

**BOMA CALGARY EXCELLENCE AWARDS
2023**

**HEALTH AND SAFETY AWARD
GUIDEBOOK**



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INTRODUCTION

The BOMA Health & Safety Award recognizes organizations that go above and beyond regulatory requirements for health and safety. These leaders strive to make health and safety best practices part of their organization's culture, and/or are innovative in the interpretation and implementation of health and safety practices. The Health & Safety Award allows us to celebrate the companies and success of our members. These successes establish members as leaders in their industry and the individuals, who by setting examples; carry their companies to even greater accomplishments.

BOMA Calgary is actively involved in recognizing companies and individuals for their efforts to instill excellence in our industry. The purpose of the Health & Safety Award to promote excellence in best practices and in the commercial real estate industry.

RULES AND REGULATIONS

Eligibility Requirements

To enter for a Health & Safety award, the organization must:

- Be members of BOMA Calgary or employees of a BOMA Calgary member in good standing. Specifically, all membership fees, and any other debt, must be paid prior to entry.
- Submit an application on a self-nominating basis.
- Not have had a serious or fatal incident within the last five years
- Not have had any criminal charges within the last five years
- Judging of the entry will be based on the written submission and a detailed interview by a panel of peers.

Categories

1. Building Owners and Managers
2. Contractors/Service Providers

Submission Guidelines

Applicants are asked to complete a Building Operator Award registration form online via [the BOMA awards page](#) by **4:00 pm on February 10th, 2023** Fee: \$250.00 (plus GST) made payable to BOMA Calgary (Suite 225, 550 11th Ave SW Calgary, AB T2R 1M7)

Full submissions are due by **4:00 pm on February 28th, 2023**.

Presentation & Mandatory Document Review

A mandatory presentation and document review will be scheduled shortly after the submission deadline. A member of the Judging Team will contact the Applicant in advance to book a mutually agreeable date and time for a site visit.

The organization will have a maximum of 1.5 hours to showcase the Team's practices, collaboration efforts, & selected documents to the judges during the scheduled visit.

The Judging Team will require:

- Meeting Space (boardroom or office will suffice)
- Full set of mandatory documents, as outlined in this guidebook, either available online for review prior to the judges' arrival or available at time of the visit.



Note: While not mandatory entrants may want to provide a slideshow presentation to the judges outlining information about the organization's practices. This has proven to be helpful for both the entrants and the judges in identifying key elements in the scoring guide and getting a better understanding of the application as a whole in other categories.

Submission Format

Applicants are asked to submit an online registration form (i.e. intent to enter) to BOMA Calgary by **4 p.m. on February 10th, 2023**. Once registration has been received by the BOMA Office, the entrant will then have access to document submission links.

Full submissions are due by 4:00 pm on February 28th, 2023. Electronic submissions are preferred and encouraged; in PDF format only (Complete Submission can be uploaded to the submission link shared with your main contact, sent by email to Jay at Jay.Islam@boma.ca or mail USB to the BOMA Calgary office).

For questions, please contact Jay Islam at Jay.Islam@boma.ca.

Photo Requirements

In addition to completing the entry form and providing the necessary supporting documents, entrants are required to submit the following photos/images into the submission link:

- Three colour photos that relate to your entry.
- Company logo.

Photo specifications:

- JPEG files only, saved as highest quality
- Each photo should be no less than 1mb and no more than 6mb



ENTRY FORM & SCORING DETAILS

Please fill in the entry form below and provide all supporting documents as outlined.

Note: Entrants are not obligated to provide their responses in the space provided in this document. Entrants are welcome and encouraged to provide the information below in a written format of their choosing as long as all information outlined below is provided in the order listed.

CONTACT INFORMATION

Contact Name:

Company: Contact's Phone:

Contact's Email:

Contact's Mailing Address:

Company Website Address:

CATEGORY (SELECT ONE OF THE FOLLOWING)

- Building Owner or Manager
- Contractor/Service Provider

ELIGIBILITY

Has there been a serious or fatal incident within the last 5 years? Yes No

Have there been any criminal charges in the last 5 years? Yes No

Are there any concerns regarding submitting your Occupational Health and Safety Program? Yes No

If yes, please describe:

QUESTIONNAIRE

Describe what business the organization is in (services provided, scope of operations):

Number of employees:

List the main occupations that are employed (job titles):

Location of Corporate Head Office (City, Province/State, Country):

Health and Safety Program Management

1. Describe how the Operational Health and Safety (OHS) management system was implemented, what it comprises of, and commitment from management (4 points):
2. How often is the OHS management system reviewed and updated? Please describe what is included in a review or update (4 points):

3. Explain how the Organization continually addresses health and safety concerns and provide examples (4 points):

Joint Occupational Health and Safety Committee (JHSC)

(As an appendix, provide minutes from two meetings in 2022 that ideally show a variety of topics that are discussed, and/or showing that the organization is addressing these topics)

4. Provide an explanation of the JHSC functions in your organization by describing how often it meets, how the information is recorded and any pertinent initiatives brought forth and addressed in the organization. Provide information on effective implementation of identified hazards. (8 points)

Hazard and Risk Assessment

(As an appendix, provide a copy of the risk assessment for one of your highest risk tasks/locations. Include work procedures if it was deemed a high risk)

5. Describe risk assessments that have been done in the workplace for specific roles/jobs where a risk has been determined. Explain why those specific jobs were identified as requiring risk assessments. (5 points)
6. For work activities identified as having higher risk, what precautions and procedures have been implemented to mitigate these risks? (5 points)

Training and Communications

(In addition, provide a table that lists the training topics provided in 2022. Specify who the training was for if the employees have different job tasks. Include the number of attendees for each training session. See sample format under 'Required Supporting Documents Checklist')

7. How are safety messages communicated throughout the organization? (3 points)
8. How is training determined to ensure that employees can safely perform their work? (3 points)
9. Describe what the new employee orientation process consists of, and how long an employee is trained when starting their new position. (4 points)

Workplace Inspections

10. How often are workplace inspections conducted? What is the developed criteria and follow up processes to the work inspections? (6 points)
11. Are any of these workplace inspection reports available for employees to review? (4 points)

Accident/Incident Investigation

12. When accident/incident investigations are conducted, how are they documented and how is this information used? (5 points)

Innovation in the Workplace

13. Have you communicated the OHS program in an innovative way? If so, please describe and include visuals if available (i.e. posters, videos). How effective was the campaign? (24 points)

COR Certification (optional)

14. Does your organization hold a COR certification?
 - a. Yes - please provide proof of certification (5 bonus points)
 - b. No (0 points)

Statistics

What is your Lost Time Injuries (LTI) for the last 3 years? (3 points)

2020:

2021:

2022:

What is your Lost Time Incident Frequency Rate (LTIFR) for the last 3 years? (3 points)

2020:

2021:

2022:

What is your severity rate for the last 3 years? (3 points)

2020:

2021:

2022:

Supporting Documents Checklist (Do not embed images, charts, tables, manuals or appendices unless noted below)

- As an appendix:** Joint OHS Committee: provide minutes from two meetings in 2022 (ideally showing a variety of topics that are discussed, and/or showing that the organization is addressing these topics).
- As an appendix:** Hazard & Risk Assessment: provide a copy of the risk assessment for one of your highest risk tasks/locations. Include work procedures if it was deemed a high risk.
- Training:** list of training topics provided in 2022 (specify who the training is for if the employees have different job tasks). Include the number of attendees for each training session.

Use the following format:

Topic	Employee Group	Number of Attendees
Sample training session name	Property managers	10
Sample training session name	Building operators	15