

Sword of Honour 2019

Question Set and Marking scheme



Background

This marking scheme relates to the written application component of the 2019 Sword of Honour award scheme. The final marks for each submission will be determined by reference to applicants' performance in both the written application and the Five Star Audit process (weighted at 60% and 40% respectively).

Please note that the marking descriptors are indicative by nature.

For example, two organisations may adopt differing approaches to the written application and score equally well.

Nonetheless, high-scoring organisations will typically answer all aspects of the question, adhere to the marking scheme, provide site-specific references (evidenced through the audit report) and fully utilise (but not exceed) the specified word allowance per response.

Scoring criteria

- A maximum of 60 marks are available for the written application. Applicants must score a minimum of 45 marks to remain eligible for the award.
- A minimum of two individual responses must be scored within the top mark band (11-15 marks).
- Submissions will become ineligible for the Sword of Honour award should any individual responses be scored within the lower mark band (0-5 marks).
- Responses to each sub-question must not exceed 750 words per sub-question (i.e. 3,000 words overall per submission).

Sword of Honour 2019

Question Set and Marking scheme



	11-15 marks	6-10 marks	0-5 marks
<p>1. With relevant reference to the outcomes from your recent Five Star Audit:</p> <p>Explain how the site ensures the participation of non-managerial groups in the continual improvement of the OHSMS and associated arrangements.</p>	<p>A full explanation clearly demonstrating how effective processes have been established to ensure participation of non-managerial groups in the continual improvement of the OHSMS and associated arrangements.</p> <p>The response is supported with clear and relevant examples (more than one) of participation of non-managerial groups.</p>	<p>An adequate explanation demonstrating how processes have been established to ensure participation of non-managerial groups in the continual improvement of the OHSMS and associated arrangements.</p> <p>The response is supported with at least one relevant example of participation of non-managerial groups.</p>	<p>A basic explanation outlining a process intended to ensure participation of non-managerial groups in the continual improvement of the OHSMS and associated arrangements.</p> <p>The response is not supported with any relevant examples of participation of non-managerial groups.</p>
<p>2. With relevant reference to the outcomes from your recent Five Star Audit:</p> <p>Describe how the site has established suitable processes to recognise and support employee mental health</p>	<p>A full description of how the site identify and support employee mental health (actual and potential issues).</p> <p>The response is supported with clear examples of effective support mechanisms and risk management processes.</p>	<p>An adequate summary of how the site identify and support employee mental health.</p> <p>The response is supported with an example of an effective support mechanism and/or risk management processes.</p>	<p>A basic outline of how the site support employee mental health.</p> <p>The response is not supported with an examples of any effective support mechanisms and/or risk management processes.</p>

3. **With relevant reference to the outcomes from your recent Five Star Audit:**

Describe how the site ensures that contractors effectively meet the requirements of the (organisations) OHSMS

A full description of the processes used to select, manage and monitor contractor performance.

The response is supported with **relevant examples** and includes criteria for appointment of contractors.

An adequate summary of the processes used to select, manage and monitor contractor performance.

The response is supported with **an example** and includes criteria for appointment of contractors.

A **basic outline** of a process used to select, manage and/or monitor contractor performance.

The response is **not supported with any relevant examples** and does not include criteria for appointment of contractors.

4. **With relevant reference to the outcomes from your recent Five Star Audit:**

Explain how the site's top management ensure the continued effectiveness of the OHSMS

A full explanation of how top management ensure the effective performance of the OHSMS.

The response includes the primary factors involved in the top management review process including outcomes from the five-star audit and how improvement plans are developed as a result.

An adequate explanation of how top management ensure the effective performance of the OHSMS.

The response will outline the top management review process with some examples of factors involved.

A **basic** explanation of how top management ensure the performance of the OHSMS.

The response **does not** outline the review process and has **no examples** of factors involved.
