

Safety Award Management Handbook

The Need

To enable the competition to be run successfully, and seamlessly alongside their day to day business our client required an easy to follow one-stop management document.

What we did:

- Researched safety awards globally
- Provided clarity on what a safety improvement/initiative is
- Created a full-service safety award management document
- Presented final draft for the customer's review
- Incorporated client's changes and produced the final document
- Provided advice to the competition coordinator.

Using our contacts and associates within various industries we researched what others had done, finding out what worked and what challenges there were. We then created a bespoke document aligned with the businesses from where the competition participants would likely come.

Outcomes

The competition handbook included:

1. A definition of what constituted an improvement/initiative
2. A timeline of actions to follow
3. Recommended work flows, outlined using a process chart
4. Suggestions for promotional concepts and channels to use
5. Templates for applications/nominations
6. Shortlisting; composition of panel and criteria
7. Voting; tools for automating the judging and collation of results



Dennis Blake (centre) accepting the award on behalf of Goldfield Railway