



**aifa**

الاتحاد العربي للأسمدة  
Arab Int'l Organization هيئة عربية دولية  
Arab Fertilizer Association



**2015**

**AFA Health, Safety &  
Environment (HSE) Award**

**Entry Form**

## Entry Form for AFA HSE award

Entry Form for AFA HSE award, a prestigious award to promote HSE matters and recognize the best HSE performer among AFA members.

Documents- submittal requirements for AFA award are attached and consists of:

1. General information of the participating company
2. Last 3 year Historical HSE performance
3. Narrative on compliance to environmental regulations and system.
4. Ten key HSE performance related questions.
5. Information on supporting documents for AFA award.

**All companies interested in participation of this scheme have to submit its application to AFA Secretariat by 15 August 2015.**

Note :

1. Ensure all five parts are duly filled
2. Ensure maximum allowed word counts are not exceeded.
3. All support documents must be contained within submission in a single folder less than 2 inches thick.
4. Application can be made electronically containing the support documents or referring to the company's website of public domain.

### Part 1: General information

1.1. Has your organization entered the AFA HSE award Awards before?  
Yes - No

Name of the organization:	
Address for correspondence:	
Telephone:	Fax :
Email for Awards correspondence	
Entry submitted by	position :



## 1.2. Product information. ( Please exclude utilities)

Sr #	Product name	Daily capacity ( MT/D)	Process

## Part 2: Historical HSE performance (Please refer AFA award guidelines)

### 2.1 Last 3 year Historical HSE performance:

S.No	Metric Name	Metric Name	Year		
			2012	2013	2014
<b>A.</b>	<b>Occupational Safety</b>				
1	Employee Fatalities	# of Fatalities			
2	Lost Time Injury Incident rate for Employees	(# of days away from work cases X 200,000) / Employee man-hours worked			
3	OSHA Recordable Cases Incidence Rate for Employees	(# of Injuries X 200,000) / Employee man-hours worked			
4	Contractor Employee Fatalities	# of Fatalities			
5	Lost Time Injury Incidence Rate for Contract Employees	(# of days away from work cases X 200,000) / Contractor man-hours worked			
6	OSHA Recordable Cases Incidence Rate for Contract Employees	(# of Injuries X 200,000) / Contractor man-hours worked			
<b>B.</b>	<b>Emissions / Discharges to Environment</b>				
7	Hazardous Waste for Disposal	Metric tons / Year			
8	Non-Hazardous Waste for Disposal	Metric tons / Year			
9	Quantity of Waste Water discharged to Environment	Cubic Meters / Year			
10	Nitrogen Oxides (NOX)	Metric tons / Year			
	When the company first certified. A valid ISO certificate. A valid local regulatory authorization. Number of total aspects The number of significant aspect The number of projects for each significant aspects				





**Part 4: Key HSE Performance questions** . (Max 3000 words, 300 words per question)

**Note :**

1. Questions should be answered in the same order.
2. Supporting evidence should be clearly cross referenced in the relevant answers.
3. IF any HSE performance information is available in your compan’s web-site, you can supply the links for these pages.

**1. How do your directors and senior managers demonstrate their commitment to leading HSE management throughout your organization?**

( Max 300 word)

For example, Policy statement and current action program, signed and dated by CEO, board level health and safety champion, roles and responsibilities, visible personal leadership and involvement in safety committees, health and safety tours of workplace and accident investigation, policy review and development.

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**2. How does your organization ensure that it has access to competent advice and services, including in relation to HSE?(Max 300 word)**

For example, Source of competent advice in relation to occupational health and safety, role, evidence of qualifications, use of specialist services.

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**3. How does your organization involve the workforce and their representatives in the management of HSE? (Max 300 word)**

For example, appointment of safety representatives and committees, consul-

tation over policy, involvement in: tool box talks, near-miss reporting, team-based risk assessment, investigation, monitoring, review and audit, dates of safety committee meetings in last 12 months and a sample set of minutes showing actions cleared and outstanding.

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**4. How does your organization ensure that all its employees and contractors are competent to fulfill their roles in the management of HSE?** (Max 300 word)

For example, training needs analysis, training standards and targets, pre-training briefings and post-training debriefings, competence assessment linked to roles, responsibilities and risk assessment. Training program with topics covered and numbers attending against numbers required. The methods of contractors selection, control and evaluation. The HSE criteria used to select contractors/suppliers.

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**5. How does your organization ensure that planning for HSE is integrated effectively into business planning processes, using risk assessment to identify appropriate control measures for principal risks, set key performance indicators and targets?** (Max 300 word)

For example, risk assessment procedures, evidence based occupational health and safety priorities/targets based on key risks in the organization, identification of Key Performance Indicators (KPIs) for health as well as safety. Evidence of compliance with the control measures identified.

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**6. How does your organization ensure that HSE information is communicated effectively within and beyond the organization?** (Max 300 word)

For example, communication within and between departments/teams, general awareness raising, communication with external business partners and intermediaries, information to employees and contractors about hazards, risks and preventative measures.

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**7. What are your organization's arrangements for active monitoring of HSE performance?** (Max 300 word)

For example, active monitoring for compliance with health as well as safety requirements. Evidence of feedback, i.e. confirming implementation of control measures identified in risk assessments.

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**8. How does it ensure that it investigates HSE problems and implements lessons learned? How is sickness absence managed?** (Max 300 word)

e.g. Capacity for learning from unplanned events, work related ill-health cases etc. evidence of feedback and remediation; reports signed off by senior manager; policies for sickness absence and rehabilitation.

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**9. How does your organization review its HSE performance periodically to assess progress against targets, set new priorities and report to internal and external stakeholders?**(Max 300 word)

For example,periodic performance review, audit results, new priorities, external/internal sectional/corporate performance reporting.

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**10. Which features of your organization’s approach to HSE are you particularly proud of and why?**(Max 300 word)

For example,evidence of innovation, hallmarks of excellence, occupational health initiatives; good neighboring in the community; contractual relations etc.

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**Part5:List of supporting documents**

Support document/ attachment#	Name	Electronic link in case of electronic application
1		
2		
3		
4		
5		
6		





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Arab Fertilizer Association**

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