



2009 Health and Safety Achievement Recognition Scheme

The focus of the health and safety achievement recognition scheme is to encourage and recognise continuous improvement in health and safety best practice. The scheme is open to all QPANI members. Entry into the scheme is by simply completing the registration form below and returning it to the QPANI office.

Please indicate which of the three categories you wish to enter by ticking the relevant box. Only one quarry/pit per company and only one manufacturing site (includes asphalt, concrete, precast and cement) per company (i.e. a company can enter only one quarry and one manufacturing site).

You will receive confirmation of your entry acceptance and an approximate date for the safety audit by our team of judges. Please review the attached scoring and audit process to familiarise yourself. You have also been provided with a list of prompt questions relating to the areas that the judges and audit will be assessing.

Please be aware that QPANI developed this new scheme and process in order to add value and assist in improving member's safety performance. This is your opportunity to avail of a free safety audit by a team of health and safety experts. The auditing process will take place through the months of May to August. The recognition awards will be presented by a special VIP guest at our annual Quarry Products Safety Conference in October.

The awards will have Gold, Silver and Bronze categories that will indicate what scoring band each entry would attain. There will be a Platinum category for sites that maintain a Gold Standard for more than two years in a row.

The QPANI will communicate the format and results of the scheme to and will seek recognition from the Government Construction Clients Group, local authorities and member colleges of the Construction Industry Group.

The closing date for entries is the 31st May 2009.

Registration Form

Please complete the form below

| | |
|--|---|
| Company Name: | |
| Address: | <p>1. Quarry / Pit <input type="checkbox"/></p> <p>_____</p> <p>_____</p> <p>_____</p> <p>2. Manufacturing Site <input type="checkbox"/></p> <p>_____</p> <p>_____</p> <p>_____</p> |
| Company Headquarters Address (if different from above): | |
| Name of Principal/Plant Manager: | |
| Signature: | |
| Phone: | |
| Fax: | |
| Email: | |

| | |
|----------------------------|--|
| ENTRY SUBMITTED BY: | |
| Name: | |

NB: The closing date for entries is the 31st May 2009.

Prompt List

Section 1. Accident Reporting and Investigation

- What types of incidents / accidents are reportable in your company?
- How do you ensure employees know what to report and how to report it?
- What form of feedback is given to employees following investigations?
- How is this given?
- What evidence exists to demonstrate this procedure i.e. do you complete a QPANI accident return.
- Give examples of how your accident investigations have improved your work practices
- Have you generated any safety alerts for distribution via QPA to benefit the industry.
- Are your employees aware of the accident procedure i.e. through induction toolbox talks.

Section 2. How does your company keep up to date with changes to Health and Safety legislation and best practice.

Possible ways to demonstrate this would be :-

- Use of QPA Safety Pack
- Attendance at QPANI and other health and safety seminars
- Use of Health and Safety Executive website
- Use of www.safequarry.com .
- Use of independent H & S Advisor.

Section 3. Describe your system of developing and communicating risk assessments and safe working practice.

- How are they communicated?
- Are they site specific?
- How often are they reviewed (based on new plant, new legislation, new processes, accident investigations and new workers)?
- How do you involve your workers?
- Training

Section 4 Describe how you ensure your workforce is both trained and competent for all the tasks they undertake.

- How do you induct your employees including migrant workers?
- How do you maintain your training records?
- Do you use the safety specific training courses by Omagh College and other providers?
- Describe the internal training delivered by your own staff and others, tool box talks etc?
- How do you assess the effectiveness of your training?
- Do you use third party assessors to assess the competence of your plant operators?

Section 5 Describe the system and procedures that your company implements to manage associated with workplace transport

- How do you segregate vehicles and pedestrians at your workplace?
- Do all your drivers and sub-contractors receive specific training?
- How do you ensure all round visibility on both existing and new vehicles?
- How do you ensure the safe working condition and road worthiness of your vehicles?
- How often do you carry out brake testing of your vehicles?
- Do you have a maintenance programme for your vehicles?

Section 6 Describe how your company monitors employee health in accordance with legal requirement

- Do you carry out pre-employment medicals?
- Do you utilise medical questionnaires in your application packs?
- Do you carry out periodical medicals?
- Is internal or external monitoring of health related exposures? e.g. noise, dust or HAVS
- How is this information used?

Section 7 How does your owner/director(s) display leadership in Health and Safety

- Is health and safety on the agenda of your management meetings?
- Does your owner/director(s) do health and safety audits and periodic site walkabouts?
- Does your owner/director(s) oversee accident investigations?
- Does your owner/director(s) attend safety courses/training?

Section 8 Control of Sub-contractors

- Do you require them to complete a H & S questionnaire pre-contract
- Do you supervise on site
- Do you Include on courses/inductions/toolbox talks
- How do you deal with non-conforming subbies
- Do you check for ISO accreditations/training records etc.
- Do you provide feed back to contractors.?

Scoring

The scoring system is presented below:

| Score | Meaning |
|-------|-----------------------------|
| 5 | Good system & used |
| 4 | Reasonable system & used |
| 3 | Partial system & used |
| 2 | System not effectively used |
| 1 | Poor system |

It should be noted that as stated before 'system' means a systematic approach rather than implying that it is necessary for a formal system to be in place.

The scoring system has been designed to ensure that no matter how good the systems/procedures are 'on paper' unless there is evidence of them being successfully and routinely used on a day-to-day basis it is impossible to achieve the higher scores.

This weighting for 'practice' rather than 'theory' is also echoed down the scoring scale. For example, a reasonable 'system' that is used scores higher than a good 'system' that is not used.

The fact that a company's approach to health and safety management is reliant on a key person, or key people, should be reflected in scoring. Therefore such a 'system' should not attain a 'good' score.

The scoring interpretation is outlined below. It is necessary that each particular sector defines industry rules in relation to the scoring, so, for example, it will be necessary to establish for a particular industry what the difference is between a 'good system' and an 'acceptable system'.

Scoring interpretation:

In order to score '5' (i.e. the top score), it is necessary that the 'system' in place is good and that it is used/followed in the workplace in a consistent manner and that there is some element of monitoring.

A score of '4' is achieved for a 'system' that is acceptable (rather than good) but is used.

A score of '3' is awarded where there is a 'system' in relation to some issues but not for others but what there is in place is used.

A score of '2' is ascribed if there is a 'system' in place but it is not used.

A score of '1' indicates that there is no consistent, systematic approach to managing safety.

It follows therefore, that even if a company has a 'system' in place which is ideal 'on paper' but with little or no evidence that it is applied in the work place will, at best, score a '2'.