

EXAMPLE OF GOOD PRACTICE

Categories	<ul style="list-style-type: none">○ workplace employing fewer than 100 workers○ workplace employing 100 workers or more
Type of maintenance adopted	<ul style="list-style-type: none">○ preventive/proactive maintenance○ corrective/reactive maintenance
Enterprise	
Sector	
No. of Employees	
Address	
Tel.	
Fax	
Email	

PARTICULARS OF CHIEF EXECUTIVE OFFICER AND CONTACT PERSON

Name of CEO/Chairperson/MD	
Designation	
Email	
Signature and stamp	
Contact Person	
Designation	
Email	
Signature	
Consultant/service provider to be commended (where applicable) Please provide also name of company and contact details	

TASK

(Use Additional Blank Sheet if Necessary)

PROBLEM (maintenance adopted)

(Use Additional Blank Sheet if Necessary)

SOLUTION (example of good practice)

(Use Additional Blank Sheet if Necessary)

EFFECTIVENESS OF RESULTS

(Use Additional Blank Sheet if Necessary)

IF POSSIBLE: PLEASE ATTACH PHOTOS and/or PICTURES of THE GOOD PRACTICE EXAMPLE, e.g. photo of a redesigned working environment; illustrative material from policies or training materials.

WHAT IS A GOOD PRACTICE EXAMPLE (Practical Solution)?

For eligibility, a good practice example should as far as possible:

- demonstrate a real (not theoretical), identifiable intervention to prevent risks in a workplace that has been implemented following a proper assessment of the hazards and risks;
- improve working conditions and be effective in promoting health, safety and efficiency;
- focus on preventing the identified risk at source;
- be identifiable as the action that caused the reduction in risk;
- achieve an identifiable and permanent benefit;
- at least meet the relevant legislative requirements in Malta and should preferably go beyond minimum standards.

EXPLANATIONS TO THE PRESENTATION MODEL

TITLE OF THE SOLUTION: One line e.g. Training program for apprentices; prevention programme.

TASK: Description of the task and work place/activity/situation giving rise to the hazard/risk/outcome.

Photos, illustrative materials should be provided where possible. Graphics, tables are particularly welcomed.

PROBLEM: 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.) Illustrations and photos should be attached where possible. Graphics and tables are strongly appreciated. The description needs to be clear.

SOLUTION: Description of measures taken e.g. selection process, involvement of workforce, implementation-including all important details, graphics, tables, pictures.

RESULT/EFFECTIVENESS: An indication of the measurable results and also of any unmeasurable benefits e.g. reduced incidence of symptoms of sickness, better work climate, improved ergonomic and/or economic way of working etc. This can include human, social, and economic costs, benefits, and positive outcomes.

FORMAT: Each example should include the following:

Mandatory

- A summary of a maximum 4 - 5 pages of written text; excluding illustrations, graphics, tables and photos.
- Clear text, written in an understandable and systematic/logical manner.

If possible: Photos or illustrations should be of high quality. Although this may not be feasible for all examples, possibilities include a photo of a redesigned working environment or a training session.

Clear details of the main contact for additional questions should be provided.

All applications should be signed by the persons indicated in the application form.

Send your applicatin form to this address:

Occupational Health and Safety Authority
Attn. Mr Remigio Bartolo
17 Edgar Ferro Street
Pieta' MSD 07

Tel: 21 247 677 / 8

Fax: 21 232 909

Email: ohsa.communications@gov.mt

Closing Date for Applications: 31st August 2010

LATE APPLICATIONS WILL NOT BE ACCEPTED

