



**National Excellence in  
Health, Safety and  
Environment  
(H.S.E.) Awards**

**Applicant Guide**



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## **NATIONAL AWARD FOR EXCELLENCE IN HEALTH, SAFETY, & ENVIRONMENT (HSE)**

The National H.S.E Awards has become the de facto opportunity for businesses to benchmark their health, safety, and environmental excellence.

AMCHAM T&T firmly believes that these awards do not only highlight excellent performance in H.S.E. but they also encourage companies to implement and uphold the highest standards of H.S.E. management and practice, always striving for continuous improvement and excellence.

These Awards are intended to promote the implementation of best practice H.S.E Management Systems, which embody the classical model for continual improvement through the 'Plan-Do-Check-Act' cycle.

This year we intend to have four (4) award categories:

- Outstanding OSH and Environment Project
- H.S.E. Evolution Award
- Excellence in H.S.E. Award
- Towards Operational Resilience

**Companies are judged based on two key criteria: Sector (Services, Manufacturing, and Energy) and Size (Small, Medium, and Large). Kindly refer to Appendix I for Definitions of Sectors and Size according to the TTSNA classification.**

Within each award category, there may be multiple winners based on the specific sector and size criteria that companies fall under.

## **OUTSTANDING OSH and ENVIRONMENT PROJECT– PROJECT CATEGORY**

This prestigious award seeks to recognize and inspire entities who are committed to forging the path towards HSE excellence by implementation of a project. This project must have been completed and resulted in significant and sustainable improvement in any one or more elements of the organization's Health, Safety, Environment, and Employee/Stakeholder Wellness.

Projects must relate to occupational health, safety and environmental activities in the workplace, facility, contractors' workplace, surrounding community, or have benefits to the national community. The project must achieve specific, positive HSE impacts which are measurable and/or verifiable. The project must serve to advance the stakeholders:

1. In a manner that is beyond legal compliance requirement.
2. In a manner goes beyond the operational norm of the organization.
3. In a manner that enhances the current HSE elements of the operation.

The ideal project is scalable and sustainable. Projects can cover any/all the following areas: Operational, Occupational and Outreach. These can be internal or external to the company.

### **Criteria**

The criteria takes into consideration the range of ventures that can be considered projects. However, the project should contain the basic tenets as listed below:

1. The project must have a defined start and end date. The project should be completed by May 2024 to be eligible for judging with a minimum of one-month KPI information to support the submission.
2. The project should specify an expected outcome which is measurable.
3. The project should specify the persons and/or groups expected to be positively impacted.
4. The project should enhance HSE metrics of the stakeholders listed in the synopsis.
5. Enhancement of HSE metrics must be accompanied by documentation, data, statistics, and verifiable and traceable information.
6. Consideration will be given to projects which are able to be scaled, repeated nationally and/or globally and/or are sustainable.
7. Aspects of the project such as innovation will assist in the ranking in making determination for future consideration or determining a winner.
8. Organizations will compete for awards according to the size of the entity (i.e., Small, Medium, and Large) within the following Sectors:

Energy

Manufacturing

Services

9. For a larger project consisting of various phases; companies are encouraged to enter the completed phases in this category. Please note those phases with completed milestones and measurable data will be eligible for consideration. Evaluation criteria will include the project's scalability and sustainability, with points granted accordingly. It's essential to emphasize that while the overall project may have its specific objectives, each phase of the project should also have its distinct set of objectives.

## DEFINITION OF TERMS

**Project:** A project is a temporary endeavour undertaken to create a unique product, service, or result. The temporary nature of the projects indicates a beginning and end to the project work or a phase of the project work. Projects can stand alone or be part of a program or portfolio. (Project Management Institute 2021,4)

**Sustainability:** Sustainable Project Management is the planning, monitoring and controlling of project delivery and support processes, with consideration of the environmental, economical and social aspects of the life-cycle of the project's resources, processes, deliverables and effects, aimed at realizing benefits for stakeholders, and performed in a transparent, fair and ethical way that includes proactive stakeholder participation. (Gilbert Silvius, 2015, Considering Sustainability in Project Management Processes).

**Scalability:** Scalability deals with the ability of a project to accommodate addition to its capacity or capabilities and expands its scope of operation. It also deals with its ability to increase in size, volume, quantity, or scope to accommodate unforeseen additional components or features of the project. (John Morfaw, 2014, Fundamentals of project sustainability.)

**Link to Screening Form:** <https://forms.office.com/r/v6cN7FS4b5>

## H.S.E. EVOLUTION AWARD

This Award is a modification to our previous Most Improved Award.

This Award will recognize changes that fundamentally enhance the Health, System and Environmental system performance of the organization in a transformational manner. Entries may include but are not limited to one or more of the following:

- Product or process-based solution
- Engineering/Technological innovation
- A dynamic training program
- An awareness raising activity
- Other risk control measures that reduce the risk of work-related injury, illness, and safety culture.
- Other measures that reduce the risk of psychological exposures and promote mental health.
- Environmental stewardship, preservation and awareness

Furthermore, this award recognizes the establishment, improvement and/or maintenance of HSE practices by a team, focus groups or workplace advisory committees.

**Link to Screening Form:** <https://forms.office.com/r/55d289Nbi8>

## EXCELLENCE IN H.S.E. AWARD

This award will recognize successful business models from organizations that uphold HSE as a key business value and excel in both HSE and business performance. This award aims to:

- Recognize entities that have HSE well integrated as a key organizational value and in which measurable achievement in HSE performance is linked to productivity and profitability.
- Establish a validated process by which companies can measure the performance of their HSE systems against well-tested and internationally accepted systems.
- Through a rigorous systematic review process, capture and evaluate successes, and as applicable, share HSE lessons learned.
- Foster the sharing of leading HSE management systems and best practices for educational purposes.

**Link to Screening Form:** <https://forms.office.com/r/ZRujHd8sFP>



## TOWARDS OPERATIONAL RESILIENCE

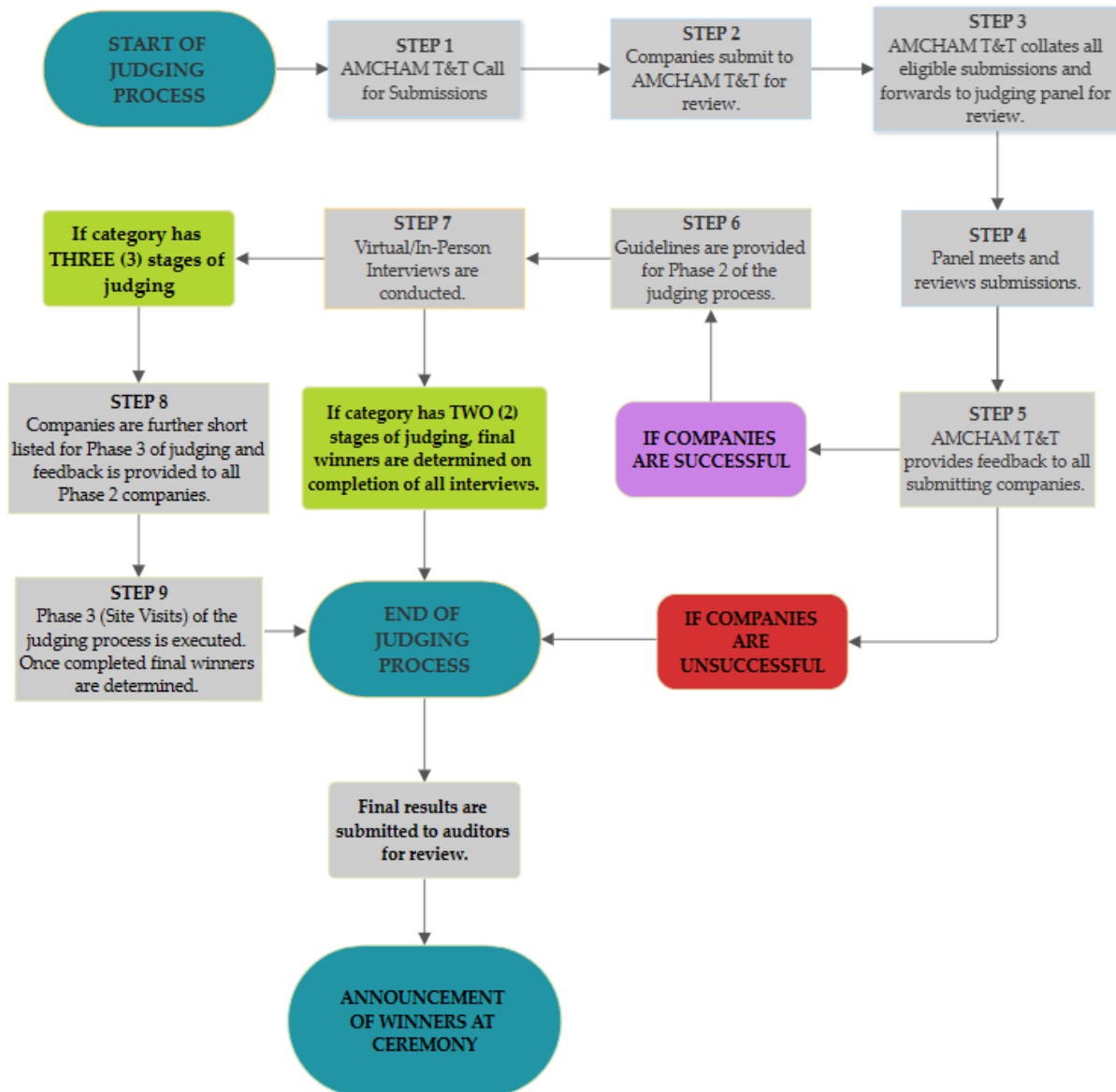
The Award will consider the state of preparation to respond to a disruption and the state of enhanced resilience through business continuity management processes as defined by ISO 22301:2019. It will evaluate the road map to enhancing resilience within an established business continuity management framework. The thrust is preparing for crises/disruptions by enhancing resilience as defined by ISO standards and adopting business continuity management disciplines. The Award would seek to stimulate and enhance resilience by focusing on the ability to respond and adapt, within the corporate culture.

### **Key principles for building an Operational Resilience Framework:**

1. Define Key Business Services / Critical Economic Functions (CEFs).
2. Set Impact Tolerance and Risk Metrics.
3. Understand Dependencies – Upstream and Downstream.
4. Leverage Scenarios for Potential Points of Failure.
5. Communicate the Plan and Stakeholder Map.
6. Drive resilience across the extended third-party ecosystem; and,
7. Build resilience into the organization's culture, both internally and across the extended third-party ecosystem.

**Link to Screening Form:** <https://forms.office.com/r/eUi0D3pVim>

## PROCESS SUMMARY



## PROCEDURE

- **Step 1 – Call for Submissions.**

AMCHAM T&T will initiate the process by inviting submissions for the National Excellence in HSE Awards. This step will mark the beginning of the awards process and invites companies or organizations to submit their entries for consideration. Submissions may include information about their HSE initiatives, projects, achievements, and practices.

- **Step 2 – Prepare and Make Submissions.**

Any company operating in Trinidad and Tobago shall be eligible to apply to AMCHAM T&T for these Awards. Completed forms shall be submitted in digital format to the AMCHAM T&T Secretariat. Links to the respective forms will be provided in subsequent communications. Kindly note multiple submissions are allowed in all categories and across categories.

It is essential that participants closely follow the instructions and guidelines provided by AMCHAM T&T to ensure that their submissions are complete and meet the necessary criteria. Kindly note multiple submissions are allowed in the Outstanding OSH and Environment Project Category, only. For any other category, only one submission, per category is allowed. ***However, while companies are permitted to submit various projects, AMCHAM T&T requests that you exercise consideration regarding the quantity of projects being submitted.***

For companies that are uncertain about their size and sector classification, we kindly request that you consult your company's Articles of Incorporation for clarification.

- **Step 3 – Collate Submissions.**

The AMCHAM T&T Secretariat shall compile all applications eligible for judging and provide a listing of the submissions to the judging panel for Phase 1 of the process.

- **Step 4 – Phase 1 Judging – Review of Submissions.**

Upon receiving all eligible submissions, the judging panel will meet and review each submission in accordance with the criteria as highlighted in the Screening Forms.

This review process is objective and impartial. Judges assess each submission based on the established criteria, to ensure fairness and consistency in the evaluation.

- **Step 5 – Feedback to Participating Companies.**

Upon review of the initial submissions, the AMCHAM T&T Secretariat will provide feedback to all companies. Should companies be unsuccessful in Phase 1 of the judging process, an official letter will be issued identifying gaps that prevented the company from moving forward.

Companies moving to the second stage will receive an email from the AMCHAM T&T Secretariat. In this email, applicants will also be asked to schedule their interviews with the judging panel at a mutually agreeable date and time for both parties.

- **Step 6 – Guidelines for Phase 2 of Judging**

For the second stage of judging, a presentation and interview with the judging panel is required. Upon receipt of an email from the AMCHAM T&T Secretariat, a Judging Score sheet for the respective category will be provided. Participants are expected and encouraged to tailor their presentation in accordance with the respective Judging Sheets.

In addition to the presentation, participants will be asked to provide all supporting documents that substantiate their HSE initiatives and practices discussed. These documents serve as evidence of the achievements and efforts described during the presentation.

In cases where confidentiality policies are in place within the participating companies or organizations, participants are encouraged to provide relevant materials during the interview.

**\*\*AMCHAM T&T places a high value on respecting the confidentiality policies of the companies and organizations that are part of the competition. All documents shared with AMCHAM T&T will be securely held by the organization and will not be disclosed to third-party individuals. This policy ensures that the information provided by participants remains confidential and is not shared beyond the agreed-upon boundaries.**

AMCHAM T&T takes further steps to ensure confidentiality by requiring all judges and observer judges sign individual judging charters.

These charters contain provisions that prohibit judges from disseminating competition-related information outside the established boundaries. This ensures that the judging process is conducted with the highest standards of privacy and integrity.

- **Step 7 – Phase 2 Judging – Interviews**

All companies shortlisted from Phase 1 shall prepare and make a presentation to the judges. This can be in person or virtually, however it shall be consistent with all companies. Applicants will be informed beforehand of the nature of their interview. The judges will clarify any issues and shall be able to complete a final score as per the scorecard. At the end of this step, the judges shall collaborate on individual scores and determine the ranking of each company.

Each judging session is allotted approximately two (2) hours. Applicants are judged based on the criteria provided in the scoresheets and the information presented at the interview. The company's representation during the interview process may involve multiple individuals on the panel.

Kindly be advised that in accordance with confidentiality policies of companies, recording of sessions is prohibited by the AMCHAM T&T Secretariat and participating companies. Information disclosed during interviews is to remain confidential within the interview context.

**Note:** At the end of Phase 2, the Towards Operational Resilience, Outstanding OSH and Environment Project, and Most Improved HSE Performance categories will be completed. On completion of all interviews, the judging panels will collaborate and determine the winners of their respective categories. The Excellence in HSE category is the **only** category that may have a third phase of judging.

- **Step 8 – Shortlisting for Phase 3 of Judging Where Applicable**

Following the completion of Phase 2, the judges shall then decide how many companies would move on to Phase 3, which would involve a site visit to the company's operation. The AMCHAM T&T Secretariat will provide the relevant feedback to all companies involved in Phase 2 of the judging.

- **Step 9 – Site Visits**

This is the final step where the judges shall make an in-person visit to the Company's operations. Where multiple sites exist, the judges in collaboration with AMCHAM T&T and the Company will decide where the visit shall take place. In some cases, it may be impractical to visit some sites, for example, offshore.

After the site visit, the judges shall collaborate and determine an overall winner in the category.

All scoresheets and supporting documents from the judges shall then be forwarded to the AMCHAM T&T Secretariat for compilation.

- **End of Judging Process**

Upon receipt and review of all score sheets by the AMCHAM T&T Secretariat, documents are forwarded to a third-party auditor for final review.

**All winners are announced at the National Excellence in HSE Awards Ceremony.** Applicants will be advised on such date once finalized.

## **SUBMISSION OF SHORT VIDEO FOR AWARD FINALISTS**

**For companies that have made it to the final stage of judging, a one (1) minute video is to be submitted by Friday 20th September 2024.**

As a finalist in the National HSE Awards we would like to highlight your company at our annual H.S.E. Award Ceremony. We are kindly asking you to submit a short video of no more than 1 minute to highlight the reasons as to why your company is deserving of this award. We advise opting for Full HD / 1080p resolutions or higher to ensure the production of higher-quality videos.

It is essential that companies refrain from materials that violate or infringes on another's right, including but not limited to material that breaches privacy, intellectual property rights, or constitutes copyright, or trademark infringement.

Additionally, videos must be in keeping with best industry practices. It is imperative that the content of your video does not contradict HSE regulations or present any form of misrepresentation. Companies are required to align their videos with established HSE regulations and guidelines and accurately represent the organization's commitment to HSE principles. AMCHAM T&T reserves the right to abstain from utilizing videos that violate these guidelines.

While we encourage creativity, we also emphasize the responsibility of content creation. Please note that AMCHAM T&T does not accept liability for any violations resulting from the content of submitted videos.

Please note this is not a promotional video, but rather to feature your company's H.S.E. practices and worthiness of this award. We will not accept marketing material, as we are hoping to highlight HSE best practices.

## APPENDIX 1

# DEFINITION OF SECTORS

**Sourced from the Central Statistical Office  
Ministry of Planning and Development  
Trinidad and Tobago<sup>1</sup>**

### 1. INDUSTRY Energy Sector

This industry includes the extraction of minerals occurring naturally as solids (coal and ores), liquids (petroleum) or gases (natural gas). This industry also includes supplementary activities aimed at preparing the crude materials for marketing, for example, crushing, grinding, cleaning, drying, sorting, concentrating ores, liquefaction of natural gas and agglomeration of solid fuels. It includes the following major activities:

- Extraction of crude petroleum and Natural Gas
- Other Mining & Quarrying, which includes Quarrying of Stone, Sand & Clay
- Mining Support Service Activities
- Crude Oil Exploration & Extraction
- Condensate Extraction
- Natural Gas Exploration & Extraction
- Asphalt
- Petroleum Exploration and Extraction Support Services
- Refining (incl. LNG)
- Manufacture of Petrochemicals
- Petroleum and natural gas distribution
- Electric Power Generation, Transmission & Distribution
- Manufacture of Gas & Distribution of Gaseous fuels through mains
- Petrochemical

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<sup>1</sup> For more detailed definitions, reference is made to the ISIC Rev.4 manual:  
[https://unstats.un.org/unsd/publication/seriesm/seriesm\\_4rev4e.pdf](https://unstats.un.org/unsd/publication/seriesm/seriesm_4rev4e.pdf)



- Electricity and Gas

## 2. INDUSTRY – MANUFACTURING

This industry includes the physical or chemical transformation of materials, substances, or components into new products. The materials, substances, or components transformed are raw materials that are products of agriculture, forestry, fishing, mining, or quarrying as well as products of other manufacturing activities. Substantial alteration, renovation or reconstruction of goods is generally considered to be manufacturing.

Units engaged in manufacturing are often described as plants, factories or mills and characteristically use power-driven machines and materials-handling equipment.

### **The major activities in this Industry includes:**

- Manufacture of Food, Beverages & Tobacco Products
- Manufacture of Textiles
- Manufacture of Wearing Apparel
- Manufacture of Leather & Related Products
- Manufacture of Wood and Related Products
- Manufacture of Paper & Paper Products
- Printing & Reproduction of Recorded Media
- Manufacture of Pharmaceuticals, Medicinal Chemical & Botanical Products
- Manufacture of Other Non-Metallic Mineral Products (E.g.. Glass, Refractory products, Clay building materials, Porcelain & Ceramic Products, Cement, Concrete, Finishing Stone)
- Manufacture of Basic Metals (E.g. Iron & Steel)
- Manufacture of Fabricated Metal Products (Excluding Machinery & Equipment)
- Manufacture of Computer, Electronic & Optical Products
- Manufacture of Electrical Equipment

- Manufacture of Machinery & Equipment
- Repair & Installation of Machinery & Equipment
- Manufacture of Transport Equipment
- Manufacture of Furniture
- Other Manufacture, which includes Manufacture of Jewellery, Musical Instruments, Sports goods, Games & Toys.
- Construction of Buildings
- Civil Engineering Works (E.g. Construction of Roads, Bridges, Tunnels & Industrial facilities).
- Specialized Construction Activities, inclusive of Demolition & Site Preparation, Electrical, Plumbing & Other construction installation activities.

### **Other Manufacturing**

- Manufacture of basic pharmaceutical products and pharmaceutical preparations
- Manufacture of rubber and plastics products, and other non-metallic mineral products

### **All Other Manufacturing**

Manufacture of basic metals and fabricated metal products, except machinery and equipment

- Basic Metals
- Metal Products
- Manufacture of computer, electronic and optical products
- Manufacture of electrical equipment
- Manufacture of machinery and equipment N.E.C.
- Manufacture of transport equipment
- Motor Vehicles
- Other Transport Equipment
- Other manufacturing; repair and installation of machinery and equipment
- Furniture

### 3. INDUSTRY Services

This industry includes activities related to the management (including collection, treatment and disposal) of various forms of waste, such as solid or non-solid industrial or household waste, as well as contaminated sites. The output of the waste or sewage treatment process can either be disposed of or become an input into other production processes. Activities of water supply are also grouped in this industry, since they are often carried out in connection with, or by units also engaged in, the treatment of sewage.

In the Trinidad & Tobago context, the main activities in this Industry includes:

- Water Collection, Treatment & Supply
- Sewerage
- Waste Collection, Treatment & Disposal Activities
- Materials Recovery
- Remediation activities
- Other Waste Management Services

#### **OTHER SERVICES**

- Trade and repairs
- Transport and storage
- Accommodation and food services
- Information and communication
- Financial and insurance activities
- Financial Service Activities, except insurance and pension funding
- Insurance, reinsurance, and pension funding, except compulsory social security
- Activities auxiliary to financial service and insurance activities
- Real estate activities
- Professional, scientific, and technical services
- Administrative and support services

- Public administration
- Education
- Human health and social work
- Arts, entertainment, and recreation
- Domestic services
- Other service activities

**Note:**

**Other Service Activities** include:

- Activities of Membership Organizations such as Professional Membership Organizations, Business & Employers Membership Organizations, Trade Unions, Religious Organizations & Political Organizations.
- Repair of Computers and Personal & Household Goods. This includes repair of consumer electronics, repair of household appliances & garden equipment; repair of footwear & leather goods; repair of furniture & home furnishings.
- Other Personal Service Activities, inclusive of hairdressing & beauty treatment, as well as funeral activities.

## SIZE CLASSIFICATION

### Company Size by number of Employees

Micro (1 - 5)

Small (6 - 25)

Medium (26 - 50)

Large (>50)

This should include permanent staff.

All temporary staff should be amalgamated and normalized to an equivalent headcount. Figures for a normalized headcount should span over a 3-year period.

The workforce size should be calculated as follows:

**Total Permanent Staff + Normalized Annual Headcount of Contract and Temporary Staff.**



Example: If a total of 150 contract and temporary staff each worked a total of 6 months in the year, then the normalized annual headcount will be 75.