

## Award for Health, Safety and Wellbeing

The Award for Health, Safety and Wellbeing recognises outstanding initiatives and/or strategies promoting the health, safety and wellbeing of employees in their workplace.

### Submission Requirements

For this award, applicants have the option to complete a written submission or to create a video submission.

#### Video Submission

If a video submission is selected, please ensure that all criteria is addressed within the two minute time limit. Videos longer than two minutes will not be accepted. Applicants that submit by video will still be required to fill in their referee contact details and upload their supporting evidence using the online submission form. Videos should be submitted to [events@hrinz.org.nz](mailto:events@hrinz.org.nz) using an online file hosting service such as Dropbox.

#### Written Submission

All applicants for this Award will be required to include the following information in their application:

##### Organisation Statement

100 word statement about the organisation in which the initiative has been implemented

- This is a maximum word count
- Should the applicant be selected as finalist in this category, the statement will be used in marketing materials.

##### Initiative Statement

100 word statement about the initiative

- This is a maximum word count
- Should the applicant be selected as a finalist in this category, the statement will be used in marketing materials.

##### Awards Statements

The awards statements must clearly address all criteria

- Challenge Statement (500 words maximum)
  - Statement should clearly outline what challenge the organisation was facing.
- Initiative Statement (1000 words maximum)
  - Statement on the initiative/programme/strategy that was introduced to address the challenge.
- Outcomes Statement (500 words maximum)
  - Statement on the outcomes achieved.

## Supporting Evidence

Up to 15 single sided pages of evidence supporting the submission statements.

## Referee Contact Details

Contact details for the three required referees as specified below

**Referee Statements:** If selected as a finalist in this category, the assessment component is the completion of referee statements from the chief executive, non-HR senior executive and an HR senior executive. These three people will be contacted by the judging panel or HRINZ employee to undertake the referee check.

## Health, Safety and Wellbeing Award Criteria:

Criterion:	Defined as:	Evidenced by:
Engagement and Productivity	The initiative has led to an increased engagement and productivity in the workplace.	Engagement survey results prior to and as a result of the initiative. Demonstrated increase in productivity that can be linked to the initiative.
Wellbeing	Personal/professional wellbeing initiatives are a key component of the organisation's people strategy.	Evidence of initiative embedded in current/future people management strategy. Details of budget/hours/resources committed to the initiative. Detailed examples of the initiative being implemented within the organisation e.g. schedule/frequency of activities, feedback via survey or personally from employees, newsletter or via intranet or social media/other communications to announce initiative components.
Positive Psychology	The initiative endorses/ encompasses the utilisation of positive psychology tools such as assessment of strengths, engagement exercises and flow building.	Scheduling documents, attendance records, participant material and/or feedback collected from assessment tools, engagement exercises etc. Documentation of planning, scheduling, conducting, assessing, reporting and embedding of activities, processes and tools contributing to employee engagement, happiness, satisfaction and/or wellbeing within the organisation.

Innovation	The initiative is based on/incorporating a new approach to addressing the specific challenges the organisation is facing.	Details of how the initiative came about - strategy sessions, minutes/surveys/research etc. e.g. project plan, minutes, analysis conducted, what research undertaken, early versions of initiative tabled.
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## Health, Safety and Wellbeing Award Criteria:

Criterion:	Defined as:	Evidenced by:
Impact and Outcomes	The programme or initiative has addressed the challenge, achieved the desired outcomes and/or positively impacted on the organisation.	Evidence of improvements and outcomes identifiable as resulting from the programme/initiative. Stakeholder surveys conducted pre/post initiative being introduced e.g. climate and/or staff engagement survey results or other surveys relating to the initiative. Budget implication of initiative e.g. cost savings/increased revenue as a result of the initiative. Reporting on initiative results to employees/Board or governing body.
Strategic Business Alignment	The programme or initiative is aligned with organisational purposes and addresses strategic and business goals of the organisation.	Evidence of how the programme is aligned to strategic/business goals/organisational purpose.
Sustainable	The outcomes achieved are sustainable and/or replicable.	Evidence that initiative is being rolled out in other areas of the organisation. Plans for ongoing use of the initiative e.g. implementation project plans/schedule, training, future needs. Results of repeated implementation of initiative e.g. incorporation into policy/procedures/business.
Community	The outcomes of the initiative provide benefit outside of the organisation and can be used to educate others.	Evidence that the initiative or outcomes of the initiative are being shared/used outside of the organisation/across industry e.g. newsletters, social media, training, representation.