

# Golden Peacock Awards

## Occupational Health & Safety



Guidelines & Application Form

## **WINNING WORKS WONDERS**

*Winning the Golden Peacock Occupational Health & Safety Award (GPOHSA) means wide ranging benefits, for all types of businesses or trade, from multinationals to small family-run concerns.*

*The Award logo is a recognition of the symbol of excellence and a mark of a world-class organisation. When displayed on your stationery, it demonstrates to your customers and your staff that yours is a special company and it is a tremendous morale booster.*

- *National and local publicity strengthens your customer / client base and attracts new customers.*
- *Enhances staff morale and motivation - existing staff become more productive.*
- *Commitment to Occupational Health & Safety is reinforced at corporate level.*
- *Winners may be selected as case studies in their respective industry, trade or businesses.*
- *The Award would give a competitive edge in today's rapidly changing market-place*

# GOLDEN PEACOCK

## *Occupational Health & Safety AWARD*

The **Golden Peacock Awards Secretariate** has great pleasure in inviting applications from the manufacturing as well as service organisations, including those given below, for the **Golden Peacock Occupational Health and Safety Award (GPOHSA)**.

- All sectors of industry agriculture, construction, logistics and commerce – both Public and Private undertakings
- Organisations in Voluntary Sector.
- Government and Semi-Government Departments / NGOs
- Educational, Service and Research establishments including monitoring, and laboratories

The Golden Peacock Occupational Health and Safety Award is the coveted and prestigious recognition that your organization could strive to win. The Golden Peacock Awards Secretariate takes pride in instituting this Annual Award, in furtherance of its aims and objectives. [The applications for the Awards relate to performance during the previous financial year].

The Awards shall be presented, to organisations adjudged to have attained significant achievements in the field of Occupational Health and Safety.

Throughout this document, the term "OHS" shall be understood to include a fully integrated approach to Occupational Health and Safety (OHS) management.

### **Occupational Health & Safety: Workplace Risk Assessment & Management**

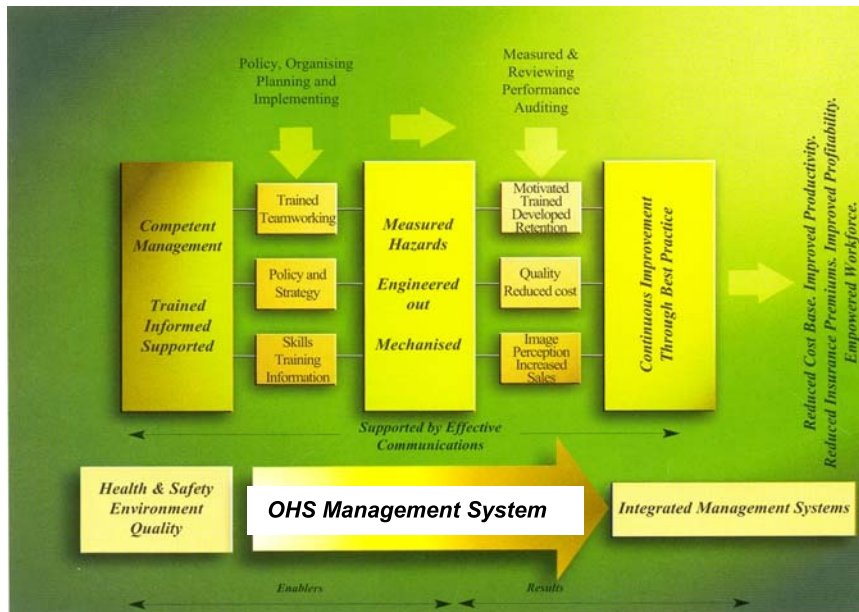
Issues of occupational health and safety (OHS) are applicable in all types of workplaces large or small, agricultural, manufacturing or industry. Occupational health and safety, signifies promotion and protection of workers health and safety. By occupational health, we mean prevention and control of health hazards at work place. Occupational safety focuses primarily on preventing unwanted and unplanned events and aims to eliminate and minimize injury and illness at work place.

Various types of Hazard that can normally be encountered in a workplace are:

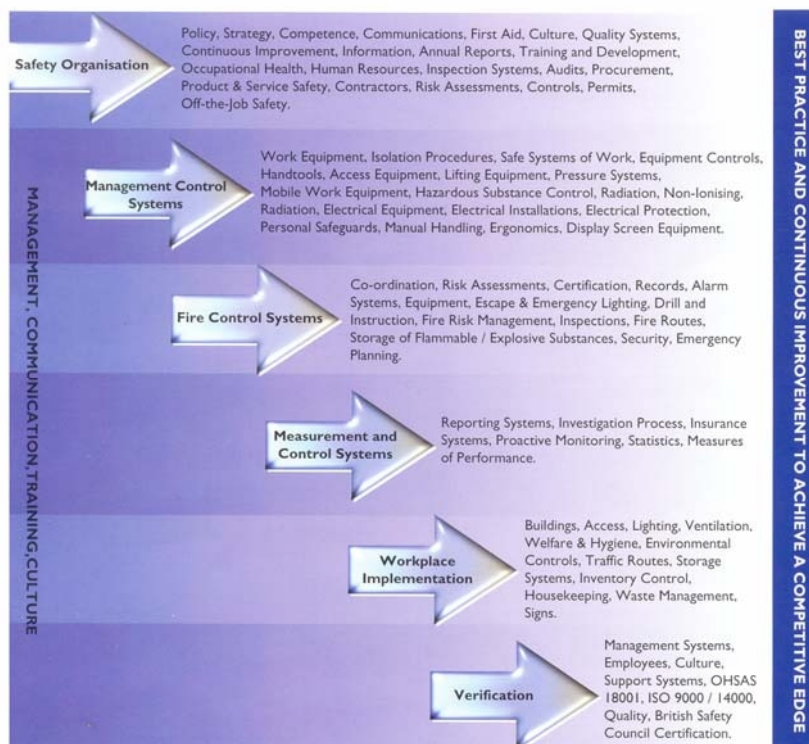
- I. Chemical Hazards:- (a) Dust and Fibres, (b) Gases, Vapours, Fumes and Smoke (c) Metals, (d) Solvents.
- II. Physical Hazards:- (a) Noise, (b) Vibration (c) Temperature (d) Illumination
- III. Biological Hazards:- (a) Bacterial Agent, (b) Rickettsial Type Agent (c) fungi (d) Viruses (e) Parasites
- IV. Radiation Hazards:- (a) Physical Demand (b) Non-ionizing Radiation
- V. Ergonomic Hazards:- (a) Physical Demand (b) Manual Lifting (c) Work Posture (d) Workplace Design
- VI. Psycho-social Hazards:- (a) Job Dissatisfaction (b) Absenteeism, (c) Low Morale (d) Abuse (vertical/physical) (e) Irritation (f) Lack of Motivation (g) Workplace Violence.

All organizations need to have a sound occupational health and safety management system (OHS) in place due to

- (i) Moral reasons-it is the right thing to do;
- (ii) Legal reason – need to meet compliance;
- (iii) Economic reason – OHS improves productivity because good health is good business;
- (iv) Credibility reason – OHS enhances the image of the organization in the eyes of all stakeholders.



## OHS-Business Model



## OHS-Process

## What are the benefits?

The benefits of implementing a systematic and effective OHS management system include the following:

- Reducing the number of personnel injuries through prevention and control of workplace hazards
- Reducing the risk of major accidents
- Ensuring a well-qualified and enthusiastic workforce by fulfillment of increasing expectations of your Employees
- Reducing the material loss caused by accidents and in production interruptions
- Reducing insurance costs as well as reducing costs due to absence of employees
- Serving the possibility for an integrated management system including quality, environment and health safety
- Ensuring that appropriate legislation is addressed and acted upon
- Meeting the increasing importance of OH&S for public image

## Why This Award?

'The Golden Peacock Occupational Health and Safety Award' stimulates and helps organisations to rapidly accelerate the pace of improving Health and Safety Management System (OHS) in the organisation. It is a powerful self-assessment process and a way to build organisation's brand equity on Health and Safety Management. The preparation for the award helps to inspire and align the entire work force and management functions. The knowledge gained by the organisation in describing and self-assessing its operations lead to an IMPROVED organisational performance.

Aims and objectives of awards in the field of health and safety, are to create awareness and implement strategies for improving OHS management standards. The emphasis is on development, management and country wide awareness of duties of government, corporations, voluntary sector and individuals to maintain Health & Safety by minimizing adverse hazards and risks. The award is recognition of the success achieved in managing Health & Safety concerns.

## The Award

The Golden Peacock Occupational Health and Safety Award (GPOHSA) named after India's national bird the "Peacock", is to be awarded annually. Each Winner receives an award i.e. a trophy together with a certificate. The award winners can use the Golden Peacock Award logo on their printed and promotional materials for one year. Selected organisations may get a Special Commendation Certificate. The Golden Peacock Occupational Health & Safety Award would be given separately for large and SME organizations. Considering the annual turnover.

## Groups

### Large Enterprises

Annual Turnover over Rs 300 crores

### Medium and Small Enterprises

Annual Turnover upto Rs 300 crores

## Categories

The Golden Occupational Health and Safety Award would be considered separately for the following categories of products / services for both groups of enterprises:-

- 1 Telecommunication / IT Sector
- 2 Education & Training Sector
- 3 Pharmaceutical and Health Care
- 4 Food & Beverages and Agriculture Sector
- 5 Automobile Sector
- 6 Energy Sector (Incl renewables)
- 7 Chemical & Fertilizer Sector
- 8 Oil & Petroleum Sector
- 9 Coal/Mining and Steel Sector
- 10 Non-Ferrous Metallurgy Sector
- 11 FMCG & Consumer Appliances Sector
- 12 Hotel, Travel and Tourism Sector
- 13 Transportation – Shipping /Aviation
- 14 Banking Financial and Insurance Sector
- 15 Entertainment Industry - TV/Film/Music
- 16 Social Service / NGOs
- 17 Government Sector
- 18 Any other Sector, as the jury deems fit.

## Who Can Participate

Manufacturing or Service organization in any of the above private / public sector or a government department/unit operating in India may participate in GPOHSA.

## Evaluation System

The evaluation and grading may be at two levels. First by a Panel of Assessors; and second by visit to the finalist organization, if required, by jury may ask for a brief presentation by the selected organizations on the basis of the involvement of organisations in the issues/concerns that are relevant to a particular industry. The issues and concerns may include the following :

- Status of the Safety and Labour Statement / Audit.
- Validity of the legally required consents. (Conformance to legal requirements) First aid and Health care set up
- Facilities for treatment / disposal of effluents / emissions / wastes.
- Management of hazardous chemicals / wastes.
- Emergency preparedness for industrial accidents / chemical hazards.
- Fire – fighting system.
- Specific activities relating to adoption/ development of clean technology, reduction / recycling of effluents / emissions / wastes, reduction in consumption of water / energy / raw materials.
- Safety related improvements in housekeeping, in and around the industry.
- Training / awareness activities in Health & Safety, both in - house and for the neighbourhood / society.

## **Rules and Regulations**

- Decision of the Award Jury is final and no appeal or correspondence will be entertained.
- Awards Jury reserves the right to award more than one organisations as the winner and also to withhold award(s), if the required standard is not met.
- Award Secretariate accepts no liability for any loss resulting from the disclosure of information concerning an entry to Assessors and Jury members, though all reasonable precautions will be taken to maintain secrecy.
- Award Secretariate cannot undertake to return documents or supplementary material submitted with an entry.
- Award Secretariate reserves the right to alter the Award Scheme, at any time.
- Finalist Award applicants may also be invited to make a brief presentation to the Jury and/or one of the assessors may be nominated to confirm or clarify certain facts at site.

Short-listed finalists, whose sites have to be visited, will bear the actual cost of the visits. These may cover the cost of one assessor travelling to the site, and stay, if required.

## **Non-Disclosure and Confidentiality**

Names of applicants, examination and scoring information developed during the review of applications are regarded as proprietary and are kept confidential. Such information is available only to those individuals directly involved in the assessment and administrative processes.

Golden Peacock Awards Secretariat (GPOHSA) will take all reasonable measures to ensure that applications and information therein are treated in strict confidence. However, in no way can Golden Peacock Awards Secretariate be held responsible for any loss of confidentiality to a third party. Moreover, it cannot be held liable for any damage (to goods, or persons, financial loss or consequential) incurred through the breach of confidentiality or otherwise by the applicants or any third party.

GPA Secretariate reserves the right, subsequent to the Award Presentations, to present or publish salient details of the OHSA Improvement schemes of the Award Winners, as a step towards sharing of knowledge.

## **Application Fees**

The application fee for Large Medium and Small enterprises Rs. 39,500/-

The fee should accompany the application, in the form of demand draft / cheque at par favoring '**Institute Of Directors**' payable at New Delhi.

## PART I

### APPLICATION AND ANNEXURES for GPOHSA

The application should be submitted hardcopy neatly typed (minimum font size 10 pt.) only on one side of A-4 size paper in English, along with a soft copy covering the following:

1 **Table of contents**

2 **Basic information**

Item 1 (as per Annexure 1 enclosed)

3. **Business Overview** Three to five page summary, providing outline of the applicant's business. Guidelines for business overview are attached (as per Annexure 2)

4. **Self - Appraisal Report**

**The Report**

a) This report will be based on criteria guidelines (as per Annexure-3 attached). The guidelines consist of a set of questions which when answered, duly supported by objective evidence, would help in appreciating the extent of excellence achieved by the applicant. This information must be closely aligned with Award assessment criteria. The criteria are carefully and deliberately phrased in non-prescriptive terms, to allow you the freedom to present self-assessment information, which is relevant to your specific organisation and site. The self-appraisal report should be kept brief and to the point.

**Support material**

b) Support material may have been derived from self-assessment of the organisation's activities. A copy of the organisation's Annual report, safety policy, shall form part of the support material.

5. **All entries should be addressed to:**

Director General  
Golden Peacock Awards Secretariat,  
IOD House, M-52 (Market), Greater Kailash Part-II  
New Delhi 110048, India  
Tel. :+91-11- 41636294, 41636717, 41008704  
Fax : +91-11-29217475  
Email: info@goldenpeacockawards.com

**APPLICATION For GPOHSAS**

1. Name of Applicant Organisation \_\_\_\_\_  
 Address \_\_\_\_\_

Website: \_\_\_\_\_

E-mail: \_\_\_\_\_

2. Name of the Contact Person Designation \_\_\_\_\_

Telephone (O) \_\_\_\_\_ Mobile \_\_\_\_\_

Fax \_\_\_\_\_ Email \_\_\_\_\_

Contact Address \_\_\_\_\_

3. Name of the highest ranking official Designation \_\_\_\_\_

Position \_\_\_\_\_

Telephone (O) \_\_\_\_\_ Mobile \_\_\_\_\_

Fax \_\_\_\_\_ Email \_\_\_\_\_

Contact Address (if different from above) \_\_\_\_\_

4. Location of principal sites \_\_\_\_\_

Total number of employees \_\_\_\_\_

Is the applicant organisation Certified to ISO 9001  ISO14001  ISO18001  SA 8000

Name of Parent Organization (if applicable) \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_

Email \_\_\_\_\_

5. Type of Organisation

(a) Size

Large

Medium Small

(b) Category

Manufacturing

Service

7. Cheque at par/ Bank Draft in favour of '**Institute of Directors**' payable at New Delhi is enclosed:

Bank ..... Draft No: ..... Dated.....

I agree, on behalf of my organisation, to abide by the rules of the 'Golden Peacock Occupational Health and Safety Award' competition and accept that the decisions of the Jury are final. I confirm that my organisation is eligible to take part in this competition and that all information in this application and accompanying documents are correct.

**Date**

**Signature of Highest Ranking Official**

(Name)

Encl: 1. Application form (Annexure - 1)

2. Self Appraisal Report (as per annexures 2 & 3) single copy, alongwith their appendices and enclosures, and CD.

3. Application Fee

## **Business Overview**

The Business Overview is an outline of the applicant's business, addressing what is most important to the business, key influences on how the business operates, and major 'site-specific' environmental problems, if any. The Business Overview is intended to help Examiners understand what is relevant and important to the applicant's business. It should normally be restricted to less than five A4 size typed pages.

### **The Business Overview is of critical importance to the applicant because:**

- a) It is the most appropriate starting point for writing and reviewing the application, helping to ensure focus on key business issues and consistency in response, especially in reporting business and environmental results; and
- b) It is used by the Examiners and judges in all stages of application review, including the site visit, if required.

### **Guidelines for Preparing the Business Overview**

#### **1. Basic Description of the Company**

The Section provides basic information on:-

- a) If the applicant is a sub-unit of a larger company, a brief description of the organizational relationship to the 'parent' should be given. Briefly describe also how the applicant's products and services relate to those of the parent and/or other units of the parent company. If the parent company provides key support services, these should be described briefly.
- b) the nature of the applicant's business: products and services; company size, location(s), and whether it is publicly or privately owned;
- c) the applicant's major markets (local, regional, national, or international) and principal customer types (consumers, other businesses, government, etc.) (note any special relationships, such as partnerships, with customers or customer groups).;
- d) major legal sanctions / consents, under which operating; e) a profile of the applicant's employee base, including number, types, educational level, Bargaining units, and special safety requirements;
- f) major equipment, facilities, and technologies used; g) Environmentally sensitive targets around the organisation site to be added here.

#### **2. Also include**

- a) Details of any other related awards received, during the last 3 years
- b) Details of being subject of any failure to compliance/panel action by the government, during the past one year.

**Section A - OH & S Management System**

- 1 Are you certified for ISO/OHSAS-18001 or related management standard? Give details.
- 2 Have you addressed and integrated OH & S Management system into your overall business management system? How?
- 3 Do you have a separate safety and health department?
- 4 What is the role and representation of your employees and trade unions in your safety and health committees?
- 5 How do you balance and resolve conflicts between OHS and other organizational objectives and priorities?
- 6 Do you have an OH & S policy with adequate and appropriate resources to implement the policy and achieve continual improvement in it's OH & S performance? Please enclose.
- 7 How do you ensure commitment and compliance of your subcontractors and suppliers to your OH & S Policy?
- 8 Do you have an annual safety plan including fire fighting with achievable objectives? Attach copy.
- 9 Do you prepare an annual performance report on occupational safety & health? Attach last copy?

**Section B - OHS Awareness**

- 1 When and how did you last organize a safety awareness campaign?
- 2 What have been your major safety week objectives and initiatives in the recent past?
- 3 Do you have safety and occupational Health policy, objectives and targets for the current year? Attach a copy.
- 4 How Innovations have helped to improve Health and Safety performance of the organisation?
- 5 What efforts have been made to build and maintain safety & health culture at workplace?
- 6 What public safety initiatives are in place?

**Section C - Identification of Hazards and Assessment and Control of Risks**

- 1 Has classification of work activities been done? Justify.
- 2 Do you carry out risk assessment on all your activities?
- 3 How the planning process identifies significant hazards and assesses and controls risks associated with your activities including any related legal require ments. Attach guidelines and procedure adopted.
- 4 What are the major hazards and risks associated with the organisation's activities? What specific measures are being taken up to control them?
- 5 Have you developed a hazard prompt list for your organisations? Please attach.
- 6 Do you have a list of required Personnel Protective Equipment (PPE) finalised & provided for different work areas.
- 7 How all-new operations/equipments in the organisation are subjected to a systematic and formal hazard identification and risk assessment?

## **Section D - Training, Awareness and Competence**

- 1 How do you identify training needs of your employees for Health & Safety measures?
- 2 Are all staff trained on Fire safety and rendering first aid at work? Give details.
- 3 How is safety & health publicized in the factory?
- 4 How many (%) of employees were trained on Health & Safety annually, in the past 2 years.
- 5 **Safety work permit system, if any**
- 6 Give % of engineers and supervisors held, who are trained in industrial safety.
- 7 What % of contract workers were given training in industrial safety, during the last financial year?

## **Section E - Human Error**

- 1 What process is adopted for human risk assessment?
- 2 How do you ensure that low probability risks are not ignored?
- 3 How is the organization striving for 'Safety perfect' culture?

## **Section F - Fire Safety**

- 1 How do you ensure that adequate means exist for fire fighting i.e fixed and portable equipment?
- 2 What efforts have been made to minimize the impact of fire in the organization?

## **Section G - Contingency Preparedness & Response**

- 1 Indicate details of both 'on-site' and 'off site' emergency plans.
- 2 Indicate availability of suitable warning and alarm systems at site.
- 3 How often are safety interlocks & alarms at site tested?
- 4 Give details of emergency services available eg. fire brigade, medical services, spill clean - up services.
- 5 Give details of accident reporting & investigating procedure.
- 6 What is the coverage of your disaster management plan? Does it include natural disasters also ?

## **Section H - Measurement and Evaluation**

- 1 What monitoring schemes for significant aspects are in place?
- 2 What is the Policy & implementation of medical surveillance of employees?
- 3 Accident Frequency statistics for past two financial years. ?

**Section I - Occupational Health**

- 1 Provide details of health care system available to the employees? own hospital or health insurance coverage for your employees?
- 2 How work related injuries or illness do you record?
- 3 How do you work out, if the case involves restricted work?
- 4 Details of work related injuries and illnesses during the past 2 financial years;

Years	Total Number of Death	Days away From work		Total No. of reportable major injuries	Sickness absence (Total days) due to illness	
		No of Cases	Days away with Job Restriction		Job related illness	Not job related illness
Last Year						
Previous to Last Year						

**Section J – Operational Control**

- 1 How do you ensure strict adherence to the mandatory standards on road safety for all work related travel?
- 2 What control do you have on bio-medical waste management?
- 3 How do you identify areas of potential loss and contain losses due to theft, vandalism and industrial espionage, within acceptable limits?
- 4 How do you ensure occupational health and safety to female employees who are expecting mothers?

**Section K – General**

- 1 Has organization received any national or international level safety or OHS awards in the past three years?
- 2 Has any OHS assessment study been organized through an outside agency?