

**THE TRINIDAD AND TOBAGO
OCCUPATIONAL SAFETY
AND HEALTH AUTHORITY**

**NATIONAL
SAFETY AWARDS
AND
SAFETY WEEK**

ACTIVITY BOOKLET

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The Trinidad and Tobago Occupational Safety and Health Authority

NATIONAL SAFETY AWARDS AND NATIONAL SAFETY WEEK

ACTIVITY HANDBOOK

Introduction

This handbook details key aspects of National Safety Week and National Safety Awards (NSA/NSW). It addresses the who, what, where, when, why and how of National Safety Week and National Safety Awards and is the blueprint for successfully executing these annual activities.

What are National Safety Awards and National Safety Week?

The annual National Safety Week and the National Safety Awards (NSA/NSW) have been introduced to highlight the importance of safety in the workplace. This initiative advocates the importance of safety as good business in both the private and public sectors and it seeks to promote occupational safety. The Awards recognise individuals and companies that have made positive strides in establishing an appropriate safety culture throughout Trinidad and Tobago.

Why is there a need for these events?

The Occupational Safety and Health (OS&H) Act 2004 (as amended) was proclaimed on 17th February 2006. The Act provides for a wide cross-section of occupational safety, health and welfare measures intended to protect those at work and those that can be affected by work-related activities.

It is important that everyone in Trinidad and Tobago understand his/her role in creating a safe environment. National Safety Week is intended to raise awareness and dialogue that will help build a national safety culture, while National Safety Awards aim to recognise safety excellence, inevitably fostering greater awareness and participation across all industrial establishments.

When are these events held?

National Safety Awards are scheduled during National Safety Week. The recommended time frame for National Safety Week is a week as close as practically possible to the International Labour Organisation's World Day for Safety and Health at Work, which is held annually on April 28. National Safety Week 2008 will be held from April 27 – May 3, 2008, with the National Safety Awards being presented on April 30, 2008. Dates for National Safety Week 2009 – 2025 are listed below.

YEAR	National Safety Week	National Safety Awards
2009	April 26 – May 2	April 29
2010	April 25 – May 1	April 28
2011	May 1 – May 7	May 4
2012	April 29 – May 5	May 2
2013	April 28 – May 4	May 1
2014	April 27 – May 3	April 30
2015	April 26 – May 2	April 29
2016	May 1- May 7	May 4
2017	April 30 – May 6	May 3
2018	April 29 – May 5	May 2
2019	April 28 – May 4	May 1
2020	April 26 – May 2	April 29
2021	April 25 – May 1	April 28
2022	May 1 – May 7	May 4
2023	April 30 – May 6	May 3
2024	April 28 - May 4	May 1
2025	April 27 – May 3	April 30

Who are the persons or groups involved in National Safety Awards and National Safety Week?

A. THE HOST

The Trinidad and Tobago Occupational Safety and Health (T&T OSH) Authority is the host of the NSA/NSW. The Authority was established under the Occupational Safety and Health Act (2004) as a directing and coordinating statutory authority, with prime responsibility for enforcing the provisions of the OSH Act through the OSH Agency. It is also responsible for developing policy, undertaking research and development, providing information and advice, and building awareness. The vision of the Authority is that all industrial establishments in Trinidad and Tobago are free of accidents, injuries, diseases and death. The Board of the Occupational Safety and Health Authority comprises 17 senior professionals from industry and commerce, government and labour, as well as representatives from several NGOs.

Chairman, T&T OSH Authority -

- Serves as host of NSA/NSW
- Leads the approval process for sponsors for the NSA/NSW
- In conjunction with the Minister with responsibility for Labour and Small and Micro Enterprise Development, decides whether the Prime Minister is to be invited to be present at the National Safety Awards
- Delivers the vote of thanks at the National Safety Awards ceremony
- Represents the T&T OSH Authority at various National Safety Week activities

Executive Director, T&T OSH Agency -

- Chairs the NSA/NSW Planning Committee, or identify a designate
- Updates the Chairman of the T&T OSH Authority of developments as they relate to the planning of the NSA/NSW
- Engages the various Chambers of Commerce, business associations, industry groups and other related bodies on participating in NSA/NSW
- Secures and manages the NSA/NSW Secretariat, based at the OSH Agency offices at Duncan Street, Port of Spain or other offices as identified

B. THE MINISTRY, WITH RESPONSIBILITY FOR LABOUR AND SMALL AND MICRO ENTERPRISE DEVELOPMENT

The T&T OSH Authority is accountable to the Minister with responsibility for Labour and thus, the Ministry, specifically the Honourable Minister and the Permanent Secretary have a role to play in the hosting of the NSA/NSW.

Minister with responsibility for Labour and Small and Micro Enterprise Development -

- Attends the official launch of the NSA/NSW
- Delivers the feature address at the National Safety Awards Ceremony

Permanent Secretary, Ministry with responsibility for Labour and Small and Micro Enterprise Development

- Provides support as required by the T&T OSH Authority Planning Committee for NSA/NSW.
- Delivers remarks at the National Safety Awards ceremony

C. THE SPONSORS

The number of sponsors is determined by the Chairman and Board of the T&T OSH Authority, in the categories of Gold, Silver and Bronze. The T&T OSH Planning Committee proposes the sponsors, and these are approved by the T&T OSH Authority, based on an assessment of its ability to provide the support required to help professionally execute NSA/NSW.

The T&T OSH Authority reserves the right to decline an expression of interest in sponsorship of the week and awards at its absolute discretion, including but not limited to situations in which the potential sponsor, or a related person or organisation, has breached or is under investigation for possible breaches of occupational health and safety laws (whether or not prosecution is pending) or where acceptance of a sponsor may otherwise be detrimental to the objectives of the T&T National Safety Awards Scheme.

The Gold Sponsor -

- Provides a percentage of the total budget for NSA/NSW as determined by the Chairman and Board of the T&T OSH Authority but not less than 50 percent of the total sponsorship budget for NSA/NSW
- The CEO/President or designate of the Gold Sponsor company speaks on behalf of all three sponsors at NSA/NSW events, including, but not limited to the media launch and the National Safety Awards ceremony
- Is represented at Planning Committee meetings
- Is not eligible for National Safety Awards during the year which they are sponsors of the NSA/NSW
- Is expected to host National Safety Week activities, including, but not limited to, activities with their employees

The Silver Sponsor -

- Provides not less than 20 percent of the total budget for NSA/NSW
- Is represented at Planning Committee meetings
- Is represented at NSA/NSW events, including, but not limited to the media launch and the National Safety Awards ceremony
- Is not eligible for National Safety Awards during the year which they are sponsors of the NSA/NSW
- Is expected to host National Safety Week activities, including, but not limited to, activities with their employees

Bronze Sponsor -

- Provides not less than 10 percent of the total budget for NSA/NSW
- Is represented at Planning Committee meetings
- Is represented at NSA/NSW events, including, but not limited to the media launch and the National Safety Awards ceremony
- Is not eligible for National Safety Awards during the year which they are sponsors of the NSA/NSW
- Is expected to host National Safety Week activities, including, but not limited to, activities with their employees

D. THE PLANNING COMMITTEE

The Planning Committee is responsible for planning, implementing and coordinating events and activities related to NSA/NSW. The Planning Committee comprises representatives from the T&T OSH Authority, representatives from the sponsor companies, the Ministry with responsibility for Labour and Small and Micro Enterprise Development, the Tobago House of Assembly, the International Labour Organisation, the Safety Council of Trinidad and Tobago and other key stakeholders as determined by the Chairman of the T&T OSH Authority.

The Planning Committee –

- Develops a theme annually for the NSA/NSW
- Proposes at least three sponsors (Gold, Silver, Bronze) to the Chairman of the T&T OSH Authority
- Conceptualises and executes activities leading up to NSA/NSW, including but not limited to, a national media launch and meetings with various business and industry organisations
- Manages and updates the NSA/NSW website at <http://www.ttosha.com>
- Conceptualises and executes the implementation of the T&T OSH Authority National Safety Awards
- Engages the services of a professional and experienced events management coordinator to execute the vision of the National Safety Awards ceremony
- Works with the Executive Director to engage key stakeholders in actively participating in NSA/NSW
- Engages, as necessary, the services of auditors to ensure the transparency and integrity of the judging and award process of the National Safety Awards
- Compiles an invitation list for the National Safety Awards ceremony, and works with the NSA/NSW Secretariat to dispatch invitations for the ceremony at least 5-6 weeks before the date of the event
- Conceptualises and executes activities during National Safety Week
- Champions the involvement of organisations nationally in NSA/NSW
- Develops and implements a media strategy to promote and publicise the NSA/NSW
- Schedules weekly meetings with all related persons and groups to monitor the progress on NSA/NSW
- Leads the review and evaluation of the NSA/NSW within two (2) weeks of implementation

Where will the National Safety Awards and the National Safety Week be held?

MEDIA LAUNCH

The NSA/NSW is launched at a venue chosen by the Planning Committee, which is deemed suitable for hosting the media and key stakeholders.

NATIONAL SAFETY AWARDS

The National Safety Awards ceremony is held at a venue, with first class conference and hosting facilities.

NATIONAL SAFETY WEEK

The Planning Committee hosts several activities during National Safety Week in various locations across Trinidad and Tobago, including but not limited to, exhibitions, booths, seminars, lectures and breakfast meetings. The Planning Committee is responsible for hosting events which are accessible by all stakeholders.

National Safety Week can be observed by everyone at all locations and it is expected that activities will also take place on industrial estates, government offices, schools and businesses across Trinidad and Tobago.

How will the National Safety Awards and National Safety Week be executed?

MEDIA LAUNCH

Ideally, the NSA/NSW is launched in January, at least 3 months before the International Labour Organisation's World Day for Safety and Health At Work is to be observed. The media launch serves as the forum for introducing the theme for that year's NSA/NSW and reinforces the objectives of these two initiatives.

Speakers include –

- The Minister with responsibility for Labour and Small and Micro Enterprise Development
- Chairman, T&T OSH Authority
- The Executive Director, T&T OSH Agency
- CEO/President, Gold Sponsor Company (on behalf of the sponsors)

Invitees include representatives from –

- The print and electronic media
- The T&T OSH Authority/Agency
- Ministry with responsibility for Labour and Small and Micro Enterprise Development
- Tobago House of Assembly
- Gold, Silver and Bronze sponsor companies
- Trinidad and Tobago Chamber of Industry and Commerce and other major Chambers
- Trinidad and Tobago Manufacturers' Association
- Employers' Consultative Association
- International Labour Organisation
- The Safety Council of Trinidad and Tobago

Key Messages at the media launch should include –

- Objective of NSW/NSA is to positively highlight safety within industry in Trinidad and Tobago: Announce theme for NSA/NSW.
- NSA/NSW is being organised by the Occupational Safety and Health Authority. Announce the sponsors for NSA/NSW.
- Announce the dates for National Safety Week and the National Safety Awards ceremony
- Communicate the URL for National Safety Awards website – <http://www.ttosha.com>
- Explain the entry/nomination process (**Appendix I**)
- Entries can be completed via the electronic form on the NSA website. Entry forms can be downloaded from the website. Entry forms are also available at the T&T OSH Agency's offices at Duncan Street, Port of Spain and at the Tobago House of Assembly, Calder Hall, Tobago. Entries can be submitted via all the aforementioned.
- Awards will grow as years go on and criteria are expanded
- Each organisation is asked to undertake an appropriate activity to promote safety during the week – eg: a seminar, demonstration, technical presentation, safety moment

Checklist for media launch–

Branded folders for media kits

Brief on Safety Awards

Entry forms

Banners/signage

Speeches included in media kits

Invitation for launch sent at least three (3) weeks prior to launch

NATIONAL SAFETY AWARDS

The National Safety Awards promote excellence in safety performance throughout Trinidad and Tobago. The Awards will recognise the individual and the team that have contributed significantly to safety in the workplace during the previous year. As the awards scheme matures, the categories will be broadened as determined by the Planning Committee and the T&T OSH Authority.

Planning Committee Meetings

The Planning Committee meets once a week or more often where deemed necessary, commencing the November prior to the Awards, in order to professionally and successfully execute the hosting of the T&T OSH Authority National Safety Awards. At these meetings, the committee reviews activities and implement actions as necessary.

Budget

- The Planning Committee develops and oversees a budget for the NSA ceremony
- Budget will include costs for the following
 - Media launch (see checklist above)
 - Public relations and advertising
 - Internet/website costs
 - Administrative costs

- Event materials (folders, tokens, banners, t-shirts, promotional items)
- Auditors
- Event coordinator
- Venue for Awards ceremony
- Catering
- Master of Ceremonies
- Audio-visual services
- Entertainment
- Tokens for Feature Speaker
- Security
- Transportation
- Miscellaneous

Promotion and Publicity

Suggested activities include -

- **Media launch** (see above). **Time frame: 3 months before NSA/NSW**
- **Breakfast meetings.** The T&T OSH Authority works with key partners in hosting meetings, aimed at raising the level of awareness on safety and the NSA/NSW initiative. Invitees should come from local Chambers of Commerce, business and industry associations, trade unions, government ministries and other such groups. Meetings should target as many persons/groups as possible, across all areas of the country, including Tobago. This forum can be used to showcase the immediate previous winners of the Awards. **Time frame: 4-6 months before NSA/NSW**
- **Website.** The NSA/NSW website should carry accurate, up-to-date information on the National Safety Awards ceremony and criteria for nominations. The Planning Committee regularly updates and monitors the activity on the website. This includes regular function testing of all links, including the electronic nomination process.
Time Frame: Ongoing

Entries

Suggested protocol –

- The Planning Committee ensures that entry forms and instructions are accurate and legally vetted. **Time Frame: 4 months before NSA/NSW**
- Sample form (**Appendix II**)
- Electronic entries may be made using the nomination forms on the website <http://www.ttosha.com>
- Entry forms can be printed from the website
- Entry forms can be collected from and submitted at one of the following locations
 - T&T OSH Agency office, Duncan Street, Port of Spain
 - Ministry of Labour and Small and Micro Enterprise Development, Riverside Plaza;
 - Ministry of Labour and Small and Micro Enterprise Development, Naparima Mayaro Road, San Fernando
 - Tobago House of Assembly, Division of Labour, Calder Hall, Tobago
- The Planning Committee is also responsible for ensuring that major associations such as the Trinidad and Tobago Chamber of Industry and Commerce, the South Trinidad Chamber of Industry and Commerce, the Trinidad and Tobago Manufacturers'

- Association and the Employers' Consultative Association receive entry forms. Information packets should be mailed to these organisations, with details as to where additional forms and information are available
- The entries are collated by the auditors who will pass over said entries to the Head Judge
 - **Time Frame: Entry/Nomination forms should be available, via all of the above, 3-4 months before NSA-NSW**
 - **Closing date for all entries: 2-4 weeks prior to National Safety Awards ceremony**

Auditors/Lawyers

- The Planning Committee secures the services of auditors to ensure the integrity of the entry and judging process. **Time Frame: 2 months before the NSA/NSW**

Judges

- The Planning Committee invites various organisations to nominate individuals to serve as judges for the National Safety Awards. **Time frame: 3 months before the NSA**
- The Planning Committee secures a venue and finalises arrangements for transportation, lunch, and where necessary (in the case of a foreign/Tobago judge), airfare, accommodation and other related fees
- Judges will sign a confidentiality agreement before assuming their duties as National Safety Award adjudicators (**Appendix III**)
- Judging to take place **within one week** of close of entries
- Judges are responsible for scheduling interviews with nominees and liaising with the Planning Committee for any additional support needed
- Judges collate their scores and the Head Judge hands over results to the auditors for safe-keeping until the night of the Awards ceremony

Venue

- The Planning Committee conducts site visits and selects a venue of a high standard for the National Safety Awards media launch and Awards ceremony
- The Committee confirms the safety arrangements for the venue and makes recommendations for enhancement of those provisions where necessary

Events Coordinator

If such services are deemed necessary, the services of an Events Coordinator will be contracted. The Events Coordinator works alongside the Planning Committee in executing the National Safety Awards ceremony.

- The Planning Committee tenders for and selects the services of an events coordinator. **Time Frame: 3-4 months before the NSA**
- The Events Coordinator works with the Planning Committee but will ultimately be responsible for coordinating
 - Entertainment
 - Audio-visual services (PA system, multimedia projection etc, audio-video taping etc)
 - Video presentation on all NSA nominees
 - Invitations and Programmes (design and printing)

- Trophies and Certificates
 - Photography
 - Tokens for VIP guests/judges
 - Banners/signage
 - Master of Ceremonies
 - Menu selection
 - Décor
 - Programme timing
 - Rehearsal of programme
 - Protocol (seating arrangements etc)
- The Event Coordinator works with the budget presented by the Planning Committee

Speakers and Programme

- The Planning Committee is responsible for developing a programme and detailed cue to cue (script) for the NSA ceremony
- *Sample programme (as used in 2007)*

- Arrival of the Minister of Labour and Small and Micro Enterprise Development
- National Anthem
- Safety Briefing – Hilton Trinidad
- Entertainment
- Welcome – Master of Ceremonies
- Welcome Remarks – Permanent Secretary, Ministry of Labour and Small and Micro Enterprise Development
- Remarks – Gold Sponsor Representative (CEO/President)
- Feature Address – Minister of Labour and Small and Micro Enterprise Development
- Entertainment
- Comments – Chief Judge, National Safety Awards
- Video Presentation
- Presentation of Awards
- Vote of Thanks – Chairman, T&T OSH Authority
- Cocktails

- Sample script (*as used in 2007*) (**Appendix IV**)
- The Planning Committee and the Events Coordinator meet with the Master of Ceremonies to review the programme and provide a brief on the event. **Time Frame: 2-3 days before the ceremony**

Guest List and Invitations

- The Planning Committee develops a guest list of attendees to the NSA Ceremony (spouses included)
- The Committee works with the Event Coordinator in designing an invitation for the event
- The Planning Committee dispatches invitations to invitees. **Time Frame: 5-6 weeks before ceremony**
- The Planning Committee is responsible for handling RSVPs (ongoing) and call backs (1 week before ceremony)
- The Chairman of the T&T OSH Authority invites speakers (Minister, Gold Sponsor, Head Judge, Permanent Secretary etc)
- The Planning Committee follows up on the availability of key speakers

Media

- The Event Coordinator works with the T&T OSH Authority and the Planning Committee to send out invitations to the media to cover the event
- The Event Coordinator works with the Planning Committee in ensuring that speeches and key information from the ceremony are available for inclusion in the media kits
- The Planning Committee also develops a post- ceremony advertisement, featuring the winners, to be sent to the print media. **Time Frame: to be printed within National Safety Week**

Nominees

- Nominees are notified and congratulated on their nomination for an award, in writing. The Planning Committee will be responsible for dispatching letters.
- The Event Planner works alongside the Planning Committee and the Head Judge in videotaping a short interview with each short-listed nominee for the video to be presented on the night of the ceremony
- The Planning Committee ensures that nominees have received invitations and will confirm attendance of the nominee or a suitable representative

Post-event

- The Planning Committee compiles a “Thank You” list and dispatches letters, signed by the Chairman of the T&T OSH Authority of appreciation to those who ably supported the initiative
- The Planning Committee evaluates the ceremony and determine the successes and identify areas for improvement and analyses expenses for the NSA/NSW versus budget
- The Planning Committee ensures that the website is updated with the names and photos of the winners, and any other relevant information
- **Time Frame: No later than 1 week after the ceremony**

NATIONAL SAFETY WEEK

National Safety Week is aimed at fostering greater awareness of the importance of safety in the workplace.

Meetings

The Planning Committee meets prior to the event - once a week or more often where deemed necessary, in order to successfully execute the hosting of the T&T OSH Authority National Safety Week. At these meetings, the committee reviews activities and make recommendations going forward.

Budget

- The Planning Committee develops and oversees a budget for National Safety Week activities

Budget will include costs for the following

- Media launch
- Public relations and advertising
- Administrative costs
- Event materials (folders, tokens, banners, promotional items)
- Event coordinator
- Venue and refreshments
- Tents, booths, tables, chairs etc
- Transportation
- Judging Protocol
- Miscellaneous

Promotion and Publicity

- **Media launch** (see above). **Time frame: 3 months before NSA/NSW**
- **Breakfast meetings.** The T&T OSH Authority works with key partners in hosting meetings, aimed at raising the level of awareness on safety and the NSA/NSW initiative. Invitees should come from local Chambers of Commerce, business and industry associations, trade unions, government ministries and other such groups. Meetings should target as many persons/groups as possible, across all areas of the country, including Tobago. **Time frame: 4-6 months before NSA/NSW**
- **Website.** The NSA/NSW website should carry accurate, up-to-date information on National Safety Week, including the theme and suggested activities for businesses.
Time Frame: Ongoing

External NSW Activities

The Planning Committee invites organisations to participate in National Safety Week, by independently hosting activities with their staff/members. The Secretariat is responsible for tracking any activity carried out during National Safety Week.

T&T OSH Authority NSW Activities

The T&T OSH Authority hosts activities aimed at targeting as wide an audience as possible and which educate persons on health and safety in the workplace. Suggested activities –

- Breakfast/brunch/lunch meetings for business/industry associations
- Exhibitions/displays
- Competitions
- Workshops

Activities can be tailored to target specific audiences –

- Business/industry associations
- Trade unions
- Students
- Employers
- Employees
- Government officials

Activities can be held in various locations across Trinidad and Tobago –

- Schools
- Shopping centres
- Chambers of Commerce
- Large public venues, e.g. Centre of Excellence

CRITICAL PATH ACTIVITIES

NO.	ACTIVITY	DEADLINE *
1.	Invite and confirm sponsors	November 30
2.	Entry Forms and instructions reviewed and printed	December 30
3.	Secure venues for NSA/NSW	December 30
4.	Contract Events Coordinator	December 30
5.	Website updated with reviewed entry information	January 15
6.	Media Launch for NSA/NSW	January 30
7.	Contract Auditors	February 28
8.	Invite judges and confirm participation	January 30
9.	NSA Guest List developed and invitations dispatched	March 10
10.	Close of entries	April 1
11.	Judging process completed	April 27
12.	Post-event evaluation	May 15

***DEADLINE** – Please note that these dates are simply to be used as guidelines for any particular year. The dates noted are **NOT** target dates, but are merely recommended time frames. Activities should ideally occur before dates indicated, during any given year.

APPENDIX I ENTRY PROCESS

Entries for the National Safety Awards can be made electronically or via hard copy.

- Submissions must include:
 - A summary of the initiative that helped achieve a safer work environment
 - How it meets the judging criteria of the nominated award category
- Once entries are received online, you will receive message online confirming receipt. If you do not receive confirmation within seven (7) working days, please contact the National Safety Awards Help Desk at 625-1721
- Entries
 - must be received 4.00 p.m. on the deadline date
 - may be from individuals, organisations, businesses or trade unions operating in Trinidad and Tobago
 - must be made via the website: <http://www.ttosha.com> or in hard copy at any of the following locations:

TRINIDAD

Reception Desk
Occupational Safety and Health Agency
Duncan Street
Port of Spain

TOBAGO

Reception Desk,
Office of the
Chief Secretary, Administrative Complex,
Calder Hall, Tobago

Envelopes should be sealed and clearly labelled "National Safety Awards Entry".

Judging Process:-

The judging panel for the National Safety Awards will:

- pre-select finalists
- notify finalists and arrange for presentations and, if appropriate, workplace visits

Judging Criteria:-

The submission is for achievements/contributions made during the previous year. When preparing your submission, please ensure that you address each of the criteria listed below.

1. What were the individual's or team's safety achievements / contributions and how were they accomplished?
2. What barriers, if any, were encountered while implementing them?
3. How were the improvements in safety performance measured?
4. In what way was the individual's or team's approach and contribution innovative in achieving better safety performance?
5. Describe how the individual's or team's impact on safety management and performance was above and beyond the immediate field/area of responsibility.
6. What is the potential for the individual's or team's contribution to have broader application?
7. How is safety improvement to be sustained?

**APPENDIX II
ENTRY FORM**



**Trinidad and Tobago OS&H Authority
National Safety Awards 2007**

Entry Form

Indicate as appropriate:

This is a team nomination – Yes or No

OR

This is an individual nomination – Yes or No

Names and title of person submitting entry:

Phone: Mobile: Fax:

Email:

Business name (where applicable):

Address of Workplace:

Postal Address:

Name and role of second workplace contact person:

Phone: Mobile: Fax:

Email:

Name and title of Individual or Team being nominated:

Name of Team Leader (if applicable):

Phone: Mobile: Fax:

Email:

Business name (where applicable):

Address of Workplace:

Postal Address:

Title of solution/initiative:

Brief description of your business and / or operations: (This may be edited for presentation and publicity purposes).

BRIEF OVERVIEW

Provide an overview of your initiative (include comments against each judging criterion – see over page). Additional material and comments should be attached. All attachments should refer to the relevant criteria.

Brief description of the problem, the solution and the outcome.

Criterion 1 – Describe safety achievements and how they were accomplished

Criterion 2 – What barriers were encountered in implementation and how were they overcome?

Criterion 3 – How were the outcomes of the improvements measured? Please provide evidence where possible.

Criterion 4 – In what way was the individual's approach innovative?

Criterion 5 – Describe how the individual's impact on safety management and performance was above and beyond the immediate field / area of responsibility.

Criterion 6 – What is the potential for the individual's contribution to have broader application?

Criterion 7 – What communication and consultation processes were required/used to implement their achievement?

Other notes

TERMS AND CONDITIONS OF ENTRY

TRINIDAD AND TOBAGO OS&H AUTHORITY NATIONAL SAFETY AWARDS 2007

1. The Terms and Conditions of entry apply to all entrants and categories for the Authority's National Safety Awards 2007.
2. Each entry must be submitted either via the website (www.ttoshaawards.com) or in hard copy at any of the locations listed on the entry form.
3. By participating in the Authority's National Safety Awards, entrants shall be deemed to agree to abide by these Terms and Conditions.
4. The Authority's National Safety Awards will be administered by the Trinidad and Tobago Occupational Safety and Health Authority.
5. Entry to the Authority's National Safety Awards is open to individuals, associations, partnerships, companies and other organisations operating within Trinidad & Tobago, except sponsors or those representing an organisation on the judging panel. However, the Authority reserves the right to either allow or disallow an entry for any reason at its complete discretion.
6. In order to be eligible to enter the Authority's National Safety Awards, entrants (including the directors of companies that are entrants) must not, within the two years prior to the date of issuing the awards, have had a prosecutable workplace fatality, i.e. a workplace fatality which has been, or is currently, the subject of investigation or prosecution.
7. Entries to the Authority's National Safety Awards begin at 9.00 a.m. on March 28, 2007 and must be received by 4.00 p.m. on April 24, 2007. For reasons of fairness, late entries will not be accepted.
8. Entry to the National Safety Awards is not open to sponsors or those representing an organisation on the judging panel.
9. Acceptance as a sponsor of the Authority's National Safety Week or the National Safety Awards does not signify endorsement by the Authority of any particular product or organisation.
10. Judges will have complete discretion in assessing entries, applying the judging criteria, conditions of entry and determining the awards.
11. The decision of the judges is final and no correspondence will be entered into.
12. The assessment, conduct and results of the Authority's National Safety Awards will not create any legal obligations between entrants and the Authority.
13. The Authority's National Safety Awards' judging panel reserves the right not to allocate an award where, in its opinion, there are no entries of sufficient merit.
14. If an entrant, who is adjudged to be a winner, is found to have failed to satisfy or abide by the Terms and Conditions of the National Safety Awards, he/she/they shall not be entitled to the relevant award. As a consequence, the judges may issue the award to another entrant or choose not to issue the award at all.
15. The Authority will not accept responsibility or liability in respect of any lost or damaged entries.

TERMS AND CONDITIONS OF ENTRY
TRINIDAD AND TOBAGO OS&H AUTHORITY NATIONAL SAFETY AWARDS 2007
(CONTINUED)

16. Entries and supporting material will not be returned to entrants.
17. By entering the Authority's National Safety Awards, each entrant warrants that its entry, including any designs and/or inventions, is the entrant's original work, that any intellectual property rights arising in connection with that entry vest in the entrant and that the entry does not interfere with any third-party rights.
18. Winning an award does not signify endorsement of a particular product or a particular safety practice.
19. All entrants agree to allow members of the Panel of Judges to enter and inspect premises that are the subject of, or related to, an entry for the purposes of verifying the entry.
20. The Authority will ensure that there is no disclosure to any third party of any information provided by an entrant and marked 'confidential', except with the prior consent of that entrant or where such a disclosure is authorised or required by law.
21. By entering the Authority's National Safety Awards, each entrant warrants that all information in its entry is true, accurate and complete. Entrants may be requested to provide further evidence to substantiate their entries and, if so requested, such evidence must be provided within the stipulated time frame.
22. All entrants authorise, subject to receipt of prior written notification to the contrary, the Authority to use the information contained in entries (other than confidential information) for any purpose it sees fit including, but not necessarily limited to, promotional purposes.
23. Without limiting the generality of clause 22, and subject to proper acknowledgement being given to the relevant entrant, all entrants authorise the Authority to publish details of their entries (including but not limited to) contact names, phone numbers and photos. The Authority will not use the personal information of entrants for any other purpose without prior consent of the entrant, or unless authorised or required to do so by law.
24. Entrants acknowledge that they may be required for presentations and media interviews in respect of their entries and agree to take all reasonable steps to make themselves available for, and actively participate in, such presentations or media interviews.
25. All entrants authorise the Authority to recommend that the product and method of service comprising their entries be adopted for use by any other individual or organisation.
26. Entrants who breach any of the above Terms and Conditions are subject to disqualification.

ENTRY CHECKLIST

Entries can be delivered to one of the two following locations:

TRINIDAD

Reception Desk, Ministry of Labour and Small and Micro Enterprise Development,
Riverside Plaza, Besson Street, Port of Spain

TOBAGO

Reception Desk, Office of the Chief Secretary, Administrative Complex,
Calder Hall, Tobago

Envelopes should be sealed and clearly labelled “National Safety Awards Entry”.

BEFORE SUBMITTING YOUR ENTRY PLEASE DOUBLE CHECK TO VERIFY THAT YOU HAVE:

- Provided all the information requested
- Checked that all information on this form is accurate
- Checked that, if used in print media, it can appear as provided on this form
- Included the relevant documentation and digital photo(s) to support my entry
- Specifically addressed the judging criteria for the nominated award category
- Included 3 copies of my submission
- Read and understood the conditions of entry

By submitting this entry, I accept the conditions of entry to these Awards.

PRINT NAME: _____

Date: ____/____/____

APPENDIX III

NATIONAL SAFETY AWARDS JUDGES' CONFIDENTIALITY/NON-DISCLOSURE AGREEMENT

(T&T OSH AUTHORITY LETTERHEAD)

**NATIONAL SAFETY AWARDS
JUDGES' CONFIDENTIALITY/NON-DISCLOSURE AGREEMENT**

As a judge of the National Safety Awards, I understand that that the case materials are highly confidential and contain proprietary information concerning the entrants' operations, services and personnel.

I agree to maintain strict confidentiality of such information as is not made public knowledge by the entering company. I agree that I will take all reasonable steps to hold the submissions and ideas which I may receive during the course of the competition in strict confidence. I agree not to share any entry materials with anyone outside of the adjudication team, or leave them exposed to accidental viewing by others.

I will not keep any personal copies of entry materials following the judging period, and further agree not to use any submissions and ideas for my own benefit or the benefit of any organisation with which I am affiliated.

If I feel that judging a particular National Safety Award entry will in any way create a conflict of interest, I will recuse myself from judging that specific case and ask the Trinidad and Tobago Occupational Safety and Health Authority to assign me a different entry to judge.

I enter into this agreement totally voluntarily, with full knowledge of its meaning, and without duress.

NAME (BLOCK LETTERS) _____

SIGNATURE _____

DATE _____

APPENDIX IV

NATIONAL SAFETY AWARDS JUDGING PROTOCOL

OCCUPATIONAL SAFETY AND HEALTH AUTHORITY NATIONAL SAFETY AWARDS JUDGING PROTOCOL

1. Judges

The following organisations will be invited to nominate a representative to sit on the National Safety Awards (NSA) adjudication panel –

- National Trade Union Centre (NATUC)
Federation of Independent Trade Unions (FITUN) }
 - Trinidad and Tobago Manufacturers' Association (TTMA)
Employers' Consultative Association (ECA) }
 - The Safety Council of Trinidad and Tobago
 - Tobago House of Assembly (THA)
 - An independent judge as identified by the Planning Committee
- These organisations will alternate from year to year

2. Control of documents

- The custodians for the NSA entries will collect the entries at the specified locations including the location for receiving online nominations.
- The custodian for the NSA entries will hand over the entries to the Chairman of the Judging Panel at the start of Judging Panel Meeting No. 1
- The custodian for NSA entries, from an independent audit company) will collect judges' deliberations and upon receipt of Score Sheets/documents, each judge will sign their documents along side the custodian's signature. *(In 2007, the custodian was Ernst and Young Limited)*
- A representative from the custodian firm will visit daily to ensure all information/documents are secured for future use.
- The custodian will hold the results of the judging as confidential until they are presented on the night of the awards

3. Restricted parties

Members of the Trinidad and Tobago Occupational Safety and Health (T&T OSH) Authority, Sponsor companies, Ministry of Labour and Small and Micro Enterprise Development are excluded from participating in the adjudication process.

4. Code of conduct

Judges must ensure that while participating as a full-time National Safety Awards (NSA) judge they conduct themselves in a manner consistent with the Authority and standing of a

judge. The principles embodied in this Code shall serve as guidelines on the essential ethical standards required of the NSA Judges in the performance of their duties. They are advisory in nature and have the object of assisting judges with respect to ethical and professional issues with which they are confronted.

1. They must not in any capacity, undertake any task or engage in any activity involving organisations and individuals undergoing nomination that might undermine, or be reasonably thought to undermine, their independence or impartiality of the judging process. This will limit their ability to discharge their judicial duties to the full.
2. The NSA Judge is expected to terminate all transactions which could become a conflict of interest to the judging process.
3. NSA Judges shall respect the confidentiality of consultations that relate to their judicial functions and the secrecy of deliberations during and after the Annual National Safety Awards.
4. NSA Judges shall avoid impropriety and the appearance of impropriety. Judges shall avoid conduct or comments which are racist, sexist or otherwise degrading and, to the extent possible, ensure that any person participating in the process refrain from such comments or conduct during the NSA judging process.
5. NSA Judges shall exercise their freedom of expression and association in a manner that is compatible with this protocol and that does not affect or appear to affect the independence or impartiality of the judging process.
6. NSA Judges should notify the NSA Committee and be transparent when a conflict of interest exists or arises, before or during the judging process.
7. NSA Judges shall follow ALL Administrative Systems and Judging Protocols tactfully.
8. If any doubt arises on the application of these principles, a judge should seek guidance from the Chairman of the judging panel or a representative of the Trinidad and Tobago Occupational Safety and Health Authority.

5. Judging process

- Score submissions of nominations based on various criteria as stated on the official nomination form.
- Each judge allocates a maximum of 2.0 points for each criterion
- Each of the seven criteria is weighted as follows:

1	25%	2	10%	3	15%	4	15%	5	10%	6	10%	7	15%
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- Top five submissions in each category are short listed for verification visits.
- Scores will be entered on the “Judging Score Sheet”
- The winner will be the nominee with the highest score.
- In the event of a tie the Judges determine the winner by majority vote
- The Judges’ decision is final.

6. Coordination of the Judging Process

The Judging Process is coordinated by the person elected to serve as Chairman of the Judging Panel.

**APPENDIX V
NATIONAL SAFETY AWARDS CEREMONY CUE-TO-CUE (CEREMONY SCRIPT)**

**Programme Outline
National Safety Awards
May 15, 2007
Hilton Trinidad**

6.30 PM –BALROOPS PREPPED FOR PLAYING OF NATIONAL ANTHEM IMMEDIATELY FOLLOWING ARRIVAL OF MINISTER OF LABOUR AND SMALL AND MICRO ENTERPRISE DEVELOPMENT

6.55 PM – ARRIVAL OF THE MINISTER OF LABOUR AND SMALL AND MICRO ENTERPRISE DEVELOPMENT

Ladies and Gentlemen please welcome the Minister of Labour and Small and Micro Enterprise Development, Senator the Honourable Danny Montano.

6.56 PM MC ANTHONY DENNISON (ON STAGE) INVITES EVERYONE TO STAND FOR THE NATIONAL ANTHEM.

May I now invite you to raise your voices in singing the National Anthem of the Republic of Trinidad and Tobago

7.00 PM: Member of Hilton Trinidad Staff gives Safety Briefing. BALROOPS PREPPED TO PLAY MUSIC AT START OF CHILDREN’S PRESENTATION.

7.04 PM: SHORT POEM SKIT BY CHILDREN

WHY SAFETY IS IMPORTANT TO ME: BY CHILDREN OF THE ORATORY FOUNDATION

CHILD 1 (WITH EXPRESSION): You must be safe! That is all I ask. Is that too much to ask?

CHILD 2: Because when you are safe, I am safe. If you drive without your seatbelt, and something terrible happens to you, my mummy, my daddy, my auntie, then who will take care of me? Tell me! Who will take care of me?

CHILD 3: You have to be safe - for you. But you have to be safe for ME too! For without you, what would I do? Tell me! What would I do!

CHILD 4: They gave you safety glasses to wear, they gave you steel tipped boots too, you chose not to wear them and now you’re injured for life! Can’t walk, can’t see! You cannot see me grow. I cannot show you my homework or artwork. Without your sight, what will I do? Tell me, what will I do?

CHILD 2: Don’t drink and drive, and stay off the phone when driving, a little mishap, you went to work, and never came back!

CHILD 1: Follow the rules at work, always put safety first, but you did not do that, and now I pay the price.....To my guardian, my uncle, my daddy and mummy, my friend this is all I

ask.....a simple task, put safety first. For without you, what would I do? Without you what could I do?

(CHILDREN MOVE OFF STAGE TO APPLAUSE)

7.09 PM: MC ANTHONY DENNISON GIVES THE FOLLOWING WELCOME:

Mr. Wayne Bertrand, Chairman of the Occupational Safety and Health Authority, and other members of the Authority; President of the Senate – Dr. Linda Baboolal*; Senator the Honourable Danny Montano, Minister of Labour and Small and Micro Enterprise Development; Honourable Ministers of Government; Members of the Diplomatic Corps; Visiting delegates of the 6th Caribbean Ministers of Labour meeting; Gold Sponsor, Mr. Michael Yeager, Group President, and other representatives of BHP Billiton Petroleum; Silver Sponsor, Mr. Ian Welch, Managing Director, and other representatives of PCS Nitrogen Trinidad; Bronze Sponsor, Mr. Gervase Warner, Executive Chairman, and others representatives of Neal and Massy Energy; Members of the Media; Distinguished Ladies and Gentlemen

On behalf of the Occupational Safety and Health Authority, I bid you a warm welcome. This is the first National Safety Awards to be held under the auspices of the Occupational Safety and Health Authority, and this therefore marks a very historic day. And here to herald us welcome on such an historic day is the Permanent Secretary in the Ministry of Labour and Small and Micro Enterprise Development, Mr. Carl Francis

7.11 PM MC ANTHONY DENNISON MOVES OFF STAGE

7.12 PM: WELCOME REMARKS – CARL FRANCIS

CARL FRANCIS' SPEECH HERE

Mr. Wayne Bertrand, Chairman of the Occupational Safety and Health Authority, and other members of the Authority;

President of the Senate – Dr. Linda Baboolal*;

Senator the Honourable Danny Montano, Minister of Labour and Small and Micro Enterprise Development;

Honourable Ministers of Government;

Members of the Diplomatic Corps;

Visiting delegates of the 6th Caribbean Ministers of Labour meeting;

Gold Sponsor, Mr. Michael Yeager, Group President, and other representatives of BHP Billiton Petroleum;

Silver Sponsor, Mr. Ian Welch, Managing Director, and other representatives of PCS Nitrogen Trinidad;

Bronze Sponsor, Mr. Gervase Warner, Executive Chairman, and others representatives of Neal and Massy Energy;

Members of the Media;

Distinguished Ladies and Gentlemen

Speech continues...

7.17 PM: CARL FRANCIS LEAVES STAGE AT END OF WELCOME REMARKS AS MC ENTERS

7.18 PM: MC ANTHONY DENNISON AT PODIUM:

Thank you very much Mr. Francis

As you are aware, none of the proceedings this evening would be taking place without the kind support of our sponsors, who have demonstrated by their involvement, their commitment to driving a safety culture throughout Trinidad and Tobago. To BHP Billiton, our Gold Sponsor, PCS Nitrogen, our Silver Sponsor, and Neal and Massy Energy, our bronze sponsor, deepest appreciation.

It is now my pleasure to invite Mr. Michael Yeager, Group President, Energy for BHP Billiton, to bring you brief remarks.

7.20 PM: MR. MICHAEL YEAGER SPEAKS AT PODIUM

Mr. Wayne Bertrand, Chairman of the Occupational Safety and Health Authority, and other members of the Authority;
President of the Senate – Dr. Linda Baboolal*;
Senator the Honourable Danny Montano, Minister of Labour and Small and Micro Enterprise Development;
Honourable Ministers of Government;
Members of the Diplomatic Corps;
Visiting delegates of the 6th Caribbean Ministers of Labour meeting;
Fellow sponsors
Members of the Media;
Distinguished Ladies and Gentlemen

I am honored to bring these brief remarks this evening on behalf of my company, BHP Billiton, the main sponsor of these National Safety Awards.....

MR YEAGER'S SPEECH HERE

7.30 PM: MC ANTHONY DENNISON AT PODIUM:

Thank you very much Mr. Yeager for your moving words. It is now my pleasure to introduce a gentleman who is instrumental in this country's development of a safety culture to deliver our feature address this evening. Please welcome the Minister of Labour and Small and Micro Enterprise Development of the Republic Trinidad and Tobago, Senator the Honourable Danny Montano.

7.32 PM: FEATURE ADDRESS BY HON MINISTER OF LABOUR AND SMALL AND MICRO ENTERPRISE DEVELOPMENT, SENATOR MONTANO

ANTHONY DENNISON MOVES QUICKLY TO INVITE CAROL NOEL TO GIVE MINISTER OF LABOUR AND SMALL AND MICRO ENTERPRISE DEVELOPMENT A THANK YOU TOKEN

Thank you, Minister Montano. As usual you have provided food for thought and laid the foundation for the growth of safety awareness and practices throughout the nation.

Shifting gears, we are pleased to have the entertaining Alternative String Quartet to perform for us this evening. Please welcome them.

7.50 PM: BRIEF ENTERTAINMENT BY ALTERNATIVE QUARTET

MC Anthony Dennison:

As you are aware, the Awards which will be announced this evening signify the commencement of an annual awards system under the auspices of the Occupational Safety and Health Authority. In this, the inaugural year, two awards will be given – one for the Individual adjudged to have made the most significant contribution to safety culture in their workplace in 2006, and the other for the Team adjudged to have made the most significant contribution to safety culture in their workplace in 2006. A distinguished panel of judges adjudicated to identify the winners, and it is my pleasure to invite the head judge to provide brief remarks.

7.50 PM: HEAD JUDGE, MR LENNOX FINDLAY MAKES COMMENTS

Senator the Honourable Danny Montano, Minister of Labour and Small and Micro Enterprise Development of the Republic of Trinidad and Tobago,

Honourable Danny Montano and other Ministers of Government

Visiting delegates of the 6th Caribbean Ministers of Labour meeting

Mr. Wayne Bertrand, Chairman of the Occupational Safety and Health Authority

Other members of the OSH Authority

Members of the diplomatic corps

Members of the media

Colleagues, Distinguished ladies and gentlemen

This evening I will be very brief with my remarks. In large part this is because safety excellence is about actions more than words, and wow, is there ever fantastic and positive action around safety in Trinidad and Tobago today. As Chief Judge, I am happy to report on behalf of the judging panel that we were thoroughly impressed by all of the entries. In fact, the judging process was even tougher than we had expected.

It is a clear demonstration that we are certainly making strides with respect to safety in Trinidad and Tobago. Following short listing of entries, tallying of the scores and therefore determination of the 6 finalists – 3 each in the Individual and Team categories, the judges proceeded to complete site visits where we interviewed the finalists, where I have to tell you that we were doubly impressed with the entrants.

I am confident when I say that fostering a safety at work is in good hands in Trinidad and Tobago. The future is bright where safety is concerned. I am deeply appreciative of the work of my fellow judges and of Ernst and Young who provided critical support. Ladies and gentlemen, I thank you.

7.54 PM ANTHONY DENNISON (ON STAGE)

And tonight's finalists in the individual category are

- Steve Piscina – Repsol E&P Trinidad and Tobago

- Sheldon Roach – First Citizens' Bank
- Antonia Lucky – National Gas Company

And our finalists in the team category are –

- The Health, Safety and Environment Team - Phoenix Park Gas Processors Limited
- The Health, Safety and Environment Team - Carillion (Caribbean) Limited
- Oil Spill Working Group – Repsol E&P Trinidad and Tobago – a member of the Association of the Upstream Operators of Trinidad and Tobago

Please sit back and enjoy this short video summary which is all about our finalists tonight.

BALROOP'S TO DIM THE LIGHTS AND RUN THE DVD

7.55 PM: DVD OF NOMINEES RUNS ON THE SCREENS

8.05 PM: MC AT PODIUM

Please a round of applause for these nominees and for the judges who clearly had a difficult task in making a decision.

8.06 PM: MC AT PODIUM

I would now like to invite Senator the Honourable Danny Montano, Minister of Labour and Small and Micro Enterprise Development to come onstage to present our 6 finalists with their certificates, and to present the awards to this evening's winners.

MINISTER MONTANO COMES ONSTAGE

I would like to invite our three finalists in the Individual Category to come receive their certificates

- Mr Steve Piscina – Health, Safety and Environment Manager, Repsol E&P Trinidad and Tobago
- Mr Sheldon Roach – Health and Safety Officer, First Citizens' Bank
- Ms Antonia Lucky – Head of Environment, Health and Safety, National Gas Company

Ladies and gentlemen, let's give these finalists a round of applause.

I would now like to call the representatives of the three finalists in the Team Category to receive their certificates.

- Eugene Tiah – representing the Health, Safety and Environment Team of Phoenix Park Gas Processors Limited
- Thomas McDonald –representing the Health, Safety and Environment Team of Carillion (Caribbean) Limited
- Mr Steve Piscina – representing the Oil Spill Working Group of Repsol E&P Trinidad and Tobago and the Association of Upstream Operators of Trinidad and Tobago

Let's give our 3 teams a round of applause.

MC MOVES QUICKLY TO ANNOUNCEMENT OF THE TWO WINNERS TO COLLECT THEIR TROPHIES.

Now the moment we have all been anticipating – the announcement of the winners of the National Safety Awards – Team and Individual. Ernst and Young have been the custodians of the judging process and we thank them for their effort and request them to bring forward the envelopes please ...I would like to ask Senator the Honourable Danny Montano to remain on stage to present the awards to the winners.

8.10 PM: DISTRIBUTION OF AWARDS BY HONOURABLE MINISTER OF LABOUR AND SMALL AND MICRO ENTERPRISE DEVELOPMENT

MC - The winner of the Individual National Safety Award for 2007 is **(open envelope and announce the winner)**

PRESENTATION TO THAT PERSON, IMMEDIATELY FOLLOWED BY ...

MC – And now for our second award this evening. The winner of the Team National Safety Award 2007 is **(open envelope and announce the winner)**

PRESENTATION TO TEAM REPRESENTATIVE

MC Anthony Dennison:

Congratulation to this evening's winners and to all those nominated. Such initiatives are a vital part of our country's development. This has been a very special evening and I am pleased to call upon the Chairman of the Occupational Safety and Health Authority, Mr. Wayne Bertrand for some words of thanks.

8.15 PM: VOTE OF THANKS BY CHAIRMAN OF THE OS&H AUTHORITY

Senator the Honourable Danny Montano, Minister of Labour and Small and Micro Enterprise Development of Trinidad and Tobago, Ministers of Government, Members of the Diplomatic Corps; Members of the Trinidad and Tobago Occupational Safety and Health Authority, Mr. Michael Yeager, Group President and other representatives of BHP Billiton Petroleum our Gold Sponsors, Mr. Ian Welch, Managing Director and other representatives of PCS Nitrogen our Silver Sponsors, Mr. Gervase Warner, Executive Chairman and other representatives of Neal and Massy Energy our Bronze Sponsor, Representatives of other organizations in the Energy Sector, Members of the Diplomatic Corps, Members of the Media, Awardees, Ladies and Gentlemen.

My task today is a simple, but pleasurable assignment. On behalf of the Board and Membership of the Trinidad and Tobago Occupational Safety and Health Authority, I wish to say a special thank you to our Minister of labour and Small and Micro Enterprise Development the Honourable Danny Montano, for kindly accepting the invitation to bring the feature address today. Your words were filled with the promise of commitment on the part of the Government to furthering the work

of the Authority and we look forward to a close association with the Government in making Safety and Health a way of being in organizations across the country.

I wish also to thank Minister Montano for representing the Honourable Patrick Manning, Prime Minister of the Republic of Trinidad and Tobago, who unfortunately was unable to attend this evening. I would like to ask Minister Montano to receive our token of appreciation, on behalf of the Honourable Prime Minister, for his support and commitment to promoting safety across Trinidad and Tobago. And I wish to invite Ms. Carol Noel, a member of the Occupational Safety and Health Authority to make this presentation.

CAROL NOEL MAKES PRESENTATION

To Mr Carl Francis, Permanent Secretary in MLSMED, we thank you for your welcome and opening remarks and for your unswerving support of the Authority and all our efforts.

To our very generous Sponsors – BHP Billiton Petroleum, PCS Nitrogen and Neal and Massy Energy we are supported by your contributions and feel certain that your willingness to step forward and assume Gold, Silver and Bronze Sponsorship is a sure sign of the Energy Sector's commitment to run ahead of the race and win in Safety and Health. I trust that you will not be the only corporations to step up to the mark, but that you will be trailblazers, showing the way for many other corporations to follow. Mr. Mike Yeager your suggestion that Safety is part of the DNA of an organization is an interesting concept, and certainly one that I believe not only hits the bedrock of successful Safety and Health Management in all organizations, but aligns to something most personal and specific to everyone of us, something which was brought out so poignantly by our children in their impassioned skit. That is, that Safety and Health is really not only about achieving certification, demonstrating good corporate responsibility and commitment to employees, and creating a safe and assured environment, it is significantly about individual awareness, commitment and practice of safety and Health. So we thank these children for reminding us that the commitment to Safety and Health is as personal as our Mothers, Fathers, Care Givers, and as personal as our DNA.

To Mr. Anthony Dennison, we thank you for the professionalism and efficiency with which you discharged your role as Master of Ceremonies and for your effective coordination of both the onstage and back stage activities. The entertainment interludes positioned in the programme today provided a pleasant transition between one aspect of the programme and another. To the entertainers – Deborah-Jean Baptiste and the Children, Mungal Patasar, Metamorphosis, and the Alternative String Quartet, we applaud your contribution to this awards programme today. And no

function like this can be as successful without the collective efforts of a crew of highly skilled specialists. I am of course referring to the technical crew manning the sound and audio services - Balroops and the crew from Hilton who have created a space that has been very appropriate for this event.

Members of the Planning Committee of the Occupational Safety and Health Authority, the time you have invested has been well worth it and you have set very high standards for our future events. Thanks also to the International Labour Organisation for your support.

To our guests from the 6th Caribbean Labour Ministers Meeting thanks for spending time with us. OSHA will be a significant contributor and monitor of Decent Work in Trinidad and Tobago. I must especially thank all of you, ladies and gentlemen for your presence here this evening. In years to come you will be able to say you were here on the night when the Authority staged its first Awards ceremony!

And finally a very special thanks to the panel of judges who, supported by Ernst and Young whom we also sincerely thank, executed their function professionally and fairly. This brings me to the two awardees here today – the individual and team who have made the most significant contribution to a safety culture in the workplace in 2006. We thank you for demonstrating so effectively that we can make a difference in our workplace, and make Safety and Health a way of being, not only when we work together in teams but also as individuals. Many times when we are faced with seemingly insurmountable tasks or when we try to change something extremely difficult to change, we take the easy way out and give up. And we find comfortable ways to justify our actions such as – an individual act on something as difficult and as entrenched as what we are trying to change, is a most difficult endeavour – similar indeed to trying to break a rock with a pebble. So on behalf of the Board of the Authority I wish to thank our awardees for providing such compelling evidence that one person or one team can make a difference and when we work together we can truly change our environment.

And just to demonstrate that this goal is possible, at least one local company I know of – PPGPL - has an outstanding safety record of over 14 consecutive years 1992-2007 and over 3 million man-hours worked without a single lost time incident and more than 11 consecutive years 1995-2007 without an employee recordable incident. They have not had a contractor loss time in over 17 years 1998-2007 and has won first place in the Gas Processors Association (GPA) Accident prevention Award Division II – International Classification for 8 consecutive years. PPGPL has been awarded ConocoPhillips “Spirit of performance Award” for safety in 2003 and was one of the first companies to implement US OSHA 1910 Process safety Management requirements. So

while we may think it an impossible task, remember that even here in T&T excellence in safety as in many other areas not only is achievable but has been achieved. Let us spread the good news and preach HSE in all we do.

As the curtain falls on this our first awards, I feel confident that next year the list of awardees will be even more impressive and that the work of the Authority in collaboration with all organizations, not only in the Energy sector, will make Safety and Health a way of being for every employee and employer in Trinidad and Tobago. I invite you now to join us for cocktails, even as I request that in keeping with our theme “safety first and always”, that you designate a driver if needed and exercise defensive driving habits after you have enjoyed the cocktails with us.

Ladies and Gentlemen, I thank you.

