

**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?
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| *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.
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| *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).
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| *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.
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| *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.
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| *Add your additional information here* |
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