**APPLICATION FORM**

**Healthy Workplaces Good Practice Awards Competition 2019**

**KOSOVO**

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| **EXAMPLE OF GOOD PRACTICE** | |
| **Title of example** |  |
| **Name of enterprise** |  |
| **Number of workers** |  |
| **Address** |  |
| **Telephone number** |  |
| **Fax number** |  |
| **Name of person representing the management of the organisation** |  |
| **Email** |  |
| **Name of person representing the workers** |  |
| **Email** |  |

|  |  |  |
| --- | --- | --- |
| **Organisation providing the information (if different from above)** |  | |
| **Address** |  | |
| **Telephone number** |  | |
| **Fax number** |  | |
| **Email** |  | |
| **Contact person** |  | |
| **Sector (NACE code)** |  | |
| **Private/public/partly private** |  | |
| **BACKGROUND INFORMATION** | | |
|  | | |
| **PROBLEM/ISSUES IDENTIFIED** | | |
|  | | |
| **SOLUTION/INTERVENTION/MEASURES TAKEN/WHAT WAS DONE AND HOW** | | |
|  | | |
| **RESULTS ACHIEVED/EFFECTIVENESS OF THE MEASURES** | | |
|  | | |
| **SUCCESS FACTORS** | | |
|  | | |
| **COSTS/BENEFITS (including human, social and economic costs and benefits)** | |  |
| **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)** | | |
| **Please indicate who should get the award** | | **☐The enterprise ☐ The information provider☐Others** |

Please confirm and sign:

☐I hold the rights on the submitted photographs and I agree that they can be used in the framework of the Good Practice Awards procedure and publications and that the photographs can be stored by the Labour Inspectorate 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:**

* 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 ENTERPRISE/ORGANISATION PROVIDING THE INFORMATION: occasionally the organisation submitting the good practice example is different from the enterprise 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 enterprise?
* BACKGROUND INFORMATION: description of the 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.