



Health and Safety Award Entry Form 2024

Payment Information

Please provide payment information for awards submission and expression of interest (\$350 + GST)

Cheque (payable to BOMA BC)

Credit Card

Credit Card #:

Expiry Date:

Name on Card:

CVV Code:

Billing Address:

Signature:

Contact Information

Contact Name:

Company:

Contact's Phone:

Contact's Email:

Contact's Mailing Address:

Company Website Address:

Category (select one of the following)

- Contractor/Service Provider
- Building Owner or Manager

Eligibility

Has there been a serious or fatal incident within the last 5 years? Yes No

Have there been any criminal charges in the last 5 years? Yes No

Are there any concerns regarding submitting your Occupational Health and Safety Program?

Yes No

If yes, please describe:

Questionnaire

Describe what business the organization is in (services provided, scope of operations):

Number of employees:

List the main occupations that are employed (job titles):

Location of Corporate Head Office (City, Province/State, Country):

Health and Safety Program Management

1. Describe how the Operational Health and Safety (OHS) management system was implemented, what it comprises of, and commitment from management **(4 points)**:
2. How often is the OHS management system reviewed and updated? Please describe what is included in a review or update **(4 points)**:
3. Explain how the Organization continually addresses health and safety concerns and provide examples **(4 points)**:

Joint Occupational Health and Safety Committee (JHSC)

(As an appendix, provide minutes from two meetings in 2023 that ideally show a variety of topics that are discussed, and/or showing that the organization is addressing these topics)

4. Provide an explanation of the JHSC functions in your organization by describing how often it meets, how the information is recorded and any pertinent initiatives brought forth and addressed in the organization. Provide information on effective implementation of identified hazards. **(8 points)**

Hazard and Risk Assessment

(As an appendix, provide a copy of the risk assessment for one of your highest risk tasks/locations. Include work procedures if it was deemed a high risk)

5. Describe risk assessments that have been done in the workplace for specific roles/jobs where a risk has been determined. Explain why those specific jobs were identified as requiring risk assessments. **(5 points)**
6. For work activities identified as having higher risk, what precautions and procedures have been implemented to mitigate these risks? **(5 points)**

Training and Communications

(In addition, provide a table that lists the training topics provided in 2023. Specify who the training was for if the employees have different job tasks. Include the number of attendees for each training session. See sample format under 'Required Supporting Documents Checklist')

7. How are safety messages communicated throughout the organization? **(3 points)**
8. How is training determined to ensure that employees can safely perform their work? **(3 points)**
9. Describe what the new employee orientation process consists of, and how long an employee is trained when starting their new position. **(4 points)**

Workplace Inspections

10. How often are workplace inspections conducted? What is the developed criteria and follow up processes to the work inspections? **(6 points)**
11. Are any of these workplace inspection reports available for employees to review? **(4 points)**

Accident/Incident Investigation

12. When accident/incident investigations are conducted, how are they documented and how is this information used? **(5 points)**

Innovation in the Workplace

13. Have you communicated the OHS program in an innovative way? If so, please describe and include visuals if available (i.e. posters, videos). How effective was the campaign? **(24 points)**

Statistics

What is your Lost Time Injuries (LTI) for the last 3 years? **(3 points)**

2021:
2022:
2023:

What is your Lost Time Incident Frequency Rate (LTIFR) for the last 3 years? **(3 points)**

2021:
2022:
2023:

What is your severity rate for the last 3 years? **(3 points)**

2021:
2022:
2023:

Supporting Documents Checklist

(Do not embed images, charts, tables, manuals, or appendices unless noted below)

- As an appendix:* Joint OHS Committee: provide minutes from two meetings in 2023 (ideally showing a variety of topics that are discussed, and/or showing that the organization is addressing these topics).

- *As an appendix:* Hazard & Risk Assessment: provide a copy of the risk assessment for one of your highest risk tasks/locations. Include work procedures if it was deemed a high risk.
- Training: list of training topics provided in 2023 (specify who the training is for if the employees have different job tasks). Include the number of attendees for each training session.

Use the following format:

Topic	Employee Group	# of Attendees
Sample training session name	Property managers	10
Sample training session name	Building operators	15