

International Safety Awards 2023 question/marking criteria

	Question	5 marks	4 marks	3 marks	2 marks	1 mark	0 marks
1.	Describe the nature and scope of the main operational activities carried out at the site . Include details of the number of staff working at the site and the main functions these staff perform.	This question is not marked but is mandatory as the response is essential for the adjudicators to understand the context and background of scored questions 3-12.					
2.	What are considered to be the most significant issues at the site in relation to: Occupational health hazards Occupational safety hazards Wellbeing concerns	This question is not marked but is mandatory as the response is essential for the adjudicators to understand the context and background of scored questions 3-12.					

<p>3a.</p>	<p>Set out the organisation's key health, safety and wellbeing policies currently in place at your site. Please include a brief summary of how you ensure your policies align with relevant health and safety legislation. Describe the main channels for communicating the policies to staff at your site.</p>	<p>A comprehensive explanation of the key policies in place at the site and how these align with legislation with a comprehensive description of the main communication channels.</p>	<p>A good explanation of the key policies in place at the site and how these align with legislation with a good description of the main communication channels.</p>	<p>A satisfactory explanation of the key policies in place at the site and how these align with legislation and a satisfactory description of the main communication channels.</p>	<p>A limited explanation of the key policies in place at the site and how these align with legislation with a limited description of the main communication channels.</p>	<p>A weak explanation of the key policies in place at the site and how these align with legislation and a weak description of the main communication channels.</p>	<p>Question unanswered or no explanation provided of key policies and how they are communicated at the site.</p>
<p>3b.</p>	<p>Provide <u>three examples</u> of communication channels used at your site.</p>	<p>One additional mark*** will be awarded for relevant evidence uploaded</p> <p>Evidence which does not adhere to the requirements (see evidence appendix**) will not be considered by the adjudicators</p>					

<p>4a.</p>	<p>Describe the controls that are in place for managing the risks of one of the significant health or safety hazards, or wellbeing issues identified within question 2.</p>	<p>A comprehensive description of the controls that are in place for managing just one of the significant hazards.</p>	<p>A good description of the controls that are in place for managing just one of the significant hazards.</p>	<p>A satisfactory description of the controls that are in place for managing just one of the significant hazards.</p>	<p>A limited description of the controls that are in place for managing just one of the significant hazards.</p>	<p>A weak description of the controls that are in place for managing just one of the significant hazards.</p>	<p>Question unanswered or no relevant explanation provided</p>
<p>4b.</p>	<p>Provide evidence to show how you assess the effectiveness of the control measure described in 4a.</p>	<p>One additional mark*** will be awarded for relevant evidence uploaded</p> <p>Evidence which does not adhere to the requirements (see evidence appendix**) will not be considered by the adjudicators</p>					
<p>5.</p>	<p>Describe how KPIs or performance targets are developed on your site.</p> <p>Give one example of a target currently in place and describe how the progress of this target is measured.</p>	<p>A comprehensive description of how the organisation has developed KPIs or performance targets at the site. Example provided of how progress in achieving the target is measured.</p>	<p>A good description of how the organisation has developed KPIs or performance targets at the site. Example provided of how progress in achieving the target is measured.</p>	<p>A satisfactory description of how the organisation has developed KPIs or performance targets at the site. Example provided of how progress in achieving the target is measured.</p>	<p>A limited outline of how the organisation has developed KPIs or performance targets at the site. No example provided.</p>	<p>A weak outline of how the organisation has developed KPIs or performance targets at the site. No example provided.</p>	<p>Question unanswered or no relevant description of how targets are developed and measured provided.</p>

<p>6.</p>	<p>Identify the members of the senior executives with key responsibilities for leading health, safety and wellbeing at your site.</p> <p>Provide an explanation about how your senior executives are involved in the formulation of health, safety and wellbeing objectives at your site.</p>	<p>A comprehensive description identifying key senior executive members is provided together with a comprehensive explanation of their involvement in objective setting.</p>	<p>A good description identifying key senior executive members is provided together with a very good explanation of their involvement in objective setting.</p>	<p>A satisfactory description identifying key senior executive members is provided together with a satisfactory explanation of their involvement in objective setting.</p>	<p>A limited description identifying key senior executive members is provided together with a limited explanation of their involvement in objective setting.</p>	<p>A weak description identifying key senior executive members is provided together with a weak explanation of their involvement in objective setting.</p>	<p>Question unanswered or no relevant description of senior executive responsibilities and involvement provided.</p>
<p>7a.</p>	<p>Describe the arrangements you have in place to measure the extent and effectiveness of the senior executive's engagement activities on your site. Examples of measures to assess effectiveness include staff survey findings, 360 degree feedback,</p>	<p>A comprehensive description of the arrangements the organisation has in place to measure the effectiveness of senior executive's engagement activities at the site.</p>	<p>A good description of the arrangements the organisation has in place to measure the effectiveness of senior executive's engagement activities at the site.</p>	<p>A satisfactory description of the arrangements the organisation has in place to measure the effectiveness of senior executive's engagement activities at the site.</p>	<p>A limited description of how the arrangements the organisation has in place to measure the effectiveness of senior executive's engagement activities at the site.</p>	<p>A weak description of the arrangements the organisation has in place to measure the effectiveness of senior executive's engagement activities at the site.</p>	<p>Question unanswered or no relevant description provided.</p>

	<p>performance appraisal assessments and feedback from team meetings.</p>
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<p>7b.</p>	<p>Provide <u>one</u> detailed example of effective engagement activity on your site.</p> <p>One additional mark** will be awarded for relevant evidence uploaded</p> <p>Evidence which does not adhere to the requirements (see evidence appendix**) will not be considered by the adjudicators.</p>
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<p>8.</p>	<p>Describe the additional changes you have made to your site's health, safety and wellbeing policies and procedures as a result of the COVID-19 pandemic.</p> <p>In particular describe the contingency arrangements you have put in place to manage any future pandemic.</p>	<p>A comprehensive description of the changes made to policies, procedures and contingency arrangements as a result of the pandemic.</p>	<p>A good description of the changes made to policies, procedures and contingency arrangements as a result of the pandemic.</p>	<p>A satisfactory description of the changes made to policies, procedures and contingency arrangements as a result of the pandemic.</p>	<p>A limited description of the changes made to policies, procedures and contingency arrangements as a result of the pandemic.</p>	<p>A weak description of the changes made to policies, procedures and contingency arrangements as a result of the pandemic.</p>	<p>Question unanswered or no relevant description of contingency arrangements provided.</p>
<p>9.</p>	<p>Describe the arrangements you have in place for auditing your site's health, safety and wellbeing policies and procedures.</p> <p>Detail three examples of how you have implemented an audit outcome and/or recommendation.</p>	<p>A comprehensive description of the audit arrangements in place at the site including a comprehensive example of audit implementation.</p>	<p>A good description of the audit arrangements in place at the site including a comprehensive example of audit implementation.</p>	<p>A satisfactory description the audit arrangements in place at the site including a satisfactory example of audit implementation.</p>	<p>A limited description of the audit arrangements in place at the site. No example of audit implementation provided.</p>	<p>A weak description of the audit arrangements in place at the site. No example of audit implementation provided.</p>	<p>Question unanswered or no relevant description of the auditing arrangements provided.</p>

<p>10.</p>	<p>Detail the processes that you have in place for your site, firstly, to assess the Personal Protective Equipment (PPE) you provide to your staff to prevent the risk of injury, disease and ill health and, secondly, how you ensure that the PPE you have provided is fit-for-purpose.</p> <p>Describe what action you have taken in the event that PPE is found not to be fit-for-purpose at your site.</p>	<p>A comprehensive description of the processes in place to assess the need for PPE on site and the measures in place to ensure that the PPE is fit-for-purpose. A detailed description of the action you have taken when PPE is found to be deficient or defective.</p>	<p>A good description of the processes in place to assess the need for PPE on site and the measures in place to ensure that the PPE is fit-for-purpose. A detailed description of the action you taken when PPE is found to be deficient or defective.</p>	<p>A satisfactory description of the processes in place to assess the need for PPE on site and the measures in place to ensure that the PPE is fit-for-purpose. A satisfactory description of the action you have taken when PPE is found to be deficient or defective.</p>	<p>A limited description of the processes in place to ensure assess the need for PPE on site and the measures in place to ensure that the PPE is fit-for-purpose. Inadequate details provided of any action taken when PPE is found to be deficient or defective.</p>	<p>A weak outline of the processes in place to ensure PPE on site is fit-for-purpose. No details provided of any action taken when PPE found to be deficient or defective.</p>	<p>Question unanswered or details of relevant processes not provided.</p>
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<p>11.</p>	<p>Describe the procedures and processes you have in place at your site to address concerns raised by staff about their health, safety or wellbeing.</p> <p>Provide at least three examples of how these concerns raised have been addressed.</p>	<p>A comprehensive description of the procedures and processes in place to address staff concerns and comprehensive examples of actions taken to rectify these concerns.</p>	<p>A good description of the procedures and processes in place to address staff concerns and very good examples of actions taken to rectify these concerns.</p>	<p>A satisfactory description of the procedures and processes in place to address staff concerns and satisfactory examples of actions taken to rectify these concerns.</p>	<p>A limited description of the procedures and processes in place to address staff concerns. Poor or no examples of actions taken to rectify these concerns provided.</p>	<p>A weak description of the procedures and processes in place to address staff concerns. Poor or no examples of actions taken to rectify these concerns provided.</p>	<p>Question unanswered or no relevant description provided.</p>
<p>12.</p>	<p>Describe the arrangements using examples that you have in place for ensuring that any contractor providing services at your site complies with your organisation's health, safety and wellbeing policies, procedures and objectives.</p>	<p>A comprehensive description of the arrangements in place at the site for ensuring contractor compliance.</p>	<p>A good description of the arrangements in place at the site for ensuring contractor compliance.</p>	<p>A satisfactory description of the arrangements in place at the site for ensuring contractor compliance.</p>	<p>A limited description of the arrangements in place at the site for ensuring contractor compliance.</p>	<p>A weak description of the arrangements in place at the site for ensuring contractor compliance.</p>	<p>Question unanswered or no relevant description provided.</p>

* Command word appendix

Describe	Provide a detailed, factual account of relevant significant factors.
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** Evidence appendix

The below criteria apply to questions 3b, 4b and 7b 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 to the question subject matter
- Evidence must be submitted in **English** or have been translated
- Only **ONE** item of evidence can be uploaded for each (part b) evidence-based question – maximum of ten pages.
- 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 for Questions 3b, 4b and 7b.

Questions will each be awarded a maximum of **1 mark** which will be considered by the adjudicators as a bonus mark.

An applicant therefore can be awarded a maximum of **3 bonus marks** by supplying relevant evidence meeting the criteria set forth in the Evidence appendix above.

Accreditation Marks

Applicants can also gain a maximum additional five marks by uploading evidence of the following accreditations:

1 Mark: 3 Star outcome from British Safety Council Five-Star Audit (within the ISA 2023 eligibility period)

2 Marks: ISO 45001 Certification (current) or 4 Star outcome from British Safety Council Five-Star Audit (within the ISA 2023 eligibility period)

3 Marks: 5 Star outcome from British Safety Council Five-Star Audit (within the ISA 2023 eligibility period)