

# International Safety Awards

## Completing your online application



The International Safety Awards are the opportunity to boost the prominence of the work delivered by you or your team and get the recognition you deserve.

To give you the greatest chance to win an award we have developed a user manual to support your application.

### Overview of the International Safety Awards application process:

1. Purchase your licenses
2. Assign your licenses to a site location and a person to complete the application for that site
3. Complete the application online and submit

**Important information:** Please note that the International Safety Awards are site specific and an application must be assigned for each site you wish to nominate for an International Safety Award

### Important dates

02 October 2017	Scheme opens
04 December 2017	Early bird offers end
05 February 2018	Submission deadline
09 March 2018	Results issued
12 March 2018	Results published
13 April 2018	ISA Gala Dinner booking deadline
27 April 2018	Gala Dinner

## Important Icons



Requires an action or input of data



Important to be aware of



Tip – to help you produce a winning entry



Email will be received



A closer look

## Purchasing applications



To begin the application, you must be registered as a user with the British Safety Council and purchase a license for an application.

If you are not registered as a user [click here](#) to register for your account.



As a user you can purchase the license for your application by visiting [www.britsafe.org/isa2018](http://www.britsafe.org/isa2018)



Proceed through the checkout process. You may purchase your application by credit/debit card by clicking the buy now button. If you wish to be invoiced, please click the link below buy now button which says:

**[\[Invoice / Bank transfer\] Pay for your International Safety Awards 2018 application](#)**



Once you have purchased the license for your application you will receive a confirmation email.

The email will direct you to the online system where you can assign the license to an applicant and / or to yourself.

## Assigning license



Once you have received your confirmation email click on the hyperlink to be directed to the online system and assign licenses to applicants.

If you are not logged into your British Safety Council online account you will be prompted to enter your log in details.



Once you are in the online system please follow **Step 1** to assign licences to applicants:

1. You can then assign a license to a specific site and nominate the person you wish to complete the application for this site.
2. You can either allocate another person to complete the application or you can assign yourself to complete the application.
3. If you have multiple licenses you will need to allocate each license to a site. To do this click 'Save' after each license has been allocated to allocate the next license.
4. You will also be able to see a running total of licenses remaining that need to be allocated.
5. Once you have completed the mandatory fields and details of the individual(s) to your satisfaction please click on '**Save and Submit**'.



### **Important to be aware of:**

If you are completing the application(s) you must assign the licence(s) to yourself before beginning the application(s).

You can use the tick box to show that you will be completing the application yourself.



Once you have saved and submitted the allocation of the license you will receive a confirmation email.

The **individual you have allocated a license to** will also receive a confirmation email with instructions on how to complete an application.



### **Please note:**

You do not have to allocate licences in a single visit, you can save your progress and return at any time. However, once you have submitted an allocated licence you will not be able to amend the details provided.

If you have allocated **all your purchased** licenses and wish to allocate further licenses you will be redirected to an online area to purchase additional licenses.

If you have saved without submitting the details of the individual you wish to allocate a license to you can return and edit from the **In Progress** section of the home page of the secure platform.

### **Purchasing additional licenses:**

If you have saved and submitted licenses and wish to allocate further licenses you can do this via the home page.

## Stage 3 – Completing and Submitting an Application



If you have been nominated to complete an application you will receive a confirmation email.



Please click on the hyperlink within the email to be directed to the online system to begin the application. On receipt of email Open email go to **Next Step > Click here**

If you are not logged into your British Safety Council online account you will be prompted to enter your log in details. Please note – If you do not have an account on [britsafe.org](http://britsafe.org), please create an account, by registering at [www.britsafe.org/registration](http://www.britsafe.org/registration)



Each application covers **one** site or business unit. If you wish to enter several sites or business units, please complete a separate application for each one.

The answer to each question must not exceed **500 words**. The adjudicator will only read the first 500 words of each answer. Please answer all of the mandatory questions.

You do not have to complete your application in one session. You may complete some of your application, then save your work and return to your application at a later date.

You must click Save or Save and Next at the bottom of each question to save your answer.

The deadline for applications is 23:59 GMT Monday 5 February 2018. Late applications will not be accepted.



You will be able to manage your applications from the **My Applications > In progress screen**.

This page allows you to view and edit your International Safety Award application(s).

If you are completing multiple applications yourself, please scroll to the end of the page and click BEGIN a new application.

To continue your application(s), please click Edit next to the relevant award application.

You may begin as many applications as you wish but will only be able to submit applications equal to the number of licenses you have been allocated.



### Sections within the application:

- 1) Welcome
- 2) Guidelines and supporting documents
- 3) Declaration by person responsible for the application
- 4) Questions 1-2
- 5) Questions 3-14 (Questions 3-14 are marked)
- 6) Additional awards information
- 7) Questions 15-17 (Additional Awards Questions)
- 8) Question 18 (Additional Awards Question and submit application)



Enter your contact information to begin your application

Please complete all mandatory fields and Save and Next.

On the following screen you will be given a reminder of the guidelines of application.

You will also be provided with a library of supporting documents. Please familiarise yourself with these documents so you increase the chance of making your entry a winning entry,

- [Guidance for applicants 2018](#)
- [Marking scheme 2018](#)
- [Chief Adjudicator Report 2017](#)
- [International Safety Awards 2018 FAQs](#)



#### **Declaration by person responsible for the application page**

Please note that checks will be made and that a false declaration will lead to disqualification.



#### **Sector Question**

Please note this is extremely important as highest scoring applications in each sector will be nominated for the prestigious best in Sector award.

Winners will be announced at the International Safety Awards gala dinner. Please note that the British Safety Council may review based on nature of activities relevant to the application when making the award.



To give you the greatest chance of submitting a winning entry ensure you click on View marking criteria for each question which is marked.

#### **Additional Awards Information Page**

The British Safety Council is pleased to invite applicants for four additional awards, which are each free and optional to enter.

Applicants may enter all or whichever ones they wish. Each award can be applied for on the following pages.

The awards are:

- Health and Safety Champion of the Year
- Young Health and Safety Champion of the Year
- Employee Wellbeing Initiative Award
- Innovation to Improve Occupational Health and Safety Award



Organisations may only nominate ONE employee (applicant) for each of the individual Champion awards for each site or business unit.

*Please note: If you do not wish to enter any of these awards please indicate that on the next few screens then save and submit your application*



You will also receive an email confirming receipt of submission.