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| **INTRODUCTION** | |
| **PLEASE READ THE BRIEFING DOCUMENT BEFORE COMPLETING THIS FORM**  It contains guidance on general criteria and the judging process.  It is important to check that your entry is being submitted under the most appropriate topic. Please see briefing note for guidance on your Topic selection, if you would like to discuss this please e-mail [entries@mpahsawards.org](mailto:entries@mpahsawards.org)  To complete the forms, please download and save them on your system before adding content. Please read the notes before completing each section.  Please note that word counts, suggested questions or tips are provided as a ‘typical’ guide only.  A box on the left side after the notes shows the maximum number of marks that a judge will allocate to each section.  **PLEASE FEEL FREE TO SUPPLY ADDITIONAL INFORMATION**  Images, video clips (e.g. taken on your mobile phone), documents, PowerPoints will help judges to evaluate and understand your entry.  **Please limit the additional resources to no more than six files. Please send these as separate appropriately named attachments.**  **WHEN YOU HAVE COMPLETED THE FORM PLEASE SAVE AS A WORD DOCUMENT AND E-MAIL TO** [**entries@mpahsawards.org**](mailto:entries@mpahsawards.org)  Shortly AFTER you submit your Entry, MPA will supply you with a unique reference number to be used in future correspondence. | **HELPFUL TIPS**  **MPA welcomes entries from companies of all sizes, it wants to hear about your health and safety ideas and be able to share these with others.**   * **Please keep within the recommended word counts for each section** * **Consider using bullet points if it helps to minimise the use of long, detailed text** * **Remember that images / graphics can help judges understand your entry** * **Please focus on the key points and avoid the use of jargon** * **If additional text is required, consider adding on a separate sheet.** * **Remember to identify the key benefits and where possible quantify your achievements** * **Ask someone else to review and help check the clarity of your entry**   Please note that support and guidance can be provided by contacting [entries@mpahsawards.org](mailto:entries@mpahsawards.org) |

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| **TOPIC ENTRY** | |
| Please review the topic descriptions in the Briefing Note and consider under which topic your entry should be submitted. The short descriptions under each topic heading provide an indication of type of activities or initiatives that judges would expect to see submitted under this heading. Please select one topic from the table below and tick or add YES. | |
| 1. Safer production |  |
| 2. Safer maintenance and housekeeping |  |
| 3. Safer management of pedestrians and transport on site |  |
| 4. Safer transport and logistics |  |
| 5. Safer operations at a **contracting, construction** or **customer site** |  |
| 6. Safer through improvements in health and wellbeing (**this could be company wide, a division, region or single site**). |  |
| 7. Safer together (**this could be company wide, a division, region or single site**). |  |
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| **Eurobitume Award and ‘The Fatal 6’ Award**  **Please note only MPA and Eurobitume members are eligible to enter these 2 awards**.  If you would like your entry to be considered for these awards simply tick or add YES to the relevant boxes in table below  **Eurobitume Award** is an additional award available to topic entries associated with bitumen, asphalt or paving/contracting.  **‘The Fatal 6’ Award** is for an entry that mitigates or eliminates one or more of ‘The Fatal 6’ | |
| Please also put this entry forward for the Eurobitume Award |  |
| Please also put this entry forward for the ‘The Fatal 6’ Award |  |

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| **CONTACT INFORMATION** | |
| **Company Name** |  |
| Division (if applicable) |  |
| **Primary Contact for Correspondence re entry NAME** |  |
| **Primary Contact for Correspondence JOB TITLE** |  |
| **Primary Contact for Correspondence E-MAIL** |  |
| **Primary Contact for Correspondence TELEPHONE NUMBER** |  |
| **Primary Contact for Correspondence LOCATION** |  |
| **UK Site Name** where entry can be demonstrated for judging (where applicable/available) |  |
| **Site Address including Postcode** |  |
| **Site Contact re Entry NAME (if different from Primary Contact)** |  |
| **Site Contact** **JOB TITLE** |  |
| **Site Contact** **E-MAIL** |  |
| **Site Contact** **TELEPHONE NUMBER** |  |
| **Site Contact LOCATION (if not at site above)** |  |

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| **ENTRY INFORMATION** | |
| **PLEASE FILL IN THE BOXES BELOW** | |
| **i. Title of entry** Suggested 15 words |  |
| **ii. Background information  Suggested circa 50-200 words**  Brief overview of the operation, what were the issues, hazards, problems or behaviour you were trying to change, resolve, mitigate, eliminate.  Does this entry relate to one or more of  ‘The Fatal 6’?  Any supporting information e.g. information about near misses, LTI’s, survey results, comments from employees, images of the problem.  Any embedded images and other supporting material should, in addition, be submitted as clearly named separate files when making your entry. |  |

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| **ENTRY INFORMATION** | |
| **PLEASE FILL IN THE BOXES BELOW** | |
| **III. MANAGEMENT OF PROCESS  Suggested between 300-500 words**  **Consider some or all of these questions and complete in your own words.**  Please explain what you did, how it was done and who was involved.  Extent of worker consultation and involvement?  Degree to which management showed demonstrable leadership?  Quality of communications used to support the change management process?  Quality of any training/materials used to support the initiative?  Quality of systems and processes e.g. new risk assessments, SSOW’s, audits?  Presence and effectiveness of testing/trials/evidence used to support the initiative?  Extent of involvement/influence of other partners and stakeholders?  Has information about this been shared with any external audience?  Does this entry reflect the MPA Vision Zero Values? |  |
| **MARKS** | **MAX 30%** |

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| **ENTRY INFORMATION** | |
| **PLEASE FILL IN THE BOXES BELOW** | |
| **IV. BENEFITS  Suggested 100-300 words**  To complete this section you make like to consider some or all of these questions.  What are the benefits – these could apply to your organization, employees, contractors, customers, members of the public?  Extent to which there are clearly demonstrable benefits?  Extent to which this has mitigated a high potential hazard e.g. ‘The Fatal 6’?  Extent to which it has significantly changed behaviour, improved health and safety culture?  Extent to which the health and wellbeing of employees/contractors/others improved?  Extent to which it has created a significantly safer working environment?  Extent to which it has improved the competences of employees/contractors?  Extent to which it has improved the efficiency of the operation?  Do you have any statistics that reflect these benefits? |  |
| **MARKS** | **MAX 40%** |

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| **v. INNOVATION  Suggested 50-200 words**  To complete this section you make like to consider some or all of these questions.  Does this reflect a new or innovative approach to resolving an H&S issue?  Does it reflect an enhancement or adaption of an existing concept / work practice?  Is this new for your company or site, demonstrating a willingness to improve / learn from others etc.? |  |
| **MARKS** | **MAX 10%** |

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| **ENTRY INFORMATION** | |
| **PLEASE FILL IN THE BOXES BELOW** | |
| **VI. DEVELOPMENT AND TRANSFERABILITY  Suggested 50-200 words**  To complete this section you make like to consider some or all of these questions.  Are there any further development plans outlined in entry – within the site or your company?  Could this idea be applied within another company, the industry or other sectors?  Has it already been adopted at other sites, companies etc.?  Has it been shared with others or are there plans to do so? |  |
| **MARKS** | **MAX 10%** |

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| **VII. JUDGES COMMENT** | This section will be completed by the judge who will consider how well the entry reflects the topic theme and any other factors considered to be particularly relevant. |
| **MARKS** | **MAX 10%** |

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| **PLEASE FILL IN THE BOXES BELOW** | | | |
| **VIII. ‘The Fatal 6’** | | | |
| Does the idea help mitigate either 1 or more of ‘The Fatal 6’ and if so which ones. Please add a tick or YES in relevant boxes. | | | |
| 1. Contact with moving machinery and isolation |  | 4. Workplace Respirable Crystalline Silica |  |
| 2. Workplace transport and pedestrian interface |  | 5. Struck by moving or falling object |  |
| 3. Work at height |  | 6. Road Traffic Accidents |  |

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| **ENTRY INFORMATION** | |
| **HAVE YOU GOT IMAGES OR OTHER ADDITIONAL INFOMRATION TO SUPPORT YOUR ENTRY?** | If relevant please provide brief explanation and/or titles of images provided. |
| **Please note that it is very important to include images that will highlight your entry. This will both help judges to understand the entry and will assist in the future promotion of the entries that will be included in the Sharing Good Practice Guide and other promotional material.**  **If you wish to please include PowerPoint files, documents, sample forms or Video clips as well.**  **Please send them and any images to** [**entries@mpahsawards.org**](mailto:entries@mpahsawards.org) **along with this form. Additional resources should be limited to no more than six files.**  **Images can be embedded in Word documents as well but, should you choose to do this, please ensure that you also send the image file separately.**  **If files are over 8MB please do not attach to email but contact** [**entries@mpahsawards.org**](mailto:entries@mpahsawards.org) **to advise on how to transfer the files.** |  |
| **WHEN YOU HAVE COMPLETED THE FORM PLEASE SAVE AS A WORD DOCUMENT AND E-MAIL TO** [**entries@mpahsawards.org**](mailto:entries@mpahsawards.org)  Please note that support and guidance can be provided from the same address or amy.harris@mineralproducts.org |  |