the good practice was carried out. In this case, please provide details of both organisations and details of the contacts in both organisations.
* SECTOR: The sector (a four digit number) should be indicated by using the Statistical Classification of Economic Activity in the European Union, NACE Rev.2, 2008, [http://ec.europa.eu/eurostat/web/nace-rev2.](http://ec.europa.eu/eurostat/web/nace-rev2)
* Private or public: Is this a private or public enterprise?
* BACKGROUND INFORMATION: description of the company / workplace / activity / situation giving rise concerns.
* PROBLEM / ISSUE IDENTIFIED: description of how, when and in what form hazards / risks arise, and of the effects and outcomes (any ill health, diseases, accidents, effects on production and work etc.) The description needs to be clear so that those accessing the information via the Internet can understand the steps taken and why.
* SOLUTION / INTERVENTION / MEASURES TAKEN / WHAT WAS DONE AND HOW: a clear description of the measures taken, e.g. development of policies / interventions, involvement of the workforce, implementation etc. It should be easy to understand and the reader should get a clear picture of the intervention / of what was done and how.
* COSTS / BENEFITS: an indication of the costs accrued during the implementation of the measures and the reduction of costs as a direct or indirect consequence of the innovation (where available).
* RESULTS ACHIEVED/ EFFECTIVENESS OF THE MEASURES: an indication of the measurable results (e.g. reduced sickness absence), and also of any “immeasurable” benefits (better workplace climate). This can include human, social, and economic costs, benefits, and positive outcomes.
* SUCCESS FACTORS: elements essential for achieving the desired outcome, e.g. workers involvement, management commitment, cooperation of HR and OSH management, etc.
* PHOTOS AND ANY OTHER ILLUSTRATIVE MATERIALS should be provided as additional information where possible including graphs, tables and charts.

**Privacy policy for the submission of the Healthy Workplaces Good Practice Award application:**

The data requested on this form is solely for the purpose of selecting enterprises for the 2016-17 Healthy Workplaces Good Practice Awards (GPA), and then for displaying the 2016-17 GPA awarded and commended enterprises data on the Healthy Workplaces Campaign website and EU-OSHA Corporate website, as well as to publish examples of awarded and commended enterprises in the 2016-17 GPA booklet which will be available on the Healthy Workplaces Campaign and EU-OSHA Corporate website and printed for dissemination.

Data will be transferred to the national Focal Points and also to external jury members who are part of the GPA jury appointed by EU-OSHA to be able to evaluate the GPA cases. Moreover, data will be transferred to third party partners/contractors who will manage different communications related to campaign activities on behalf of EU-OSHA, including communication of the award decision, newsletters, news, invitations to events or surveys.

The data displayed on the websites and publications include:

* + Name and address of the enterprise
	+ Website of the enterprise
	+ Issues addressed by the case study/example
	+ Description of the case study/example

Data related to the winning and commended enterprises, is kept in the EU-OSHA Corporate website. The data collected through the GPA forms includes:

* + Company / Organisation name
		- Number of workers
		- Address
		- General email address
		- General telephone number
		- General fax number
	+ Name of a contact person representing the management
		- Email

## 3

* + Name of a contact person representing the workers

* + - Email
	+ Organisation providing the information
		- Address
		- Telephone no
		- Fax no.
		- Email
		- Contact person
	+ Sector (NACE-Code)
	+ Private / public / partially private
	+ Title and issue(s) addressed
	+ Task
	+ Problem (hazard/risk/outcome)
	+ Solution (prevention measure(s) taken)
	+ Effectiveness of results
	+ Success factor/s
	+ Costs/benefits
	+ (including human, social, and economic costs and benefits)
	+ Photos and/or other illustrations of the good practice example, pictures.
	+ Who should get the award

The data included in the above-mentioned form is to be sent by you, via email or post, to your [National Focal Point.](https://osha.europa.eu/en/oshnetwork/focal-points) The Focal Points will select the most suitable candidates from each country, and send their data to EU-OSHA GPA Committee. By submitting this form, you agree EU-OSHA to transfer your data to third party contractors/partners managing different communications about the award decision, on behalf of EU-OSHA, and to display your data on the Healthy Workplaces Campaign website, EU-OSHA Corporate website and GPA booklet, and compromise to keep EU-OSHA informed with changes and updates for the duration of the campaign.

### Who can access your data?

Access to the personal data is granted on the basis of the role and responsibilities of the subjects involved (“need to know” principle):

* + National Focal Points’ staff
	+ Duly appointed EU-OSHA staff to the Healthy Workplaces Campaign project
	+ External members of the GPA jury appointed by EU-OSHA
	+ External provider hosting and maintaining EU-OSHA’s server
	+ Legal Service, Civil Service Tribunal, the European Data Protection Supervisor, the European Anti-Fraud Office (OLAF), the European Ombudsman, the Court of Auditors, the Internal Audit Service, if applicable.

All the recipients mentioned are bound by Regulation (EC) Nº 45/2001 of the European Parliament and of the Council of 18 December 2000 on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data. They might be bound, as well, by the transposition of this directive into the respective national laws on data protection.

EU-OSHA will not disclose personal data to third parties without their specific request or unambiguous consent. EU-OSHA will not divulge personal data for direct marketing for commercial purposes.

### Your rights

Healthy Workplaces Good Practice Awards candidates can access their personal information, verify its accuracy, delete it and correct it by logging into the system. However, if you have any questions about the Healthy Workplaces Campaign 2016-17, which are not addressed here or in the public section of the official campaign website, please contact us at: information@osha.europa.eu.

We take appropriate security measures to protect against unauthorised access to or unauthorised alteration, disclosure or destruction of data. These include internal reviews of our data collection, storage and processing practices and security measures, including appropriate encryption of communication and physical security measures to guard against unauthorised access to systems where we store personal data.

Should you have queries or complaints regarding the collecting, processing or use of your personal data, please contact the Data Protection Officer at DPO@osha.europa.eu. In case of conflict, complaints can also be addressed to the [European Data](http://www.edps.europa.eu/) [Protection Supervisor.](http://www.edps.europa.eu/)

## 4