



## ENTRY FORM - IRELAND

### Healthy Workplaces Good Practice Awards Competition 2018-19

- To be completed and signed by the applicant and emailed to the National Focal Point for Ireland:  
Gavin Lonergan, Head of Communications & Customer Relations, Health & Safety Authority  
Email: [gavin@hsa.ie](mailto:gavin@hsa.ie)  
Tel: (01) 799 7838
- The application form should be sent **electronically**
- The application form must contain less than 9,000 characters or be no more than five pages
- Closing date is **September 26<sup>th</sup>**
- Additional documentation to support your entry may also be included. For example:
  - Manuals or other documents that form part of the good practice submission; or
  - Photographs, illustrations, graphs or diagrams that help provide clarity.
    - Photographs should be provided separately in GIF, JPG or TIFF formats.
    - Get clearance from the copyright holders, where required, before submitting images.
    - Extracts from policy or training materials might also be helpful.
- **Note: Any material in addition to the actual application form must also be submitted in electronic format.**

### SELECTION PROCEDURE

#### Step 1: National collection of Good Practice examples

The closing date for entries in Ireland is **September 26<sup>th</sup>**. Entries must be submitted electronically using this application form.

#### Step 2: National evaluation of Good Practice examples

A national judging panel will evaluate and select the two best national examples to enter into the European-level selection process. Where possible, one of these will be selected from an entrant with fewer than 100 workers and one from a larger company. Examples will NOT be accepted if they have been developed solely for commercial profit. See the [evaluation criteria](#) for details of requirements.

#### Step 3: European evaluation of Good Practice examples

Award winners and a small number of 'commended' entries will be selected from the shortlisted entries by a European judging panel that includes representatives of the EU-OSHA Board's four interest groups (government, employers, workers and the European Commission) and an expert in the field.

EU-OSHA will pay for two representatives from each winning entry to attend the awards ceremony, to be held in autumn 2019 in Bilbao, Spain. Other representatives and representatives of the 'commended' entries may also attend the awards ceremony at their own expense.

Details of all award winners and commended entries will be published in the Good Practice Awards booklet and on EU-OSHA's website, and will be promoted through EU-OSHA's online and social media channels.

## EXAMPLE OF GOOD PRACTICE

<b>Topic</b>	
<b>Title of example</b>	
<b>Name of enterprise</b>	
<b>Number of workers</b>	
<b>Country</b>	
<b>Address</b>	
<b>Telephone number</b>	
<b>Name of person representing the management</b>	
<b>Email</b>	
<b>Name of person representing the workers</b>	
<b>Email</b>	
<b>Organisation providing the information (if different from above)</b>	
<b>Country</b>	
<b>Address</b>	
<b>Telephone number</b>	
<b>Email</b>	
<b>Contact person</b>	
<b>Sector (NACE code)</b>	
<b>Private/public/partly private</b>	
<b>BACKGROUND INFORMATION</b>	
<b>PROBLEM/ISSUES IDENTIFIED</b>	

<b>SOLUTION/INTERVENTION/MEASURES TAKEN/WHAT WAS DONE AND HOW</b>	
<b>RESULTS ACHIEVED/EFFECTIVENESS OF THE MEASURES</b>	
<b>SUCCESS FACTORS</b>	
<b>COSTS/BENEFITS (including human, social and economic costs and benefits)</b>	
<b>Additional information: please attach a list of annexes/additional information with short descriptions (for example photos and/or other illustrations of the good practice example, training materials)</b>	
<b>Please indicate who should get the award</b>	<input type="checkbox"/> The enterprise <input type="checkbox"/> The information provider <input type="checkbox"/> Others

**Please confirm and sign:**

- I confirm that 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 and 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.

Name of organisation: \_\_\_\_\_

Date: \_\_\_\_\_

Signature of the legal representative of the organisation:

\_\_\_\_\_

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

- TOPIC: a few key words/sentences to describe the example.
- TITLE OF THE EXAMPLE: write a short title, for example 'Introducing substitution of dangerous substances', 'Advanced technical control measures', 'Taking into account the needs of specific worker groups', 'Reduction of exposure to carcinogens'.
- NAME OF THE ENTERPRISE/ORGANISATION PROVIDING THE INFORMATION: occasionally the organisation submitting the good practice example is different from the enterprise that carried out the good practice. 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>
- Private or public: is this a private or a public enterprise?
- BACKGROUND INFORMATION: description of the company/workplace/activity/situation giving rise to 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, for example the development of policies/interventions, the involvement of the workforce, implementation. The description should be easy to understand and the reader should get a clear picture of the intervention/what was done and how.
- RESULTS ACHIEVED/EFFECTIVENESS OF THE MEASURES: an indication of the measurable results (for example a reduction in the number of accidents and occupational diseases) and also of any 'immeasurable' benefits (such as a better workplace environment). This can include human, social and economic costs, benefits and positive outcomes.
- SUCCESS FACTORS: elements essential for achieving the desired outcome, for example worker involvement, management commitment, cooperation of HR and OSH management.
- 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).
- PHOTOS AND ANY OTHER ILLUSTRATIVE MATERIALS: these should be provided as additional information, where possible including graphs, tables and charts.

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

The data requested on this form are solely for the purpose of selecting enterprises for the 2018-19 Healthy Workplaces Good Practice Awards (GPAs); for the 2018-19 GPA awarded and commended enterprises, data will also be displayed on the Healthy Workplaces Campaign website and the EU-OSHA corporate website, and examples of awarded and commended enterprises will be published in the 2018-19 GPA booklet, which will be available on the Healthy Workplaces Campaign and EU-OSHA corporate websites 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 evaluate the GPA examples. 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 and surveys.

The data displayed on the websites and in publications will 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 are kept on the EU-OSHA corporate website.

The data collected through the GPA forms include:

- company/organisation details
  - number of workers
  - address
  - general email address, general telephone number, general fax number

- name of person representing the management
  - email
- name of person representing the workers
  - email
- organisation providing the information
  - address
  - telephone number
  - fax number
  - email
  - name of contact person
- sector (NACE code)
- private/public/partly 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
- if this example of good practice is awarded who should get the award.

The data included in the abovementioned form are to be sent by you, via email or post, to your [national focal point](#). The focal points will select the most suitable candidates from each country and send their data to the EU-OSHA GPA Committee. By submitting this form, you agree to EU-OSHA transferring 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, the EU-OSHA corporate website and the GPA booklet, and promise to keep EU-OSHA informed of 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 and those appointed to the judging panel
- EU-OSHA staff duly appointed 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 and 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 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 GPA 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 2018-19 that are not addressed here or in the public section of the official campaign website, please contact us at: [information@osha.europa.eu](mailto: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](mailto:DPO@osha.europa.eu). In cases of conflict, complaints can also be addressed to the [European Data Protection Supervisor](#).