

## HINTS AND TIPS

### Before you start

- Focus on what you do well from a work health and safety perspective.
  - Decide which of the categories best suit your initiative. You can nominate:
    - In one category;
    - Across more than one category with the same initiative and/or;
    - More than once within the same category with separate and unrelated initiatives.
- Read the nomination guide and login to the nomination portal to review questions.
- Consult with your team and management.

### Preparing your nomination

- Plan your time to include discussion with relevant colleagues, request specific information, answer all the questions, gather evidence and other supporting material and undertake a final review.
- Read all the questions thoroughly and outline what information you will include in each question to demonstrate the safety issue/s, consultation, development, implementation, progression, outcome and review of your initiative.
- Answer all parts of the questions asked – use the examples provided as a guideline if needed.
- Measurable evidence is essential to support your answers – results should be substantiated by facts and figures. For example, ensure that evidence is provided wherever successful solutions or benchmarks are identified.
- Assume nothing – you can only be judged on what you state in your nomination so please spell it out.
- Demonstrate to judges that your strategies are based on sound research, planning and consultation with stakeholders. For example, outline your consultation methods, results and feedback, and provide evidence where necessary.
- Answers should always be logical, concise and relevant. Use bullet points and subheadings to present your case. Jargon should be avoided.
- Provide your answers within the answer box. Please ensure you stay within the word limit, as denoted top right of box. Photos/images of your initiative are encouraged and can be attached separately at submission.
- Attachments can be included at time of submission, but please don't write "refer to attachment" as your only answer, instead elaborate and clearly explain the reason for its inclusion.
- Use all of the word count – and make each word count. Take the opportunity to promote your initiative, enthusiasm and passion for your safety achievement.

### Submitting your nomination

- Include any relevant supporting evidence as attachments (you will be prompted to include additional attachments at the time of submission). This could include reports, manuals, images, photos of the initiative and of the responsible team, and evidence including surveys, evaluations, or statistics in graph, chart or table format.
- Your nomination can be edited as many times as you like, as long as it is before the submission deadline of 11:59pm AEST, 18 June 2021.