

## **Responsible Care Awards Guidance**

### **Introduction**

The CBA Responsible Care Awards are presented annually to recognise the achievements of CBA member companies and their progress in Responsible Care. The Responsible Care Awards have always been held in high regard and provide an opportunity for member companies to demonstrate publicly their commitment to Responsible Care and raise their profile within the industry.

### **Criteria for Responsible Care Awards**

Each year, the CBA Office will examine the Responsible Care activities for all Distributor and Logistics Services members and identify those companies who have met the following criteria, as required, for the Award year:

- Submitted their Indices of Performance by 1<sup>st</sup> March 2022
- Submitted their Self-Assessment Questionnaires by 31<sup>st</sup> October 2022
- Submitted their Improvement Plans (3 year & others) by 31<sup>st</sup> October 2022
- Attended a minimum of 2 CBA meetings/events between 1<sup>st</sup> January 2022 and 31<sup>st</sup> December 2022
  - one of which must be a Responsible Care meeting/event from the following list:- a Member Engagement Day, an Introductory RC (Back-to-Basics) workshop, an Advanced RC workshop, an ESAD/SQAS workshop, a RC IoP Refresher, a RC SAQ Refresher, or a Responsible Care committee
  - The second can be any other a meeting/event organised by CBA. This includes those listed above plus any other seminars, workshops, clinics or Committee meetings
- Your company has not suffered any fatalities between the 1<sup>st</sup> January 2022 and 23<sup>rd</sup> November 2023

### **Application**

The CBA Office will write to the Responsible Care Coordinator of each eligible company and invite them to submit an application for one of the Award categories. Entries should be based on the member's activities for the period 1<sup>st</sup> January 2022 to 31<sup>st</sup> December 2022 that showcases your company's excellence and motivation of people in Responsible Care, including Product Stewardship. In addition, the entry should describe:

1. How some or all of the Eight RC Guiding Principles are implemented within the company
2. How continual improvement through Responsible Care is making a positive contribution to the business
3. How Responsible Care is communicated throughout the organisation and beyond

Applications can be made for one of three Responsible Care category Awards, as follows:

1. Responsible Care Award for Logistic members
2. Responsible Care Award for Distributor members (Office only)
3. Responsible Care Award for Distributor members (with Operational Sites)

The invitation will include information on the closing date for entries, which will be no later than 8<sup>th</sup> September 2023. All entries will be acknowledged by CBA; entrants should check with the CBA office if no acknowledgment is received

### **Guidance for Applications**

Entries for the Responsible Care Awards should take the form of a statement describing the member company's achievements in Responsible Care during the period 1<sup>st</sup> January – 31<sup>st</sup> December 2022. So that entries may be entered into the correct Responsible Care Award category, members should make clear the category that is appropriate to their company. All applications should be anonymised and should not name company sites or personnel, contain photographs of staff or locations, or display company names or logos. If an application is

insufficiently anonymised it will be returned to the entrant for amendment but will be rejected if on re-submission it again fails to meet this criterion.

Where information is provided in the Award entry that is not exclusively related to those parts of an organisation within membership of CBA, then this should be clearly noted in the application.

The judging panel will focus on what has been done to deliver tangible benefits, beyond legal requirements, and demonstrates 'excellence' in Responsible Care/Product Stewardship. The judging panel will be looking for a good demonstration and justification of the assertions made in the entry, and specific outcomes should be described.

Potential areas to consider in the statement are described below, but this is not an exhaustive list. An entry may, but does not have to, include information on all eight of the Guiding Principles.

#### Commitment by Senior Management

The application could describe how senior management demonstrate their commitment to Responsible Care, for example through visible personal leadership and involvement in safety committees, through health and safety tours of the workplace and through involvement with policy review and development.

#### Continuous Improvement

This is the heart of Responsible Care and examples of work put in hand that have come to fruition in the Award year would be well received and could include descriptions of any innovative and creative approaches to improving health, safety, security and environmental performance. Potential areas include the measures taken to manage key areas of risk, such as security. This could include introducing a security policy, together with appropriate arrangements and procedures for putting the policy into practice.

#### Training

We would welcome examples of new training programmes and of innovative training methods. Examples could include how a company ensures that all its employees and contractors are competent to fulfill their roles, and the training programmes that staff have undertaken.

#### Communication

Members should be able to demonstrate communication methods for Responsible Care within the company as well as to outside stakeholders. Potential areas include how a company involves the workforce in the management of health, safety and security, and how health and safety information is communicated effectively by the organisation. Examples could include the appointment of safety representatives and committees, consultation over policy, involvement in toolbox talks, near-miss reporting, team-based risk assessment, etc.

#### Community Interaction

Relationships with neighbours are always important. Office-only companies often struggle to find these meaningful, but the judging panel would like to see different ways in which employees and the company interact with the community at large, especially with young people and schools. Examples could include promoting the home and leisure safety of staff and their families, and 'good neighbour activities' in the community, such as through apprenticeship, sponsorship and work placement opportunities.

#### Product Stewardship

We are looking for examples of how risks to workers, the general public or the environment posed by certain products have been addressed. Examples include ways in which a company has worked with Principals to mitigate risk, and how a company ensures that occupational health and safety information is communicated effectively beyond the organisation, for example through communication with downstream users and intermediaries on hazards, risks and preventative measures.

For large, multi-sited companies, it is important that the information submitted relates to those sites within membership of CBA. Although this does not prevent the inclusion of group-wide policies and projects, their relevance to those sites in CBA membership and the RC programme should be clearly demonstrated.

## Supporting Information

The CBA Office will contact each entrant to establish that: -

- The company has had no fatalities.
- The number of RIDDOR<sup>(i)</sup> reportable specified injuries and the total days lost (including a short description of each specified injury)
- The number of over 3-day lost time injuries and the total days lost.
- The number of 1 to 3 day lost time injuries and the total days lost
- The number of RIDDOR<sup>(i)</sup> reportable Dangerous Occurrences, by category.
- The number of RIDDOR<sup>(i)</sup> reportable Diseases, by category.
- The number of DFT (ADR 1.8.5)<sup>(ii)</sup> reportable incidents.
- Details of any guilty prosecutions and enforcement notices.

Entrants should supply information on the date of issue of any enforcement notices issued by the HSE and the environment agencies, and any transport notices issued by Police/DVSA. Data can be checked against HSE public databases and entrants may receive telephone follow-up or a verification visit at any stage, either before or after the closing date for entries.

## Judging Panel

An independent panel will be set up consisting of:

- the members of the RC Committee (excluding anyone who is representing a company applying for that year's Awards)
- the CBA CEO
- the CBA RC Coordinator
- the CIA representative on the RC Committee

## Rules of Entry

- Companies entering must be a member of CBA throughout the Award year and up to the time the Awards are presented.
- Applications should be no longer than five sides of A4, although other information to a maximum of five sides of A4 can be appended to support the statement. Applicants should note that irrelevant content is liable to be penalised by the judging panel
- In submitting the application, a company automatically agrees to make its facilities and management systems relating to health and safety available for inspection
- All applications should be anonymised, as outlined above, and may be rejected if it fails to meet this criterion
- All applications are treated in strict confidence
- All applications are assessed by a judging panel, as outlined above
- All results will remain confidential until the presentation event, after which the winners' names will be posted on the CBA website and CBA's social media platforms
- CBA reserves the right not to make an Award in the categories or overall

(i) *The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013.*

(ii) *The Carriage of Dangerous Goods and Use of Transportable Pressure Equipment Regulations 2009.*