Good Practice Awards Competition 2019

KOSOVO

application and Selection Procedure — step-by-step guide

# Background

The Healthy Workplaces Campaigns are organised by the European Agency for Safety and Health at Work (EU-OSHA) in cooperation with the Member States and the Presidency of the Council of the European Union. Each campaign features a Healthy Workplaces Good Practice Award competition to recognise outstanding and innovative contributions to workplace safety and health and to inspire other companies to improve working conditions and raise work ability of their workers.

In 2019, Kosovo is organizing its first national Good Practice Award contest. The Labour Inspectorate and Ministry of Labour and Social Welfare in cooperation with social partners are looking for companies who has shown strong commitment to the management of workplace risk factors. In order to facilitate the selection process of good practice award companies the technical assistance team of the EU-funded project “Support to Labour Inspectorate for Fighting Against Undeclared Work” (CONTRACT NR. 2018/397-845) will support the national focal point of EU-OSHA in Kosovo which is Labour Inspectorate.

# Aims and objectives

The aims and objectives of the Good Practice Award contest are:

* to raise awareness of the importance of managing workplace risk factors;
* to promote risk assessment by providing information on practical tools and creating opportunities to share good practices;
* to identify and disseminate good practice in occupational safety and health (OSH) management;
* to demonstrate the benefits of following the best safety and health practices to target groups of workers with specific needs and at higher risk;
* to support and promote Healthy Workplaces Campaigns and the European Week for Safety and Health at Work (Week 43).

In particular, the aim of the Good Practice Award contest of 2019 in Kosovo is:

* to establish a prevention culture in occupational health and safety in companies;
* to promote workplace risk assessment and management of risk factors (with specific focus on healthy and safe management of dangerous substances in workplaces).

# Content of the good practise example

In order to apply for the Good Practice Award contest, an application form (see separate document) is required to be filled in Albanian:

* The filled in application form should be sent electronically as a Microsoft Word document and PDF file (the signed form);
* The application form must contain less than 6,000 characters or be no more than three pages in length (all of the applications will be translated into English with this limit of characters);
* 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. These documents can be submitted as attachments and may include, for example:
  + manuals or other documents that form part of the example;
  + photographs, illustrations, graphs, diagrams, videos, presentations used for trainings etc., that help explain the example (for example before and after photographs of a redesigned work environment would be useful);
  + remember that you should get clearance from the copyright holders before submitting photos and illustrations (images, drawings, diagrams, etc.);
  + extracts from policy or training materials might also be helpful.

Any real-life examples of innovative and effective occupational health and safety management system can be submitted as an example. However, as at the European level Healthy Workplaces Campaign on dangerous substances is being implemented, priority will be given to examples which at least somehow involve healthy and safe management of dangerous substances. Entries should clearly describe how good management practices have been implemented in the workplace and what has been achieved, including aspects such as:

* how the risk assessment was organised in a comprehensive and effective way, covering all relevant risks for all groups of workers;
* the way in which the hierarchy of prevention was followed as a guiding principle (the STOP principle: substitution, technological measures, organisational measures, personal protection measures) and how the measures eliminated or significantly reduced the exposure of workers, also including, if possible, the costs and benefits;
* the ways in which awareness was increased and a prevention culture encouraged.

The jury will be looking for evidence of the following criteria:

* **Relevance**: the information is directly relevant to good practice to eliminate or reduce risks at work.
* **Focus**: the example is from the workplace or involves interventions aimed at work.
* **Coverage of measures**: the example shows the prioritisation of collective measures over interventions focusing on the individual.
* **Commitment of management**: the board/senior managers are fully committed to occupational health and safety and this is demonstrated in the example.
* **Worker participation**: the example demonstrates effective participation, including the involvement of employees/workers and their representatives.
* **Implementation**: the measures have been successfully implemented in practice.
* **Improvements/results achieved**: the intervention shows evidence of real and demonstrable improvements in safety and health (advantage will be given to examples related to management of dangerous substances).
* **Consultation**: the example shows evidence of good consultation between management and trade unions/workers.
* **Sustainability:** the example shows evidence of the sustainability of the intervention over time.
* **Legislation**: the measures comply with the relevant legislative requirements of Kosovo, and preferably even go beyond minimum requirements.
* **Transferability**: the intervention is transferable to other workplaces (including those in small and medium-sized enterprises).
* **Innovation:** the example is current/innovative.
* **Detail of information**: the information is provided in sufficient detail.
* **Clarity**: the example is clearly and simply described.
* **Timeliness**: the intervention should either be recent or not have been widely publicised.
* **Consensus**: the example is acceptable to all national network partners (see below the composition of the Jury).

# Application procedure

Applications with good practice examples will be accepted from enterprises or organisations working in Kosovo. All the applications with filled-in form and supporting files as attachments should be submitted electronically by email to the following address: [gpa@archidata.it](mailto:gpa@archidata.it)

**The deadline for submission of the application is 20thSeptember 2019.**

By submitting the application, the company agrees to present the described example in the award ceremony as well as in at least one seminar or conference related to occupational health and safety (upon the request of the Labour Inspectorate or the Ministry of Labour and Social Welfare; by the end of 2020).

By submitting the application, the company agrees to organize one study tour in the company to share the described good practise example with other companies and /or occupational health and safety experts (upon the request of the Labour Inspectorate or the Ministry of Labour and Social Welfare; by the end of 2020).

# Selection procedure and evaluation of examples

The selection process will be coordinated by the technical assistance team of the project “Support to Labour Inspectorate for Fighting Against Undeclared Work” (CONTRACT NR. 2018/397-845) which will also have one vote in the Jury. Other members of the Jury will represent the Labour Inspectorate (1 member), the Ministry of Labour and Social Welfare (1 member), organization representing workers (1 member), organization representing employers (1 member). Head of Jury will be the national focal point of EU-OSHA in Kosovo.

Please note that there are exclusion criteria that can be used to withdraw the example from further evaluation:

* examples will NOT be accepted if they have clearly been developed solely for commercial profit. This relates in particular to products, tools or services that are, or could be, marketed (e.g. participation in good practise contest is a part of marketing activities to sell personal protective equipment);
* examples from companies where a fatal accident or severe accidents with several injured persons has happened within one year before the contest will NOT be accepted,
* examples from companies which have been fined for undeclared workers will NOT be accepted.

# Awarding of winners

It is planned that the award ceremony will be held in October 2019 during European Week for Safety and Health at Work (Week 43), however, this is the matter to be approved later. It is planned to have winners in two categories:

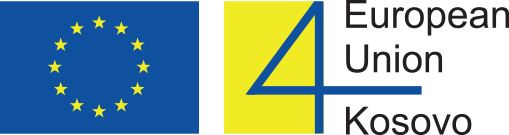
* in companies with number of workers up to 100;
* in companies with number of workers more than 100.

The achievements of all the organisations that took part will also be celebrated. Details of all awarded and commended examples can be published and widely distributed across Kosovo and promoted on the websites of the Labour Inspectorate and Ministry of Labour and Social Welfare, in campaign materials as well as social media posts related to promotion of good practice in occupational health and safety.

**Contact details for inquiries:**

Any request for clarification and/or additional information on GPA contest shall be sent in standard electronic communication to the e-mail at [gpa@archidata.it](mailto:gpa@archidata.it) (please note that it is only dedicated for enquiry and confirmation for application submission).

***Deadline for submission of clarifications and/or additional information is 2nd September 2019.***



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