

Terms of Reference (TOR) for the ASEAN-OSHNET Awards

A. Background

1. The Plan of Action on revitalising ASEAN-OSHNET 2011-2015 was adopted and endorsed at the 7th Senior Labour Officials Meeting (SLOM) at Kuala Lumpur in May 2011 and at the 22nd ASEAN Labour Minister's Meeting (ALMM) at Cambodia in May 2012. Under the Plan of Action, one of the priority areas identified was raising the profile of OSH in ASEAN and developing an ASEAN-OSHNET award was one of the action items identified.
2. At the 14th ASEAN-OSHNET Coordinating Board Meeting (CBM) at Myanmar on 8-9 April 13, the meeting agreed to start developing the framework for the ASEAN-OSHNET Awards (hereafter referred to as "the Awards").
3. The development and regular convening of the Awards will be part of the responsibilities of ASEAN-OSHNET as stipulated in its terms of reference (TOR).
4. The Awards would support the ASEAN Labour Ministers Vision of ensuring a favourable environment for economic growth and a productive, competent competitive workforce. The importance of occupational safety and health (OSH) in pursuing economic development and growth was reiterated in 2006.

B. Vision

5. The Awards would cultivate better awareness and greater involvement of business leaders in achieving the mindset that all work injuries and ill health are preventable in ASEAN Member States (AMS).

C. Objectives

6. To showcase, recognise and reward companies who have excellent Occupational Safety and Health (OSH) achievements in ASEAN.
7. To raise the profile of OSH in the region.
8. To inspire further progress and OSH developments for the region.
9. To build a positive image for ASEAN in the process of attracting foreign investments.
10. To promote cooperation and solidarity among companies in ASEAN as models of OSH best practices.

D. Criteria

11. There will be two types of Awards:

- a. **ASEAN-OSHNET Excellence Awards** for companies with good OSH management systems and performances.
- b. **ASEAN-OSHNET Best Practice Awards** for Small and Medium Enterprises (SMEs) with good OSH practices.
 - i. Each AMS will define their SMEs based on their respective countries' criteria.
 - ii. The Best Practice Awards for SMEs will be based on a thematic approach (e.g. risk assessment, hazardous chemical management) that could be changed for each run of the Awards.

12. Companies that are eligible to receive the Awards should fulfil the general criteria as set forth in these TOR. Each ASEAN Member State may adopt additional criteria contextual to the country in selecting the appropriate company to accept the Awards based on the general criteria.

13. The general criteria for the two award types are as follows:

- a. To provide evidence of a robust health and safety management system through:
 - Positive WSH results (e.g. accident-free hours and zero fatalities for the last 2 years)
 - Possess a good workplace health program
- b. To comply with the Labour and OSH laws of the AMS (e.g. No prosecution within the last 2 years)
- c. To have genuine and effective leadership and worker participation
- d. Sustainability over time
 - The programme has a plan for continued operation and ongoing improvements
- e. Transferability to other workplaces
 - The programme shows potential for implementation by other organisations/diverse environments, or on a larger scale

E. Selection Mechanisms

14. Each AMS shall adopt its own selection guidelines based on the proposed general criteria. In this regard, the selection mechanisms of the existing relevant national awards would be leveraged by the concerned ASEAN Member states, such as:
 - a. Workplace Safety & Health Awards in Singapore; and
 - b. <AMS to state their respective national awards in this list>
15. Interested companies should submit the following information to the national selection team:
 - a. The company profile which outlines the establishment, organisational structure, program, experiences and achievements on OSH programme
 - b. Description of the OSH programme that shows leadership and worker participation
 - c. Information of the company's Occupational Safety and Health Management System (OSHMS), policy, certificate, budget, schedule, photos, videos and other documents related to the implementation of the OSH programme
16. Each AMS will nominate one company per award, with priority given to local company. The name and information of the nominated company will be submitted to the ASEAN-OSHNET Secretariat for consolidation and dissemination to the members of ASEAN-OSHNET, to be approved at the ASEAN-OSHNET Coordinating Board Meeting (CBM). Hence, there will be up to twenty winners from ten AMS (1 award winner each per country).
17. The confirmed Awardees will be submitted to the ASEAN Senior Labour Officials (SLOM) for notation and support prior to the Awards Ceremony.
18. The winners will be subsequently notified by the respective ASEAN-OSHNET members of each of the AMS.

F. Awards Ceremony

19. The Awards will be conducted once every two years and presented in the Ceremony that will be convened in conjunction with the ASEAN-OSHNET CBM/ Conference.
20. The administration of the Awards and Awards Ceremony will be coordinated by the ASEAN-OSHNET Secretariat and CBM/Conference Host.
21. Certificates and trophies of the Awards will be arranged by the ASEAN-OSHNET CBM/Conference Host. The Certificates will be co-signed and presented by the

ASEAN-OSHNET CBM Chair and the Minister in charge of labour/manpower Minister of the AMS assuming the ASEAN-OSHNET CBM Chair.

22. The schedule of the Awards selection and confirmation process, and programme of the Awards Ceremony will be prepared by the ASEAN-OSHNET Secretariat and submitted to the annual CBM meeting one year prior to the Awards Ceremony for the consideration and concurrence of the members. Refer to **Annex A** for the proposed schedule.
23. The winning organisations will be invited to participate and share their success stories during the ASEAN-OSHNET Conference.
24. The award winners' success stories will be marked with a special publication to be distributed across ASEAN.

G. Financial Sources

25. The cost of the national selection process shall be borne by the concerned AMS.
26. The organisational costs of the Awards Ceremony shall be borne by the ASEAN-OSHNET Conference host country.
27. The participation costs of the winning organisations to the Awards Ceremony shall be self-funded. If the winning organisation is unable to join the Awards Ceremony, the Award may be received by one of the ASEAN-OSHNET members from the same country who is attending the Ceremony.

Annex A: Proposed Schedule for Award Selection and Confirmation Process

S/N	Activity	Timeline
1	Call for ASEAN-OSHNET award nomination by respective AMS (to open for 3 months)	Nov 2014 – Jan 2015
2	Collation of award nominations, evaluation and selection of winning organisations	Feb 2015 – Mar 2015
3	Submit at CBM for endorsement	Apr 2015
4	Submit at SLOM for support	May 2015
5	Inform companies on the results	Jun 2015
6	Hosting of Award Ceremony at ASEAN-OSHNET Conference/CBM	Apr 2016

Note:

The above schedule is for one cycle of the ASEAN-OSHNET Awards. Each cycle takes 1.5 years. The next cycle will start in **Nov 2016** with the hosting of Award Ceremony in **Apr 2018**.