



## Application: Special Award for Small Business

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Employer name:

Workplace Address:

Town/City/Community:

Postal Code:

Awarded to a small business (fewer than 20 employees or full-time equivalents) demonstrating an exemplary health and safety program, innovation, and proven injury prevention and/or return to work track record.

This may include, but is not limited to, any of the following:

- Solutions to identified risks
- A demonstrated commitment to safety
- Improved consultation
- Training programs
- Toolbox meetings where occupational health and safety is discussed; or
- Any other practice that has improved occupational health and safety performance in your business and helped employees who are injured return to work in a safe and timely manner.

### Assessment Criteria: Responses

Please respond to the criteria in the field provided. Please keep your responses brief – generally allow about a half single-spaced page (250 words) for each.

1. Describe the workplace health and safety practice(s) that have been implemented.

2. How did you identify the need for the health and safety practice(s)? For example:

- Did you talk to your employees?
- Did you do a walk around inspection?
- Did you review past records?
- Did you identify a hazard?

3. To what extent were employees, or other people and/or organizations involved in the development of the health and safety practice(s) in your workplace? And how did your employees contribute to this process?

4. Where hazards have been addressed, how did you identify them and assess the risk or likelihood they may result in an injury or illness?

5. What risk control measures were considered when developing or improving the health and safety practice(s) in your workplace? Control measures may include:

- Eliminating the risk

- Substitution
- Engineering controls
- Administrative controls
- Personal protective equipment

6. How do you record your health and safety work practices? How can employees assess them?

7. Describe how you communicated to employees about the health and safety work practices.

8. Describe the positive effect have these practices have had on your business.

Your application must also include:

- A copy of your organization's occupational health and safety code of practice or program as required under Sections 27 and 28 of the *Occupational Health and Safety Act* (if applicable).
- A photo of posted occupational health and safety materials in your workplace as required under Sections 9(2), 37, 38 and 39 of the Occupational Health & Safety Act.

Award finalists **may** be visited by members of the judging panel to verify claims made in the proposals and gain further context.