

## **Applicant Guidelines – Health & Safety Impact on Workplace Sustainability Award**

### **1. Introduction**

The Health & Safety Impact on Workplace Sustainability Award recognizes organizations that have demonstrated excellence in embedding health and safety practices as a core element of workplace sustainability and operational performance.

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### **2. Eligibility**

- Facility Management service providers
  - End users and facility owners
  - Organizations operating across any sector
  - Initiatives and programs may be completed or ongoing
  - One submission per organization per category
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### **3. Submission Requirements**

- One consolidated PDF file
  - Recommended length: 10–15 pages
  - Language: English
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### **4. Suggested Submission Structure**

#### **Section 1: Organization Overview**

Provide a brief overview of the organization, scope of operations, and workplace environment.

#### **Section 2: Health & Safety Commitment**

Explain the organization’s commitment to health and safety, including:



- Policies and procedures
- Leadership involvement
- Compliance with regulations and standards

### **Section 3: Integration with Sustainability**

Describe how health and safety practices are integrated into sustainable workplace operations, including:

- Risk management
- Safe systems of work
- Continuous improvement processes

### **Section 4: Awareness and Employee Engagement**

Explain how health and safety awareness is promoted among employees, such as:

- Training and inductions
- Campaigns and communication programs
- Employee involvement and feedback mechanisms

### **Section 5: Participation in Health & Safety Initiatives**

Describe active participation in internal or external health and safety initiatives, programs, or campaigns.

### **Section 6: Measurable Impact and Results**

Demonstrate the impact of health and safety initiatives using measurable outcomes, such as:

- Reduction in incidents or accidents
- Improved safety performance indicators
- Enhanced employee well-being and productivity
- Compliance or certification achievements



## **Section 7: Supporting Evidence**

Include policies, training records, KPIs, audit results, certifications, photos, or reports where applicable.

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## **5. Evaluation Criteria**

Submissions will be evaluated based on:

- Strength of health and safety culture
  - Integration with sustainability practices
  - Employee engagement and awareness
  - Measurable impact on workplace performance
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## **6. Important Notes**

- All submitted information will be treated as confidential
- The organizing committee may request clarification or additional evidence
- Incomplete submissions may not be considered

