



Mainstay Awards Entry Checklist

Before submitting your entry, please check that you have:

- Included a completed entry form and checklist.
- Structured your entry to address the assessment criteria for the category you have entered.
- Included a summary of your initiative (maximum one page).
- Provided three copies of your entry (one unbound/paper-clipped).
- Provided a separate entry form and separate supporting material for each category entered.
- Included 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 & Safety Act. (If applicable and where required by category.)
- Included 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. (For applicable categories.)
- Read and understood the terms and conditions of entry.
- Kept a copy of your entry, as entries will not be returned.
- Checked that all information in your application is accurate, and as you would like it to appear if published.

Ensure your completed submission and entry forms, plus photographs, and any other supporting material, are submitted by **end of business day, Wednesday, January 15, 2014**.

Need more information?

For more information about the Mainstay Awards, contact the Workers' Compensation Board of Nova Scotia at 1-800-870-3331 or e-mail info@mainstayawards.ca