



## Application instructions

### Application Deadline September 30, 2016

BWC is looking for Ohio businesses that are using innovations to make their workplaces safer. We invite all Ohio employers (private, public and self-insured) to submit innovations they have implemented in their workplaces to reduce safety, ergonomic and occupational health risks for employees.

You may enter any type of innovation: equipment, machinery, process, procedure, adaptation and new creation that you have implemented to make your work processes safer. If you apply, you could win up to \$7,000.

Please thoroughly read all six sections of this document to prepare the material you will need to apply.

- Review Section I - Eligibility requirements
- Read Section II - Scoring criteria
- Understand your obligations in Section III - Agreement terms
- Follow the exact instructions in Section IV - Application instructions
- Thoroughly analyze Section V - Application questions. Gather the necessary information and construct your responses
- Read Section VI - Application submission

### I. Eligibility requirements

Ohio employers must meet all the criteria below to apply.

- Implemented an effective, innovative solution to improve an occupational safety or health issue between Oct. 1, 2011, and Sept. 30, 2015, and currently be using it
- Have an Ohio BWC policy number
- Maintain active workers' compensation coverage with not more than 40 days lapsed in the prior 12 months
- Be current on all monies owed BWC

NOTE: Employers may not re-enter an innovation previously entered into a BWC-sponsored Safety Innovation Awards competition. However, a different innovation may be entered.

## II. Scoring criteria

The BWC, Division of Safety & Hygiene will use the criteria below to select finalists to compete for cash awards.

- **Risk reduction** -The innovation should reduce significantly one or any combination of the following:
  - o Safety hazards (e.g., struck by hazards, pinch points, slip/trip/fall hazards, etc.);
  - o Ergonomic risk factors (e.g., forceful exertions, repetitive motions, awkward postures);
  - o Occupational health exposures (e.g., chemical, thermal or noise in a quantifiable manner).
- **Innovation** -The innovation should involve the implementation of a new/unique tool, piece of equipment, technology, process, methodology, a new/creative use or application of an existing approach or technology. In addition, the innovation should ideally make use of the creativity and knowledge of various team members and resources.
- **Cost savings** -The innovation should be cost effective and have a positive return on investment (ROI). Documentation must be provided showing the cost/benefit analysis or other ROI calculation(s) that quantifies savings from the reduction in injuries/illnesses and other operational costs (productivity, quality, absenteeism/turnover, etc.).
- **Impact** -The innovation should have a positive impact on as many people as possible and the business operations in general. Ideally, similar workplaces, industries or operations should be able to implement the innovation.
- **Presentation** (Finalist Judging only) –The presentation should clearly describe the problem, innovation and results to enable full understanding by the judges and viewing public at Ohio Safety Congress & Expo.

## III. Agreement terms

- a. By completing and submitting this application, the employer agrees that BWC expressly reserves the right to disqualify unilaterally and without notice any employer from the awards. Disqualification will result in termination of BWC's obligations under this agreement.
- b. Employer agrees to allow BWC to verify application information and use/publish all provided information. This includes, but is not limited to, data, descriptions, videos/photos and other specifications for the purposes of illustration, promotion, awareness and training. Please note that all information provided to BWC is subject to public information requests.

## IV. Application instructions

- a. You must submit your application online. We do not accept email, fax or paper applications.
- b. With the criteria in mind, organize the necessary information before you complete the application.
- c. To start an application, you must create a Safety Innovation user account.
- d. You must answer all application questions unless otherwise noted. We will not consider incomplete applications.
- e. You can respond to the questions directly online. You may also copy and paste responses from word processing software if you prepared them ahead of time from the list of questions below.
- f. You may save your application as a draft and make updates before you submit.
- g. Once you submit the application, it is final, and you cannot make edits.
- h. Complete a separate application for each innovation you would like BWC to consider. There is no limit to how many innovations you can enter, but you must enter them separately.

## **V. Application questions**

You must respond to the questions below. Most responses allow for 300 words maximum unless otherwise noted in the actual application form.

### **Company contact information**

Name

Work title

Company

BWC policy number

Address

Email

Phone

Number of employees at your work location (select one: 1 to 9; 10 to 49; 50 to 249; 250 or more)

Business locations (select one: one location in Ohio; multiple locations in Ohio; multiple locations, some outside Ohio)

### **Innovation entry**

1. Title of innovation entry (Five words maximum)

### **The problem**

2. Describe the work operation or process that this innovation is making safer. Describe only the work operation or process before the innovation was implemented but do not describe the innovation until the next section.
3. Describe the safety hazards, ergonomic risk factors, occupational health exposures and any associated challenges or issues you addressed with the innovation.
4. How many people were exposed to the associated risks? Describe the duration and frequency of exposure and any injuries or illnesses associated with the operation.

### **The innovation**

5. Describe the innovation and how it reduced the risk of injury and illness and overcame the associated challenges or issues.
6. Describe how you developed the innovation (e.g., involvement of employees, testing, modifications, review and approval).
7. Provide the date you implemented the innovation.
8. How many people use the innovation, how often do they use it and for how long?
9. List the various types of costs incurred to develop, build, purchase and fully implement the innovation.

## The results

10. To what extent has the innovation reduced the hazards, exposures and/or risk factors in the work operation or process? How did you determine and/or quantify this?
11. Describe any hazards, exposures and/or risk factors that the innovation created or increased. How did you control them?
12. How has the innovation reduced, eliminated or prevented injuries, illnesses, lost workdays, etc.?
13. Describe the impact of the innovation on other issues such as employee absenteeism, turnover, productivity, quality, customer service, morale, environmental compliance, etc.
14. Describe and quantify cost savings and/or return on investment you have realized or expect from this innovation.

## Additional information

15. How do you foresee this innovation being applicable or adaptable for use in similar or other operations, workplaces or industries?
16. Feel free to provide any additional information about the innovation.

## Visual documentation (required)

- Provide photographs (preferred) or other visual documentation that depict both the “before” and “after” situations surrounding your innovation. We will accept links to videos posted on the internet.
- You may submit a maximum of five files. We accept most file types as attachments.
- You may submit additional comments regarding visual documentation.

## VI. Application submission

When you have answered all questions and provided all information, click the Submit button at the bottom of the application. We will not consider incomplete applications.

NOTE: Once the application is submitted, it is final, and you cannot edit it.

Once we receive your application, we will send you a confirmation email. Please check your spam or junk email box if you do not receive a confirmation. If you do not receive an email, it could be an indication that you did not submit your application properly. Contact us if this occurs.

We will notify semifinalists on Oct. 31, 2016, to schedule the next step of the competition: on-site evaluations.

### For more information

**Email:** [safetyinnovation@bwc.ohio.gov](mailto:safetyinnovation@bwc.ohio.gov)

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**Web:** [www.bwc.ohio.gov](http://www.bwc.ohio.gov), click on Safety Services, then Safety Innovations Competition under Featured Links