

**APPEA Safety Project Excellence Awards Submission Template**

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| **SUBMISSION DETAILS** | |
| Organisation Name |  |
| Submission Title |  |

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| **CONTACT DETAILS** | |
| Person lodging this submission |  |
| Job Title |  |
| Contact Number |  |
| Email |  |

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| **DECLARATION** |
| I hereby declare the information enclosed herein and all attachments to be true and complete to the best of my knowledge.  I understand that any information provided in relation to this Award will be used by APPEA and the Assessment Panel for the award judging process.  I authorise the use and public release of all information contained within this submission by APPEA for promotional purposes.  I declare the organisation I am lodging the submission on behalf of does not have any current or ongoing major incident cases open at the time of lodgement. I understand I must notify APPEA of any major incidents occurring during the awards process as this may negate the validity of my submission. |
| Name: |
| Signature: |
| Date: |

**\*Please limit your submission to half a page for each criteria response.**

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| **1 OUTCOMES**   * Provide a summary of significant achievements arising from the project. * What were the anticipated project outcomes and how were they maximised? * How did the project contribute to improved safety outcomes and understanding of safety for those involved? * How were insights or lessons learned shared? |
| *Add your company information and examples here:* |
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| **2 SAFETY CULTURE AND LEADERSHIP**   * Describe the company’s culture and how this influenced project design. |
| *Add your company information and examples here* |
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| **3 RISK IDENTIFICATION, MONITORING, EVALUATION AND MANAGEMENT**   * How existing and emerging risks are monitored, assessed and managed (provide examples). |
| *Add your company information and examples here* |
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| **4 COLLABORATION AND ENGAGEMENT**   * How did stakeholders contribute to improving project outcomes? * Describe ongoing commitments and engagement with the community and stakeholders and how these will be maintained. |
| *Add your company information and examples here* |
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| **5 OTHER USEFUL SUPPORTING INFORMATION**   * Where relevant provide any additional supporting information, graphics, or evidence to support the claims above. |
| *Add your additional information here* |
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