

International Safety Awards 2021 question/marking guide

Version 1 (21/09/20)

| | Question | 5 marks | 4 marks | 3 marks | 2 marks | 1 mark | 0 marks |
|---|---|---|---------|---------|---------|--------|---------|
| 1 | <p>Describe the nature and scope of the main operational activities carried out at the site.</p> <p>(Information should include the main function of site, number of employees, any use of contractors and relationship to other organisational sites if appropriate.)</p> | This question is not marked but is mandatory as the response is considered essential for the adjudicators to understand the context and background of scored questions 3-12. | | | | | |
| 2 | <p>What are considered to be the most significant issues at the site in relation to: (please provide one example of each)</p> <p>Occupational health hazards</p> | This question is not marked but is mandatory as the response is considered essential for the adjudicators to understand the context and background of scored questions 3-12. | | | | | |

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| | | Occupational safety hazards | | | | | |
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| | | Wellbeing concerns | | | | | |
| | Question | 5 marks | 4 marks | 3 marks | 2 marks | 1 mark | 0 marks |
| 3 | <p>Explain* how control measures implemented for <u>one</u> of the significant health, safety and/or wellbeing hazards identified within question 2 are monitored for effectiveness.</p> | <p>A comprehensive explanation of the process for evaluating the effectiveness of the control measures associated with one of the significant health, safety or wellbeing hazards identified within question 2.</p> | <p>A very good explanation of the process for evaluating the effectiveness of the control measures associated with one of the significant health, safety or wellbeing hazards identified within question 2.</p> | <p>A satisfactory explanation of the process for evaluating the effectiveness of the control measures associated with one of the significant health, safety or wellbeing hazards identified within question 2.</p> | <p>A limited explanation of the process for evaluating the effectiveness of the control measures associated with one of the significant health, safety or wellbeing hazards identified within question 2.</p> | <p>A weak explanation of the process for evaluating the effectiveness of the control measures associated with one of the significant health, safety or wellbeing hazards identified within question 2.</p> | <p>Question unanswered or no hazard identified from Q2.</p> |
| | <p>Use specific examples to illustrate.</p> <p>*Refer to the command word appendix</p> | <p>Response includes detailed reference (example) to specific hazard monitoring.</p> | <p>Response includes some reference (example) to specific hazard monitoring.</p> | <p>Response includes limited reference (example) to specific hazard monitoring.</p> | <p>No reference (example) included.</p> | <p>No reference (example) included.</p> | |

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| <p>4</p> | <p>*Describe the internal and external factors which senior site management consider during the review of site health and safety performance</p> <p>Use specific examples to illustrate.</p> <p>*Refer to the command word appendix</p> | <p>A comprehensive description of internal and external factors which senior site management consider during their review of site health and safety performance</p> <p>Response includes a range of specific examples (more than three) of both internal and external factors</p> | <p>A good description of internal and external factors which senior site management consider during their review of site health and safety performance</p> <p>Response includes some examples (2-3) of both internal and external factors</p> | <p>A satisfactory description of internal and external factors which senior site management consider during their review of site health and safety performance</p> <p>Response includes few examples (1-2) of an internal and external factors</p> | <p>A limited description of internal or external factors which senior site management consider during their review of site health and safety performance</p> <p>Response includes few examples (1-2) of internal or external factors included</p> | <p>A weak description of internal or external factors which senior site management consider during their review of site health and safety performance</p> <p>No specific examples of internal or external factors included</p> | <p>Question unanswered or no relevant description provided</p> |
| <p>5</p> | <p>*Describe how non-managerial staff participate in determining suitable control measures intended to manage hazards and risks identified through the risk assessment process</p> <p>Use specific examples to illustrate.</p> <p>*Refer to the command word appendix</p> | <p>A comprehensive description of how non-managerial staff participate in determining suitable control measures intended to manage hazards and risks</p> <p>Response includes a range of specific examples of non-managerial staff participation and more than one control measure</p> | <p>A good description of how non-managerial staff participate in determining suitable control measures intended to manage hazards and risks</p> <p>Response includes some (2-3) specific examples of non-managerial staff participation and a control measure</p> | <p>A satisfactory description of how non-managerial staff participate in determining suitable control measures intended to manage hazards and risks</p> <p>Response includes a specific example of non-managerial staff participation and a control measure</p> | <p>A limited description of how non-managerial staff participate in determining suitable control measures intended to manage hazards and risks</p> <p>Response includes a basic outline of non-managerial staff participation but no examples of control measures</p> | <p>A weak description of how non-managerial staff participate in determining suitable control measures intended to manage hazards and risks</p> <p>Response includes weak outline of non-managerial staff participation but no examples of control measures</p> | <p>Question unanswered or no relevant description provided</p> |

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| 5b | <p>Submit supportive evidence (for example: health and safety committee meeting minutes)</p> | <p>1 bonus mark*** will be awarded for relevant evidence uploaded. Evidence which does not adhere to the requirements found in the evidence appendix** will be discarded by the adjudicators and no bonus mark will be awarded.</p> | | | | | |
| 6 | <p>*Explain how the outcomes of internal health and safety audits are communicated to relevant stakeholders</p> <p>Use specific examples to illustrate.</p> <p>*Refer to the command word appendix</p> | <p>A comprehensive explanation of how the outcomes of internal health and safety audits are communicated to relevant stakeholders</p> <p>Response includes specific examples of communication methods and a range of internal and external stakeholders</p> | <p>A good explanation of how the outcomes of internal health and safety audits are communicated to relevant stakeholders</p> <p>Response includes specific examples of communication methods and some (2-3) internal and external stakeholders</p> | <p>A satisfactory explanation of how the outcomes of internal health and safety audits are communicated to relevant internal stakeholders</p> <p>Response includes one specific example of a communication method and internal stakeholders</p> | <p>A limited explanation of how the outcomes of internal health and safety audits are communicated to relevant internal stakeholders</p> <p>Response includes a basic outline of how internal audits are communicated but no specific examples provided</p> | <p>A weak explanation of how the outcomes of internal health and safety audits are communicated to relevant internal stakeholders</p> <p>Response includes a basic outline of how internal audits are communicated</p> | <p>Question unanswered or no relevant description provided</p> |
| 6b | <p>Submit supportive evidence (for example: internal audit report issue)</p> | <p>1 bonus mark*** will be awarded for relevant evidence uploaded. Evidence which does not adhere to the requirements found in the evidence appendix** will be discarded by the adjudicators and no bonus mark will be awarded.</p> | | | | | |
| 7 | <p>*Describe the process for managing operational change which may impact on health and safety</p> | <p>A comprehensive description of the process for managing operational change which may impact on health and safety performance across the site</p> | <p>A good description of the process for managing operational change which may impact on health and safety</p> | <p>A satisfactory description of the process for managing operational change which may impact on health and</p> | <p>A limited description of the process for managing operational change which may impact on health and</p> | <p>A weak description of the process for managing operational change which may impact on health and safety</p> | <p>Question unanswered or no relevant description provided.</p> |

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| | <p>performance across the site</p> <p>Use specific examples to illustrate.</p> <p>*Refer to the command word appendix</p> | <p>Response includes a range of examples of operational change and their potential to impact on health and safety, together with an example of implementation</p> | <p>performance across the site</p> <p>Response includes some (2-3) examples of operational change and the potential to impact on health and safety, together with an example of implementation</p> | <p>safety performance across the site</p> <p>Response includes an example of operational change and the potential to impact on health and safety, together with implementation of the process</p> | <p>safety performance across the site</p> <p>Response includes an example of operational change and the potential to impact on health and safety</p> | <p>performance across the site</p> <p>Response does not include examples of operational change</p> | |
| 8 | <p>*Explain how persons with specific responsibilities during an emergency event are provided with suitable training to effectively implement their role(s)</p> <p>Use specific examples to illustrate.</p> <p>*Refer to the command word appendix</p> | <p>A comprehensive explanation of how persons with specific responsibilities during an emergency event are provided with suitable training to effectively implement their role(s)</p> <p>Response includes a range of roles (management and staff) and their specific duties during an emergency event, together with several examples (4-5) of relevant training provided</p> | <p>A good explanation of how persons with specific responsibilities during an emergency event are provided with suitable training to effectively implement their role(s)</p> <p>Response includes several (3-4) roles and their specific duties during an emergency event, together with examples (2-3) of relevant training provided</p> | <p>A satisfactory explanation of how persons with specific responsibilities during an emergency event are provided with training to effectively implement their role(s)</p> <p>Response includes (2-3) roles during an emergency event, together with an example of training provided</p> | <p>A limited outline of how persons with specific responsibilities during an emergency event are provided with training to carry out their roles</p> <p>Response includes an example role during an emergency event together with an example of training provided</p> | <p>A weak outline of how persons with specific responsibilities during an emergency event are provided with training to carry out their roles</p> <p>Response includes an example role during an emergency event</p> | <p>Question unanswered or no relevant description provided.</p> |
| 8b | <p>Submit supportive evidence (for example PPE</p> | <p>1 bonus mark*** will be awarded for relevant evidence uploaded. Evidence</p> | | | | | |

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| | assessment, training records, etc) | which does not adhere to the requirements found in the evidence appendix** will be discarded by the adjudicators and no bonus mark will be awarded. | | | | | |
| 9 | <p>*Describe how the use of personal protective equipment is assessed for suitability when identified as a control measure</p> <p>Use specific examples to illustrate.</p> <p>*Refer to the command word appendix</p> | <p>A comprehensive description of how the use of personal protective equipment is assessed for suitability when identified as a control measure</p> <p>Response includes a range (more than 2) of examples of PPE and stakeholder involvement in assessing suitability</p> | <p>A good description of how the use of personal protective equipment is assessed for suitability when identified as a control measure</p> <p>Response includes several (1-2) examples of PPE and stakeholder involvement in assessing suitability</p> | <p>A satisfactory description of how the use of personal protective equipment is assessed for suitability when identified as a control measure</p> <p>Response includes an example of PPE and stakeholder involvement in assessing suitability</p> | <p>A limited description of how the use of personal protective equipment is assessed for suitability when identified as a control measure</p> <p>Response includes an example of PPE and outline of stakeholder involvement in assessing suitability</p> | <p>A weak outline of how the use of personal protective equipment is assessed for suitability when identified as a control measure</p> <p>Response includes an outline of stakeholder involvement in the selection of PPE</p> | <p>Question unanswered or no relevant description provided.</p> |
| 9b | Submit supportive evidence (for example PPE assessment, training records, etc) | 1 bonus mark*** will be awarded for relevant evidence uploaded. Evidence which does not adhere to the requirements found in the evidence appendix** will be discarded by the adjudicators and no bonus mark will be awarded. | | | | | |
| 10 | *Describe the health and safety related factors considered | <p>A comprehensive description of the health and safety factors considered when approving</p> | <p>A good description of the health and safety factors considered when</p> | <p>A satisfactory description of the health and safety factors considered when approving</p> | <p>A limited description of the health and safety factors considered when approving</p> | <p>A weak outline of the health and safety factors considered when approving</p> | <p>Question unanswered or no relevant process provided.</p> |

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| | <p>when approving contractors/suppliers or suppliers or outsourced functions</p> <p>Use specific examples to illustrate.</p> <p>*Refer to the command word appendix</p> | <p>contractors/suppliers/outsourced functions</p> <p>Response includes wide range of factors (internal and external) together with examples of review process</p> | <p>approving contractors/suppliers/outsourced functions</p> <p>Response includes some (3-4) factors (internal and external) together with an example of review process</p> | <p>contractors/suppliers/outsourced functions</p> <p>Response includes some factors (internal only) together with an example of review process</p> | <p>contractors/suppliers/outsourced functions</p> <p>Response includes a few (13 or less) (internal only) factors and no examples of review process</p> | <p>contractors/suppliers/outsourced functions</p> <p>Response includes minimal relevant factors (internal only) and no examples of review process</p> | |
| 11 | <p>*Explain how the organisation (site level) have consulted with relevant stakeholders regarding work/workplace issues which could affect their wellbeing</p> <p>Use specific examples to illustrate.</p> <p>*Refer to the command word appendix</p> | <p>A comprehensive explanation of how relevant stakeholders have been consulted regarding work/workplace issues which could affect their wellbeing</p> <p>Response includes a range of consultation methods, examples of issues and understanding of wellbeing</p> | <p>A good explanation of how relevant stakeholders have been consulted regarding work/workplace issues which could affect their wellbeing</p> <p>Response includes some (2-3) consultation methods, examples of issues and awareness of wellbeing generally</p> | <p>A satisfactory explanation of how relevant stakeholders have been consulted regarding work/workplace issues which could affect their wellbeing</p> <p>Response includes a consultation method, an example of 1-2 issues and an awareness of wellbeing generally</p> | <p>A limited explanation of how relevant stakeholders have been consulted regarding work/workplace issues which could affect their wellbeing</p> <p>Response includes a consultation method, and an example of an issue</p> | <p>A weak outline of how relevant stakeholders have been consulted regarding work/workplace issues which could affect their wellbeing</p> <p>Response includes an outline of a consultation method</p> | <p>Question unanswered or no relevant process provided.</p> |
| 11 b | <p>Submit supportive evidence (for example PPE assessment,</p> | | | | | | |

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| <p>training records, etc) 1 bonus mark*** will be awarded for relevant evidence uploaded. Evidence which does not adhere to the requirements found in the evidence appendix** will be discarded by the adjudicators and no bonus mark will be awarded.</p> | | | | | | | |
| 12 | <p>*Describe how senior (top) management develop and promote a positive culture within the organisation that supports the health and safety management system and arrangements</p> <p>Use specific examples to illustrate.</p> | <p>A comprehensive description of how senior (top) management develop and promote a positive culture within the organisation that supports the health and safety management system and arrangements</p> <p>Response includes descriptive details of how top management develop and promote a positive culture together with a range of examples</p> | <p>A good description of how senior (top) management develop and promote a positive culture within the organisation that supports the health and safety management system and arrangements</p> <p>Response includes description of how top management develop and promote a</p> | <p>A satisfactory description of how senior (top) management develop and promote a positive culture within the organisation that supports the health and safety management system and arrangements</p> <p>Response includes overview description of how top management develop and promote a positive culture together</p> | <p>A limited description of how senior (top) management develop and promote a positive culture within the organisation that supports the health and safety management system and arrangements</p> <p>Response includes outline summary of how top management develop or promote a positive culture</p> | <p>A weak description of how senior (top) management develop and promote a positive culture within the organisation that supports the health and safety management system and arrangements</p> <p>Response provides brief outline of how top management promote a positive culture</p> | <p>Question unanswered or no relevant process provided.</p> |

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| | <p>*Refer to the command word appendix</p> | <p>linked to overall health and safety performance</p> | <p>positive culture together with some examples (3-4) linked to overall health and safety performance</p> | <p>with a few (1-2) examples</p> |
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* **Command word appendix**

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|-----------------|---|
| Describe | Provide a detailed, factual account of significant factors. |
| Explain | Demonstrate a clear understanding of the subject matter identified in the question. |

** **Evidence appendix**

The below criteria applies to all part b questions where applicants are uploading evidence for bonus marks. Should uploaded evidence not meet all the criteria listed below the adjudicators will not consider the evidence and a bonus mark will not be awarded.

- Evidence must be relevant
- Evidence must be submitted in English or translated
- Evidence uploaded must not exceed file size of XXX (OW)
- Only **ONE** item of evidence can be uploaded for each part b evidence-based question
- Date of evidence attached must be clearly marked on the document
- For evidence that contains multiple pages the relevant section must be clearly identified
- For video evidence, the relevant section must be identified (e.g. minute 4.45)

*****Bonus marks**

Questions 5b, 6b, 8b, 9b, 11b will each be awarded a maximum of 1 mark which will be considered by the adjudicators as a bonus mark. An applicant can be awarded a maximum of 5 bonus marks by supplying relevant evidence meeting the criteria set forth in the Evidence appendix.