

## APPLICATION FORM

# Healthy Workplaces Good Practice Awards Competition 2023-25

- To be completed and signed by the applicant and sent to the [national focal point](#).
- The application form can be completed in any of the official languages of the EU<sup>1</sup>, although EU-OSHA would prefer the text to be in English.
- The application form should be sent electronically as a Microsoft Word document.
- The application form must contain up to 9,000 characters (excluding spaces) or be no more than five pages (translating texts longer than this costs EU-OSHA considerably more).
- The text should be clear and simple so that it can be understood easily by anyone who wishes to adapt the example to their workplace.
- The application form must contain only text; it should not contain photographs, graphs, etc. which can be sent separately.

**PLEASE NOTE:** the application form is the first point of reference for the European jury and is the document that will be translated into English if the example is submitted in another language therefore, all essential information must be included in the template.

EXAMPLE OF GOOD PRACTICE	
Topic	
Title of example	
Name of organisation <sup>1</sup>	
Number of workers	
Country	
Address	
Telephone number	
Fax number	
Name of person representing the management of the organisation	
Email	

<sup>1</sup> The competition is open to all types of organisations, including - but not limited to – enterprises, municipalities, city councils, towns, etc. The focus of the competition is the “workplace” and the good practices implemented in it.

<b>Name of person representing the workers</b>	
<b>Email</b>	
<b>Organisation providing the information (if different from above)</b>	
<b>Country</b>	
<b>Address</b>	
<b>Telephone number</b>	
<b>Fax number</b>	
<b>Email</b>	
<b>Contact person</b>	
<b>Sector (NACE code)</b>	
<b>Private/public/partly private</b>	
<b>BACKGROUND INFORMATION</b>	
<b>PROBLEM/ISSUES IDENTIFIED</b>	
<b>SOLUTION/INTERVENTION/MEASURES TAKEN/WHAT WAS DONE AND HOW</b>	
<b>RESULTS ACHIEVED/EFFECTIVENESS OF THE MEASURES</b>	
<b>SUCCESS FACTORS</b>	
<b>COSTS/BENEFITS (including human, social and economic costs and benefits)</b>	
<b>Additional information: please attach a list of annexes/additional information with short descriptions (for example photos and/or other illustrations of the good practice example, training materials)</b>	
<b>Please indicate who should get the award</b>	<input type="checkbox"/> The organisation <input type="checkbox"/> The information provider <input type="checkbox"/> Others

**Please confirm and sign:**

- I confirm that I have read the terms of the privacy policy of EU-OSHA and I agree to the processing of my personal data.
- I hold the rights on the submitted photographs and I agree that they can be used by EU-OSHA in the framework of the Good Practice Awards procedure and publications and that the photographs can be stored in the EU-OSHA Digital Image Library and used for further non-commercial promotion of occupational safety and health.

Name of organisation: \_\_\_\_\_

Date: \_\_\_\_\_

Signature of the legal representative of the organisation:

\_\_\_\_\_

### **Explanation of terms used in the application form:**

- TOPIC: a few key words/sentences to describe the example.
- TITLE OF THE EXAMPLE: write a short title, for example 'Introducing substitution of dangerous substances', 'Advanced technical control measures', 'Taking into account the needs of specific worker groups', 'Reduction of exposure to carcinogens'.
- NAME OF THE ORGANISATION PROVIDING THE INFORMATION: occasionally the organisation submitting the good practice example is different from the organisation that carried out the good practice. In this case, please provide details of both organisations and details of the contacts in both organisations.
- SECTOR: the sector (a four-digit number) should be indicated by using the Statistical Classification of Economic Activity in the European Union, NACE Rev. 2, 2008, <http://ec.europa.eu/eurostat/web/nace-rev2>
- Private or public: is this a private or a public organisation?
- BACKGROUND INFORMATION: description of the organisation/company/workplace/activity/situation giving rise to concerns.
- PROBLEM/ISSUE IDENTIFIED: description of how, when and in what form hazards/risks arise and of the effects and outcomes (any ill health, diseases, accidents, effects on production and work, etc.). The description needs to be clear so that those accessing the information via the internet can understand the steps taken and why.
- SOLUTION/INTERVENTION/MEASURES TAKEN/WHAT WAS DONE AND HOW: a clear description of the measures taken, for example the development of policies/interventions, the involvement of the workforce, implementation. The description should be easy to understand and the reader should get a clear picture of the intervention/what was done and how.
- RESULTS ACHIEVED/EFFECTIVENESS OF THE MEASURES: an indication of the measurable results (for example a reduction in the number of accidents and occupational diseases) and also of any 'immeasurable' benefits (such as a better workplace environment). This can include human, social and economic costs, benefits and positive outcomes.
- SUCCESS FACTORS: elements essential for achieving the desired outcome, for example worker involvement, management commitment, cooperation of HR and OSH management.
- COSTS/BENEFITS: an indication of the costs accrued during the implementation of the measures and the reduction of costs as a direct or indirect consequence of the innovation (where available).
- PHOTOS AND ANY OTHER ILLUSTRATIVE MATERIALS: these should be provided as additional information, where possible including graphs, tables and charts.

### **Privacy policy**