

Golden Peacock Occupational Health & Safety Award (GPOHSA)



Guidelines-cum-Application Form

“The set of questionnaire towards Self-Appraisal Report has been prepared with due diligence to ensure & improve the effectiveness of whole system and further to accelerate the pace of your organizational improvement system.”

ISSUE – 2024

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WINNING WORKS WONDERS

Winning the Golden Peacock Occupational Health & Safety Award (GPOHSA) leads to wide ranging benefits, for all types of business or trade, from multinationals to small family-run concerns.

- *The Award logo is recognition of the symbol of excellence in Occupational Health & Safety and a sign of a successful competitive organization.*
- *National and local publicity strengthens customer / client base.*
- *It enhances staff morale and motivation and commitment to Occupational Health & Safety is reinforced at corporate level.*
- *The Award would give the 'Brand' a competitive edge, in today's rapidly changing market-place.*

GOLDEN PEACOCK

OCCUPATIONAL HEALTH & SAFETY AWARD

AWARD SCHEME

Golden Peacock Awards Secretariat (GPAS) has great pleasure in inviting applications for the **Golden Peacock Occupational Health & Safety Award (GPOHSA)**.

Golden Peacock Occupational Health & Safety Award is the coveted and prestigious recognition that your organization could strive to win. The Golden Peacock Awards Secretariat takes pride in instituting this Annual Award, in furtherance of its aims and objectives.

The Award shall be presented to organizations adjudged to have attained significant achievements in the field of Occupational Health and Safety.

Throughout this document, the term "OH & S" shall be understood to include a fully integrated approach to Occupational Health & Safety (OHS) management.

Occupational Health & Safety: Workplace Risk Assessment & Management

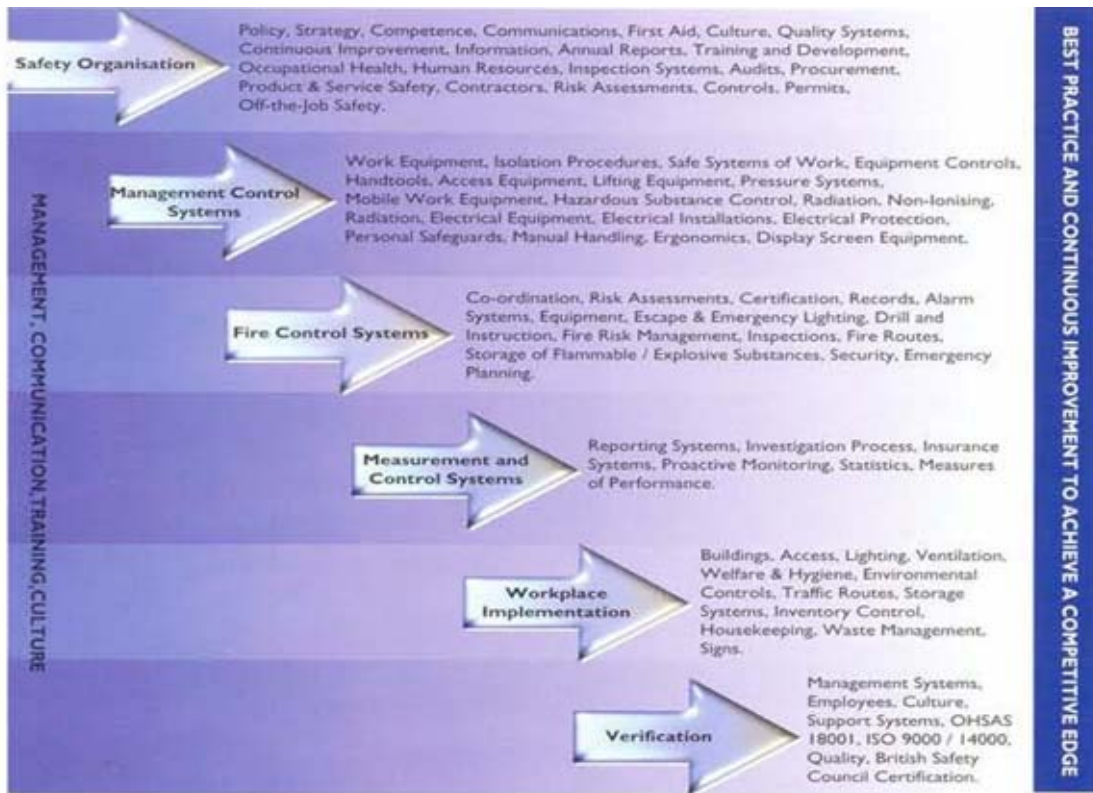
Issues of Occupational Health & Safety (OHS) are applicable to all types of work places, large or small and to different sectors, e.g. agricultural, manufacturing or industry. Occupational Health & Safety signifies promotion and protection of workers health and safety. By occupational health we mean prevention and control of health hazards at work place. Occupational safety focuses primarily on preventing unwanted and unplanned accidents and aims to eliminate and minimize injury and illness at work place.

Various types of Hazards that can normally be encountered in a workplace are:

- i. Chemical Hazards: - (a) Dust and Fibres, (b) Gases, Vapours, Fumes and Smoke (c) Metals, (d) Solvents.
- ii. Physical Hazards:- (a) Noise, (b) Vibration, (c) Temperature, (d) Illumination.
- iii. Biological Hazards:- (a) Bacterial Agent, (b) Rickettsial Type Agent, (c) Fungi, (d) Viruses, (e) Parasites.
- iv. Radiation Hazards:- (a) Physical Demand, (b) Non-ionizing Radiation.
- v. Ergonomic Hazards:- (a) Physical Demand, (b) Manual Lifting, (c) Work Posture, (d) Workplace Design.
- vi. Psycho-social Hazards:- (a) Job Dissatisfaction, (b) Absenteeism (c) Low Morale, (d) Abuse (vertical/physical), (e) Irritation, (f) Lack of Motivation, (g) Workplace Violence.

All organizations need to have a sound Occupational Health & Safety management system (OHS) in place for the following reasons:

- i. Moral reasons: it is the right thing to do.
- ii. Legal reason: need to meet compliance.
- iii. Economic reason: OHS improves productivity because good health is good business.
- iv. Credibility reason: OHS enhances the image of the organization in the eyes of all stakeholders.



OHS-Process



OHS-Business Model

What are the benefits?

The benefits of implementing a systematic and effective OHS management system include the following:

- Reducing the number of personnel injuries through prevention and control of workplace hazards.
- Reducing the risk of major accidents.
- Ensuring a well-qualified and enthusiastic workforce by fulfillment of increasing expectations of the employees.
- Reducing the material loss caused by accidents and in production interruptions.
- Reducing insurance costs as well as reducing costs due to absence of employees.
- Increasing the possibility of achieving an integrated management system, including quality, environment and health safety.
- Ensuring that appropriate legislation is addressed and acted upon.
- Meeting the increasing importance of OH&S for public image of the organization.

The Award

Golden Peacock Award, named after India's national bird "**Peacock**", is awarded annually. Each winner receives a trophy together with a certificate. The award winners may use the Golden Peacock Award Logo with year on their printed and promotional materials. Selected organizations may be awarded a commendation certificate by the Jury.

Why This Award?

'Golden Peacock Occupational Health & Safety Award' has been instituted to stimulate and help organizations to rapidly accelerate the pace of stake-holder oriented improvement process. It is a powerful self-assessment process and a way to build an organizations' brand equity on 'Occupational Health & Safety'. The preparation for the award helps to inspire and align the entire work force and management functions to this end. The knowledge gained by the organization in describing and self-assessing its operations, would lead to improved organizational performance in this field.

Who can Apply?

Any organization of India or any other Country/Nationality (interested in benchmarking their processes in their respective business sectors), engaged in trade, business, production or rendering services, irrespective of any size/volume or a Government entity/department, can apply for this Award.

a) Eligible Organizations

1. Public Sector Units (PSUs) - separately for Manufacturing & Service sectors.
2. Private Sector Organizations - separately for Manufacturing & Service sectors.
3. Government/Municipal Organizations, Government Undertakings & Public Utility Services.

b) Unit Eligibility Criteria

Manufacturing/Service Organizations or Divisions of Organizations (Self-Accounting Profit/Cost Centres), in the Private and Public Sectors, and Government Organizations may apply for the '**Golden Peacock Occupational Health & Safety Award**'. The operations of the applicant organization must be carried out independently, meaning that responsibilities, authorities, results etc., are clearly defined, and suitably covered in the organization's Annual Report. The details of operations of the applicant must reasonably correspond to the Award criteria, which are verifiable at the time of evaluation.

Industrial Sectors

'**Golden Peacock Occupational Health & Safety Award**' will be considered in separate industrial sectors, at the discretion of the Jury. You may mention your specific industrial sector, in the appropriate application column in Annexure-1 – Application Form.

Rules & Regulations

- **Decision of the Award Jury is final and no correspondence or appeal will be accepted on the Jury's decision.**
- Award Secretariat reserves the right to declare more than one organization as the winner, and could also withhold award(s), if the required standard is not met.
- Award for each sub-sector may be given, even if there is only one application in any of the categories, provided it meets the qualification criteria (as decided by the Jury).
- Finalist Award applicants may be invited to make a brief presentation to the Jury and/or one of the assessors may be nominated to confirm or verify the facts at site. Such travel and stay expenses, if any, will be borne by the applicant.
- Award Secretariat accepts no liability for any loss resulting from the disclosure of information concerning an applicant to Assessors or Jury members, though all reasonable precautions will be taken to maintain secrecy.
- Award Secretariat cannot undertake to return documents or supplementary material submitted with an application.
- Award Secretariat reserves the right to alter the Award Scheme, at any time, without notice.

Non-Disclosure & Confidentiality

Names of applicants, commentary and scoring information developed for review of applications are regarded as proprietary, and are kept confidential. Such information is available only to individuals directly involved in the assessment and administrative processes.

Golden Peacock Awards Secretariat will take all reasonable precautions to ensure that applications and the information provided therein are treated in strict confidence. However, in no way Golden Peacock Awards Secretariat can be held responsible for any loss of confidentiality to a third party, nor held liable for any damage (to goods or persons) or financial loss incurred through the breach of confidentiality or otherwise by the applicants or any third party.

Golden Peacock Awards Secretariat reserves the right, subsequent to the Award Presentation, to publish salient details of the Innovative methods/processes/Improvement initiatives/Schemes of the Award Winners, for the purpose of sharing of knowledge to raise the general industry standards.

Application Fees

A. Application Fee for Indian Organization: Rs. 59,500/- plus 18% GST as applicable

B. Application Fee for Overseas Organization: USD 1000 plus 18% GST as applicable

The Application Fee should accompany the Application. The Application Fee is required to be paid on or before the due date of submission of application.

The Application Fee can be paid through the following payment modes:

i) Demand Draft/Cheque in favour of 'Institute of Directors', payable at New Delhi.

OR

ii) through Bank Transfer as per the following details:

Bank Name:	Union Bank of India	MICR Code:	110026324
	M-3, Greater Kailash Part-II,	IFSC CODE:	UBIN0902861
	New Delhi-110048, India	PAN No.:	AAABI0002J
	Tel. No. 011-29210959	SWIFT CODE:	UBININBBNGK
Account Name:	Institute of Directors	GSTIN:	07AAABI0002J1Z9
Account No.:	510101006113450		
A/C Type:	Current A/C		

OR

iii) through Credit Card by logging on to <https://goldenpeacockaward.com/>

Note: 1. Original Tax Invoice will be generated Only after the receipt of the Application Fee. However, in order to initiate the payment process, a Proforma Invoice may be generated upon Request from an applicant organization.

2. TDS on the Application Fee may be deducted as per Income Tax Act 1961.

Procedure for Sending Application

1. **The completed Application (Annexures 1, 2 & 3) along with all the Supporting Materials, MUST be shared in SOFT COPY format through EMAIL to INFO@GOLDENPEACOCKAWARD.COM Only, covering the following:**
 - a. **Table of Contents**
 - b. **Annexure 1** – Application Form
 - c. **Annexure 2** – Business Overview – To provide a summary of the applicant’s business.
 - d. **Annexure 3** – Self-Appraisal Report
 - e. **Supporting Materials (Share the List of the Supporting Materials attached with the application)**
2. If the file size of the application is heavy and cannot be sent through Email, then the applicant organisation may send the Soft Copy of the application along with all the Supporting Materials through www.wetransfer.com / Google Drive / One Drive or any other platform, as convenient to the applicant organization, to INFO@GOLDENPEACOCKAWARD.COM Only.
3. **Please DO NOT mark any other email id of IOD and GPA Secretariat due to Security and Confidentiality reasons.**
4. **Kindly ensure that the GPA Secretariat must be able to Download the application from the shared platform.**
5. This application will be based on **GPOHSA** Guidelines and criteria. The criteria consist of a set of questions which when answered, sequentially, duly supported by the objective evidence, would help in assessing the extent of excellence achieved by the applicant.
6. Answers to every question must be provided at the designated place. Any reference to the Supporting Material must be pointed out with specific reference to the respective Supporting Material with specific Page Number, etc.
7. Answer to a question cannot be just a Reference to any Supporting Material. Just mentioning that “Refer to Supporting Material for the answer” is not sufficient and relevant.
8. **Support material:** - Support material may be derived from self-assessment of the organization’s activities. This information must be closely aligned with the Award assessment criteria. The criteria are carefully and deliberately phrased in non-prescriptive terms, to allow you the freedom to present self-assessment information, which is relevant to your specific situation.
9. Support Material is a document that adds value to the response, for help in assessment. Cross-referencing of the support material is necessary. Please ensure that the support material is properly numbered as Enclosure I, II/Supporting Document I, II/Attachment I, II/Appendix I, II, etc., and specify that reference number in your response.
10. The Application Fee should accompany the Application. The Application Fee is required to be paid on or before the due date of submission of application.
11. Please DO NOT attach the foregoing Award Scheme details with your completed application (Annexure 1, 2 & 3).
12. There is no WORD/PAGE LIMIT for compiling the Application, but providing precise information will be more effective.

APPLICATION FORM – GPOHSA**Instructions:**

1. Annexure-1 **MUST** be TYPED in minimum font size of 10 pt.
2. Annexure-1 **MUST** be duly SIGNED and officially STAMPED on each page of Annexure 1 only.
3. In case, the Highest Ranking Official is not present to sign the document, any other Authorized Signatory may also sign on his/her behalf.
4. Please mention the Payment Details under Point No. 9 of Annexure-1.
5. In case, for any unavoidable reason, the payment is under processing, the applicant organization is required to take a prior EMAIL APPROVAL from GPA Secretariat regarding submission of application.
6. In such cases, the applicant organization is required to mention under Payment Details that the “Payment is under process and Email Approval for submission of application has been obtained from the GPA Secretariat along with the Expected Timeline for the payment.”

1. Full name of Applicant Organization _____

(Note: If the applicant is Unit/Division/Project/Plant of a larger company, please specify the exact name.)

Address of the Applicant Organization _____

Website _____

2. Name of Contact Person (Mr./Ms.) _____ Designation _____

Telephone (Office) _____ (Mobile) _____

E-mail _____

Contact Address *(if different from above)* _____

3. Name of the Highest Ranking Official of the Organization (Mr./Ms.) _____

Designation _____

Telephone (Office) _____ (Mobile) _____

E-mail _____

Contact Address *(if different from above)* _____

4. Location of Principal Sites _____

5. Name of the Parent Organization, if any _____

Address _____

Telephone (Office) _____ E-mail _____

6. Industrial Sector the applicant organization falls under _____

7. Logo of the organization **(Please attach a High Resolution Logo in JPEG Format separately)** _____

8. Is the applicant organization listed in any stock exchange?

Yes

No

If yes, please give the Name(s) of Stock Exchange(s) _____

Signature of Highest Ranking Official with
Organizational Seal

9. PLEASE MENTION THE PAYMENT DETAILS (paid by either of the following):

(In case, for any unavoidable reason, the payment is under processing, the applicant organization is required to take a prior EMAIL APPROVAL from GPA Secretariat regarding submission of application.

In such cases, the applicant organization is required to mention under Payment Details that the "Payment is under process and Email Approval for submission of application has been obtained from the GPA Secretariat along with the Expected Timeline for the payment."

(A) Cheque at Par or Demand Draft payable to Institute of Directors, New Delhi

Bank _____ Cheque/Draft No. _____ Dated _____

(B) Through Bank Transfer (UTR Number) _____

(C) Credit Card: Please log on to <https://goldenpeacockaward.com/> for online payment.

(D) GSTIN Number of your company (Also specify, if unregistered) _____

10. Declaration

I do hereby declare that

- (a) We shall fully abide by the rules and regulations of the **Golden Peacock Occupational Health & Safety Award** Scheme, and understand and accept that the decision of the Award Jury is final in all respects, and that no correspondence or appeal will be accepted on Jury's decision.
- (b) The organization has faced no Penal action during the last 2 years, nor any case is pending against it for any corporate or other statutory compliance failure.
- (c) The organization is eligible to take part in this competition, and all information and accompanying documents, are correct.

Date

Signature of Highest Ranking Official of the
Organization with Organizational Seal

Name: (Mr./Ms.)

Designation:

Email:

(In case, the Highest Ranking Official is not present to sign the document, any other Authorized Signatory may also sign on his/her behalf.)

BUSINESS OVERVIEW

(All Business Overview questions in Annexure-2 are to be answered sequentially and point-wise.)

Instructions:

1. **Supporting Materials are REQUIRED to be submitted Separately.**
 2. **If Supporting Materials are available in form of Web Links or Image Links, they have to be submitted in the form of a Downloaded Copy.**
 3. **Please Do Not provide Web Links as Supporting Material.**
 4. **Please Do Not provide any Image Links as Supporting Material.**
 5. **Indian applicants are required to give all the financial figures only in terms of Rs. (in Crore).**
 6. **Overseas applicants may give financial figures in \$ Million.**
-

Organizational Description

- Full Name of Applicant Organization

(Note: If the applicant is Unit/Division/Project/Plant of a larger company, please specify the exact name.)

- Location
- Brief Description of the Applicant Organization (in about 50 words)
- Ownership
- Year of Establishment (of the applicant unit and not of parent company)
- Organization's main products/services
- Annual Turnover – covering last 2 financial years
- Total Number of employees **(of the applicant unit and not of parent company)**
- Industrial Sector of the applicant organization
- Name of Parent Organization (if applicable)*
- Is the organization listed in any stock exchange? If yes, please give the Name(s) of Stock Exchange(s).
- Stock Exchange:
 - Minimum & Maximum values, during last two financial years (year-wise).
 - Dividends during the last two financial years (year-wise).
- VISION, MISSION and VALUES of the organization.
- Have you adopted any International Integrated Reporting System (IIRS) in the organization? Attach a copy of your latest report. In case you are not following the IIRS then specify the reporting system you are following (Attach a copy).
- Indicate if the applicant is certified to ISO 9001 / ISO 14001 / ISO 45001 / OHSAS 18001 / SA 8000 / others. Attach a copy of the certificate(s).

** If the applicant is an independent self-accounting subsidiary or a unit of a larger company, a brief description should be given of the organizational relationship to the 'parent' organization. Briefly describe how the applicant's products and services relate to those of the parent and/or other units of the parent organization.*

GOLDEN PEACOCK OCCUPATIONAL HEALTH & SAFETY AWARD SELF-APPRAISAL REPORT

(All Self-Appraisal Report questions in Annexure-3 are to be answered sequentially and point-wise, even if some repetition is involved.)

Information to facilitate the compiling of the application:

- i. The **performance data** should cover the **previous two (2) completed financial years**. Applicants are also required to enclose the relevant information / data / supporting documents, for assessment, wherever necessary.
- ii. The term '**stakeholder**' should be understood to include not only customers / clients and shareholders, but also suppliers, employees, community and the government, as appropriate.
- iii. This is a **common criteria** for applicants from all categories: business (all the sectors), government and non-government organizations. If any particular question is not applicable / relevant to your industry / organization, please answer it as "**Not Applicable**" (**NA**), and provide justification.

NOTE:

- 1. Supporting Materials are REQUIRED to be submitted Separately.**
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- 3. Please Do Not provide Web Links as Supporting Material.**
- 4. Please Do Not provide any Image Links as Supporting Material.**

Section A – OH&S Management System

- A. 1 How have you addressed and integrated OH&S Management system into your overall governance model? Provide details.
- A. 2 Do you have a separate Occupational Health and Safety department? Give details of its structure.
- A. 3 Do you have an 'OH&S Policy' along with an Annual Safety Plan, with achievable objectives and targets? Give details.
- A. 4 What is the role and representation of your employees and trade unions on safety and health committees? How have workers helped in identification of hazards? Give examples of individual suggestions.
- A. 5 What is the status of compliance to applicable laws & regulations, during the last 2 years? Provide details.
- A. 6 How do you ensure commitment by your supply chain to your OH&S Policy? Provide details.
- A. 7 (a) How do you communicate the Annual Performance Report on OH&S to the stakeholders? Attach a copy of latest Report.
(b) Have you taken feedback of stakeholders on the Report? Give details.
- A. 8 Have you considered OH&S risks along with related opportunities? Explain how?
- A. 9 Have you studied financial impact on performance due to safety practices? Give details of benefits quantified.

Section B – Impact of Artificial Intelligence based Safety Measures

- B. 1 Describe in detail where all Artificial Intelligence (AI) system/procedure/intervention have been introduced.

Section C – OH & S Awareness

- C. 1 When and how did you last organize a safety awareness programme? Provide details.
- C. 2 What efforts have been made to encourage innovations and suggestion schemes, and build and maintain health & safety culture at workplace?
- C. 3 What public safety initiatives are in place? Give details.

Section D – Identification of Hazards and Assessment and Control of Risks

- D. 1 Has hazard classification of work activities been done? Explain what hazards have been identified.
- D. 2 How does the planning process identify significant hazards, and assesses and controls operational risks associated with organization's activities? Attach guidelines and procedures adopted.
- D. 3 Have you developed a hazard prompt list for your organization? Attach details.
- D. 4 Have you finalized and provided required Personnel Protective Equipment (PPE) for different work areas? Attach List in Matrix Form.
- D. 5 How are all new processes/equipments in the organization subjected to a systematic and formal hazard identification and risk assessment? Give details.

Section E – Training, Awareness and Competence

- E. 1 How do you identify training needs of your employees, including contract labour, for health and safety areas? Give details.
- E. 2 How are employees encouraged to participate in the safety process? Give details.
- E. 3 Are all staff trained on fire safety, earthquake safety and rendering first-aid at work? Give details.
- E. 4 Give percentage of employees trained on health and safety measures, annually.
- E. 5 Give percentage of engineers and supervisors trained in industrial safety, annually.
- E. 6 Give percentage of contract workers trained in industrial safety, annually.

Section F – Human Error

- F. 1 What process is adopted for human risk assessment? Give details.
- F. 2 How do you ensure that low probability risks are not ignored? Give details.
- F. 3 How is the organization striving for 'Safety Perfect' culture? Give details.

Section G – Fire Safety

- G. 1 How do you ensure that adequate means exist for firefighting, for fixed and portable equipments? Give details.
- G. 2 What efforts have been made to minimize the impact of fire in the organization? Give details.

Section H – Contingency Preparedness & Response

- H. 1 Provide details of both 'on-site' and 'off-site' emergency plans. Do they include natural disasters too?
- H. 2 Describe availability of suitable warning and alarm systems at site. How often are safety interlocks & alarms tested at site?
- H. 3 Give details of emergency services available, e.g. fire brigade, medical services, spill cleanup services etc.
- H. 4 Give details of accident reporting and investigating procedures.

Section I – Measurement and Evaluation

- I. 1 What monitoring schemes for significant aspects have been put in place? Give details.
- I. 2 What is the policy & implementation plan of medical surveillance of employees? Give details.
- I. 3 What are the accident frequency statistics?
- I. 4 Mention accident-free period of operations in number of days during the last two years.

Section J – Occupational Health

- J. 1 Provide details of health-care system available to the employees, such as organization’s hospital, arrangement with a hospital or health insurance coverage.
- J. 2 Provide details of work related injuries and illnesses during the past 2 financial years in the following table:

Years	Total Number of Death(s)	Days away From work		Total No. of reportable major injuries	Sickness absence (Total days) due to illness	
		No of Cases	Job Restriction Days		Job related illness	Non job related illness
Last Year						
Previous to Last Year						

Section K – Operational Control

- K. 1 How do you ensure strict adherence to mandatory standards of ‘Road Safety’ for all work-related travel? Give details.
- K. 2 What control do you have on bio-medical waste management? Give details.
- K. 3 How do you identify losses due to theft, vandalism and industrial espionage, and keep them within acceptable limits?
- K. 4 How do you ensure occupational health and safety of female employees, who are expecting mothers?

Section L – General

- L. 1 What actions have been promoted for behavior safety?
- L. 2 What are the special features of OH&S Management in the organization, which makes a strong case for the Award?
- L. 3 Has any OH&S assessment study been organized through an outside agency during last 3 years? Provide details.
- L. 4 Describe Impact of OH&S Management on performance of the company, in qualitative and quantitative terms.
- L. 5 Is the organization making use of transformative technologies, including artificial intelligence, in any of its processes and procedures? Provide details.

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****END****