

HEALTHY WORKPLACES GOOD PRACTICE AWARDS COMPETITION 2023-25

SELECTION PROCEDURE — STEP-BY-STEP GUIDE

1 Background

The **Healthy Workplaces Campaigns** are organised by the European Agency for Safety and Health at Work (EU-OSHA) in cooperation with the Member States and the Presidency of the Council of the European Union. Each campaign features a Healthy Workplaces Good Practice Award competition to recognise outstanding and innovative contributions to workplace safety and health. The 2023-25 Healthy Workplaces Good Practice Award competition acknowledge organisations that have shown strong commitment to the prevention and management of occupational safety and health (OSH) risks in the workplace that emerge as a consequence of the use of digital technologies, and/or that involve and are made possible by digital technologies.

2 Aims and objectives

The aims and objectives of the Healthy Workplaces Good Practice Awards scheme are:

- to support and promote Healthy Workplaces Campaigns and the European Week for Safety and Health at Work;
- to identify and disseminate good practice in OSH management;
- to demonstrate the benefits of following the best safety and health practices.

In particular, the aim of the 2023-25 Good Practice Awards is:

- to raise awareness of the risks related to the digitalisation of the workplace and of the opportunities provided by the digital technologies to prevent and manage risks, with the aim to promote a culture of risk prevention.

3 Selection procedure

The Healthy Workplaces Good Practice Awards competition is a two-stage process. Entries are first judged at the national level and then a pan-European jury meets to choose the overall winners.

3.1 Step 1 — National level: collection of good practice examples

Good practice examples will be accepted from enterprises or organisations in the 27 Member States of the EU, EEA/EFTA States, the Western Balkan countries and Turkey. Focal points should gather national examples of existing good practice in relation to the theme of the campaign. Background information for publicity is given in the 'Good Practice Awards flyer', which is also available on the [campaign website](#)¹.

Potential sources of good practice examples include:

- existing examples of good practice known to the national network or to intermediaries such as:
 - social partners
 - labour inspectorates
 - trade organisations
 - social insurance organisations, such as accident insurance companies
 - campaign partners or OSH networks;
- examples of good practice identified through national competitions and award events;
- examples identified through press and publicity activities, including newsletters, magazines, websites, conferences and exhibitions.

To minimise the amount of work for Member States, national examples should be submitted in the same format as that required by EU-OSHA (see step 3 below).

¹ Many Member States also make a modified version of these procedures available on their websites.

3.2 Step 2 — National level: evaluation of examples

Focal points should organise a tripartite evaluation to select the **two** best national examples to enter into the European-level selection process. **One of these should come from an entrant with fewer than 100 employees and one should come from a larger organisation².**

The evaluation and selection process must be done within the tripartite national network, involving the social partners. Please note that involving the social partners in the evaluation process at national level is an important criterion in the European-level evaluation. The evaluators should have practical knowledge of workplace solutions.

The evaluation should identify good practice examples that meet the following criteria:

- the **subject-specific criteria** as described in the Healthy Workplaces Good Practice Awards 2023-25 flyer;
- the **good practice evaluation criteria** described in Annex B;
- the **award criteria** listed in the separate Evaluation form (Annex C)

Please note that examples will **NOT** be accepted if they have clearly been developed solely for commercial profit. This relates in particular to products, tools or services that are, or could be, marketed.

3.3 Step 3 — European Level: sending examples to EU-OSHA

Details of the two best national examples should then be sent to EU-OSHA, ONE for each category (that is, one entrant with fewer than 100 employees and one entrant with 100 or more employees). If there are no suitable entrants in each of these categories, then two examples from the same category can be sent.

- The deadline for sending selected entries, including all supporting material, must be respected and cannot be extended, to allow adequate time for translation and preparation of the European-level evaluation.
- Focal Points will submit the two selected national examples following either of the two procedures:
 - uploading them to the relevant country channel created in the ad-hoc MS Teams workspace (EU-OSHA has created a new workspace in MS Teams for the Good Practice Awards, which contains a “General” channel to exchange information and documents of common interest to all Focal Points; and specific channels for each country with access restricted to EU-OSHA staff in charge of the GPA and the national Focal Point manager/team).
 - sending them by e-mail to GPA@healthy-workplaces.eu as it was done in the past. In any case, the examples received by email will be uploaded by EU-OSHA in the correspondent country channel, being visible and accessible only by the FOP Manager/Team and EU-OSHA staff in charge of the GPAs.

An application form (see separate document) is required for each example:

- The application form can be completed in any of the official languages of the EU.
- The application form should be submitted as a Microsoft Word document either in the relevant MS Teams channel “Country-GPA” or by email to GPA@healthy-workplaces.eu. Both ways of submission are accepted, provided that the deadline is respected.
- The application form must contain up to 9,000 characters (excluding spaces) or be no more than five pages in length (translating texts longer than this costs EU-OSHA considerably more)³;
- The text should be clear and simple so that it can be understood easily by anyone who wishes to adapt the example to their workplace.

² If the good practice example submitted is, for example, a policy or procedure that can be used by other organisations, the size of the organisation developing the example should be used as a basis for categorising the entrant.

³ The Translation Centre calculates charges by the number of characters, rather than by the number of words or pages. This is why we have a character maximum.

- The application form must contain only text; it should not contain photographs, graphs, etc. which can be sent separately or uploaded in the relevant MS Teams country channel (see additional information above).

PLEASE NOTE: the application form is the first point of reference for the European jury and is the document that will be translated into English if the example is submitted in another language therefore, all essential information must be included in the template.

An Evaluation form (Annex C) should be completed by the Focal point for each example:

- The evaluation form should be completed in English, where possible.
- The evaluation form must be sent in an electronic format together with the application form.

PLEASE NOTE: the considerations of the national jury (good points/strengths of the example) are a valuable source of information for the European jury therefore, it is important to fill in this section carefully, including justifications for the jury's decision.

Additional information

EU-OSHA welcomes supporting documentation to help the evaluation panel assess the quality and scope of the intervention. Nevertheless, please note that not all the material will be translated into English; hence, please make sure that all essential information describing the particular example is mentioned in the summary.

- Supporting documentation may include, for example:
 - manuals or other documents that form part of the example;
 - photographs, illustrations, graphs, diagrams, etc., that help explain the example (for example a photograph of a redesigned work environment would be useful);
 - photographs should be provided separately in, for example, GIF, JPG, BMP or TIFF formats. Please bear in mind that, for the Good Practice Awards booklet, good-quality images are required (image resolution of at least 300 dpi);
 - remember that you should get clearance from the copyright holders before submitting photos and illustrations (images, drawings, diagrams, etc.);
 - extracts from policy or training materials might also be helpful.
- If possible, additional material should be submitted in electronic format, but:
 - paper versions can be accepted;
 - the material will not necessarily be translated (please see the note below);
 - material arriving after the final deadline, whether in English or in other languages, may not be available to the judges before they meet.

PLEASE NOTE: please provide a list of annexes/additional materials with a short description. This is especially important if the supporting materials are in a language other than English. To help EU-OSHA project managers choose the documents to be translated, please indicate the priorities for translation on the list.

3.4 Step 4 — European level: evaluation

Award winners and a small number of 'commended' entries will be selected from the national entries by a panel that includes representatives of the EU-OSHA Board's four interest groups (government, employers, workers and the European Commission) and an expert in the field. The EU-OSHA project managers who will review the examples will present the cases to the jury and will participate in the discussions.

EU-OSHA will publish and promote the shortlist of entrees before the jury meeting on its web and social media channels.

The exact number of awards cannot be specified in advance. Entries that do not win an award or receive a commendation may still be selected for inclusion in the Good Practice Awards booklet as an illustration of good practice.

EU-OSHA will pay for two representatives from each winning entry to attend the awards ceremony, to be held in autumn 2025.

Other representatives and representatives of the 'commended' entries may also attend the awards ceremony at their own expense.

Details of all award winners and commended entries will be published in the Good Practice Awards booklet and on EU-OSHA's website and will be promoted through EU-OSHA's online and social media channels. The booklet will include an annex with the list of national nominees (the two best national examples sent to EU-OSHA).

3.5 Step 5 — European level: notification of the results of the competition

Once the panel has selected the winners, EU-OSHA will prepare the official letters to the Focal points to inform them of the results. Focal points should not communicate the results of the competition until they are given the green light by EU-OSHA in March/April 2025.

The Member States can publish all good practice entries, including the ones which have not been selected by the European jury that meet the criteria and are considered good practice, including the entries that have been sent to EU-OSHA, acknowledging that they are national winners participating in the European competition and candidates for a European award.

All the companies participating in the European competition will be informed about the results of the evaluation before the official announcement of the results (please consult the indicative timeframe in Annex A).

Annexes:

- Annex A: Timetable
- Annex B: Evaluation criteria
- Annex C: Evaluation form