

2009 Work Safe Awards – Entry checklist

Before submitting your entries please check that you have done the following.

- Included a completed entry form and checklist.
- Structured your entry to address the assessment criteria for the category you have entered.
- Included a summary of your initiative (maximum one page).
- If not applying online, provided three copies of your entry (one in unbound A4 format).
- Provided a separate entry form and separate supporting material for each category entered.
- Attached your logo and photographs of your initiative (optional).
- Read and understood the terms and conditions of entry.
- Kept a copy of your entry as entries will not be returned.
- Checked that all information in your application is accurate, and as you would like it to appear if published.

Ensure your completed submission and entry form plus photographs, logo and any other supporting material are delivered by **5pm on Friday 31 July 2009.**

Tips for writing your submission

- Keep your writing clear and simple - You can use dot points.
- Use the assessment criteria questions as headings. You may also choose to use subheadings if necessary.
- Focus strongly on giving practical examples and evidence to support your statements in your responses.
- In your responses, be sure to highlight what you believe makes you or your organisation stand out.

Enter online: www.worksafe.qld.gov.au

Mail to:

2009 Work Safe Awards
Workplace Health and Safety Queensland
Department of Justice and Attorney-General
GPO Box 69
BRISBANE QLD 4001

Deliver to:

2009 Work Safe Awards
Workplace Health and Safety Queensland
Department of Justice and Attorney-General
Level 3 Block B
75 William Street
BRISBANE QLD 4000

2009 Work Safe Awards – Official entry form

(Please tick where appropriate)

Enter online: www.worksafe.qld.gov.au

Category entered:

- | | |
|---|---|
| <input type="checkbox"/> Category 1 – Best workplace health and safety management system (Private sector) | <input type="checkbox"/> Category 4 – Best individual contribution to workplace health and safety (employee) |
| <input type="checkbox"/> Category 1 – Best workplace health and safety management system (Public sector) | <input type="checkbox"/> Category 4 – Best individual contribution to workplace health and safety (OHS manager) |
| <input type="checkbox"/> Category 2 – Best solution to an identified workplace health and safety issue | <input type="checkbox"/> Category 5 – Best solution to an identified electrical safety issue |
| <input type="checkbox"/> Category 3 – Best workplace health and safety practices in small business (20 or fewer employees) | |

Brief description of your initiative (maximum 50 words): _____

Company details:

Business name: _____ ABN: _____

Workplace street address: _____

Suburb/Town: _____ P/code: _____ No. of employees: _____

Brief description of your company's business or operations (maximum 50 words):

Name of person submitting entry: _____

Position: _____

Phone: _____ Mobile: _____

Fax: _____ Email: _____

Postal address: _____

Name of other relevant person who can be contacted: _____

Position held: _____

Phone: _____ Mobile: _____

Fax: _____ Email: _____

Name of insurer: _____

Workers compensation policy number: _____

My workplace/company, (including directors of the company (**Please circle**) **has / has not** within the two years prior to the date of entering the awards, had a prosecutable workplace fatality; i.e. a workplace fatality which is currently the subject of investigation or prosecution by the Department of Justice and Attorney-General, Queensland.

How did you hear about the 2009 Work Safe Awards?

- | | | | |
|--------------------------------------|---|--|---|
| <input type="checkbox"/> Media | <input type="checkbox"/> Email | <input type="checkbox"/> Internet | <input type="checkbox"/> Industry group |
| <input type="checkbox"/> Direct mail | <input type="checkbox"/> Departmental staff | <input type="checkbox"/> SAFE newsletter | <input type="checkbox"/> Union |

I accept the terms and conditions of entry to these awards, which I have read and understood.

Signature: _____ Date: _____



**Queensland
Government**