

## **National Annual Occupational Safety and Health Awards 2021 Guidelines for Applicants**

The National Occupational Safety and Health Awards recognise commitment of workplaces and individuals to good safety and health management. The participating workplaces will be required to answer ten key preliminary questions from a questionnaire, about the safety and health management at the particular workplace.

Only those workplaces that will attain marks above a score determined by the adjudicators will be shortlisted. These workplaces will thereafter be subjected to a physical inspection using a structured checklist that will be used to determine the winners of the award. The winners will be the workplaces or individuals who score the highest marks.

### **Eligibility**

Each application covers one workplace. If you wish to enter several workplaces, you must complete a separate application and questionnaire for each of the workplace.

Please note that a workplace **MUST**:

- a) Be registered under the Occupational Safety and Health Act.
- b) Not have been subject to any prohibition notices during the year;
- c) Not have been prosecuted and found guilty in a court of law in relation to violation of safety and health laws during the year.

### **Conditions**

The DOSHS reserves the right to withhold, suspend or withdraw a National OSH Award, if it is confirmed at any stage that the applicant either had not met the eligibility criteria or failed to fully disclose all material facts which bring their eligibility into question. The DOSHS may publish information concerning the winners to promote the awards and to help disseminate best practice.

### **Submission of application for participation in the awards**

- Application forms and questionnaire may be obtained from the state department for labour website [www.labour.go.ke](http://www.labour.go.ke) or any DOSHS office countrywide.
- Your duly filled application form must be received by close of business on 26<sup>th</sup> March 2020.
- Late applications will **NOT** be accepted.

### **Completion and submission of questionnaire**

- You should answer **ALL** the questions
- The answer to each question must **NOT** exceed 100 words.
- Attach all supporting documents.

### **How your application will be marked**

- a. Your application will be marked by adjudicators appointed by DOSHS,
- b. The adjudicators will be competent safety and health professionals,
- c. A rigorous standardisation process ensures that each adjudicator applies the marking scheme in a consistent manner so that all applications are marked to the same standard.

### **Results and feedback**

Results will be communicated through email or post to the participants by 16<sup>th</sup> April 2021 and a list of successful contestants will be published on the State Department for Labour website.

### **Award ceremony**

All participating workplaces will be formally invited to attend the award giving ceremony on the 28th April 2021 at a venue to be determined by DOSHS.

### **For more information**

Should you have any questions or require further information, please contact us on telephone No. 020-2667722, 0720676611 or email [oshawards2020@gmail.com](mailto:oshawards2020@gmail.com)