

# NOSA<sup>®</sup>



Your trusted partner in occupational risk management in the workplace.

## **NOSA COMPETITION CRITERIA FOR REGIONAL AND INTERNATIONAL AWARDS**

**2015 © All rights reserved. NOSA (PTY) LTD**

Copyright in the literary, artistic and other works capable of copyright protection contained within these materials vests in NOSA (PTY) LTD. These materials or any part thereof may not be reproduced, adapted, published, performed in public, broadcast or transmitted in any form without the express permission of NOSA (PTY) LTD. Should you carry out any of these actions in relation to any of the works contained within these training materials without permission, you may be liable for civil law copyright infringement as well as criminal prosecution.

Visit: [www.nosa.co.za](http://www.nosa.co.za)

Fourth Edition (2016)

## Contents

<b>1. INTRODUCTION .....</b>	<b>1</b>
1.1 NOSA COMPETITION CRITERIA TO BE FOLLOWED DURING AWARDS .....	1
<b>2. SYSTEM COMPETITION BASED ON THE SIC'S .....</b>	<b>1</b>
2.1 QUALIFYING CRITERIA – SYSTEMS COMPETITION.....	1
2.2 SECTOR INDUSTRIAL CATEGORIES (SICS).....	2
<b>3. NOSA PROGRAMMES COMPETITION .....</b>	<b>3</b>
3.1 NOSA FIVE STAR SYSTEM.....	3
3.2 NOSA INTEGRATED FIVE STAR SYSTEM.....	5
3.3 NOSA INTEGRATED AND ALIGNED FIVE STAR SYSTEM .....	6
3.4 NOSA VETTING SYSTEMS.....	8
3.5 NOSA CONTRACTOR EVALUATION SYSTEM .....	9
<b>4. INDIVIDUALS PERFORMANCE RECOGNITION AWARD.....</b>	<b>9</b>
4.1 OBJECTIVES.....	9
4.2 ROUTES.....	10
4.3 CRITERIA .....	10
4.4 INDIVIDUALS CRITERIA.....	10
4.4.1 RISK MANAGER – (HSE AS FULL-TIME FUNCTION) .....	11
4.4.2 HSE REPRESENTATIVE .....	11
4.4.3 MANAGING DIRECTOR.....	12
4.4.4 OCCUPATIONAL MEDICINE PRACTITIONER – DOCTOR (FULL TIME EMPLOYED) ...	12
4.4.5 OCCUPATIONAL HEALTH PRACTITIONER – NURSING SISTER (FULL TIME EMPLOYED)	13
.....	13
4.4.6 OCCUPATIONAL HYGIENIST (IN-HOUSE) .....	13
4.4.7 ENVIRONMENTAL CO-ORDINATOR.....	13
4.4.8 CORPORATE GROUP RISK MANAGER.....	14
<b>5. COMPANY PERFORMANCE RECOGNITION AWARDS.....</b>	<b>14</b>
5.1 SCOPE AND OBJECTIVE.....	14
5.2 MINING SECTOR .....	15
5.3 COMMERCIAL SECTOR.....	15
5.4 MANUFACTURING SECTOR .....	15
<b>6. QUALIFICATION FOR NEW NOSCAR STATUS .....</b>	<b>15</b>
<b>7. FAQ'S ABOUT NOSCAR AWARDS.....</b>	<b>16</b>
<b>8. INDIVIDUAL PERFORMANCE RECOGNITION COMPETITION.....</b>	<b>18</b>
<b>9. INDIVIDUAL PERFORMANCE RECOGNITION COMPETITION.....</b>	<b>19</b>

# 1. INTRODUCTION

## 1.1 NOSA COMPETITION CRITERIA TO BE FOLLOWED DURING AWARDS

During preparation for NOSA regional competitions, the following criteria should be followed to determine the competition winners.

Regional banquets should normally take place well before NOSCHON of each year to enable Regional SIC winners to be considered for the International Competitions and NOSCARTM status.

The review period for Regional competitions will be from 1st April to 31st March of the following year.

Banquets will be arranged at the discretion of the Regional Manager of each region and all eligible clients should be considered in the competitions.

Regions may decide whether they will award third places and second places per category or only winners. However, only eligible first place winners may be entered into the International Competitions.

Current NOSCARTM companies may not enter a system and programme competition. Individuals' performance recognition awards are open to all companies that have a valid grading.

International NOSA operations and NOSA Regional operations may submit eligible entries directly into the International Competitions on the basis of one eligible entry per competition from each country where NOSA audits have taken place.

# 2. SYSTEM COMPETITION BASED ON THE SIC'S

## 2.1 QUALIFYING CRITERIA – SYSTEMS COMPETITION

Companies must comply, for the period of exposure, with the following minimum qualifying criteria to be able to enter the systems competition. They must -

- Satisfy the criteria for the NOSA Five Star System; the NOSA Integrated Five Star System or the NOSA Integrated and Aligned Five Star System.
- Achieve a valid rating.
- Experience no fatal accidents.
- Experience no diagnosis of an irreversible occupational health case.
- For the NOSA Integrated System competitions, experience no major environmental incident.
- Achieve the highest effort score and star grading outcome, provided that all entries into the International Competition shall also meet NOSCARTM criteria.
- Not be a current NOSCARTM company, or a company that had lost its NOSCARTM and is in the process of regaining it)

## 2.2 SECTOR INDUSTRIAL CATEGORIES (SICS)

Entries into the systems competition should be per system, per SIC. In total, 18 winners can be announced in the NOSA Five Star System; 18 winners in the NOSA Integrated Five Star System and 18 winners in the NOSA Integrated and Aligned Five Star Systems.

International NOSA operations and Regional NOSA operations may submit eligible entries directly into the International Systems Competition on the basis of one eligible entry per system, per SIC and per country outside the borders of RSA. The winners of each international SIC competition shall receive a first NOSCART award at NOSHCON provided that that each winning entry also meets all NOSCART criteria for both effort and experience.

The NOSA SICs are:

SECTOR	DESCRIPTION
<b>Sector A</b>	Agriculture, hunting and forestry
<b>Sector B</b>	Health and social work; other community, social and personal service activities; education; public administration and defence; real estate; renting; business activities; office administration; cleaning services; garden services; waste disposal and recycling, labour broker services
<b>Sector C</b>	Mining and quarrying
<b>Sector C1</b>	Opencast mining
<b>Sector C2</b>	Underground coal mining
<b>Sector C3</b>	Quarries, works, surface plants and workshops in general
<b>Sector C4</b>	Underground hard rock and other mining
<b>Sector D</b>	Manufacturing
<b>Sector D1</b>	Manufacture of food products, beverages and tobacco
<b>Sector D2</b>	Manufacture of textiles, textile products, leather, leather products, wood products, pulp, paper and paper products, publishing, printing and reproduction of recorded media
<b>Sector D3</b>	Manufacture of coke, refined petroleum products, nuclear fuel, chemicals, chemical products and man-made fibres
<b>Sector D4</b>	Manufacture of rubber and plastic products, non-metallic mineral products, basic metals, fabricated metal products, machinery and equipment, electrical and optical equipment, transport equipment, manufacturing not elsewhere classified and recycling
<b>Sector D5</b>	Manufacture of sugar
<b>Sector D6</b>	Manufacture of animal feed
<b>Sector E</b>	Electricity, gas and water supply
<b>Sector F</b>	Construction

SECTOR	DESCRIPTION
<b>Sector G</b>	Wholesale and retail trade; repair and maintenance of motor vehicles and motorcycles; repair and maintenance of other vehicles; repair and maintenance of personal goods, household goods, appliances and equipment; workshop maintenance activities; laboratory and testing services
<b>Sector H</b>	Hotels, accommodation and restaurants
<b>Sector I</b>	Transport, storage and communication
<b>Sector J</b>	Marine mining from vessels; dredger vessels; salvage and supply vessels; tugs and harbour craft; fishing vessels; other vessels and oil platforms; stevedoring and other marine services not specified. Marine services not elsewhere specified

### 3. NOSA PROGRAMMES COMPETITION

Only NOSA client companies may participate in the programmes competition held during each calendar year. Companies that have achieved NOSCAR status may not compete in this section. The programmes competition offers five routes, namely the NOSA Five Star System route (green); the NOSA Integrated Five Star System route (platinum); the NOSA Integrated and Aligned Five Star System (three-dimensional platinum), NOSA Vetting Systems, and NOSA Contractor Evaluation System.

#### QUALIFYING CRITERIA FOR THE NOSA PROGRAMMES COMPETITION

Companies entering the NOSA programmes competitions must comply with the minimum qualifying criteria for each applicable competition. In addition they must:

- o Record no diagnosis of an irreversible occupational health case (excluding NIHL).
- o For the NOSA Integrated Five Star System competition and NOSA Integrated and Aligned Five Star System competition, no major environmental incidents.

#### 3.1 NOSA FIVE STAR SYSTEM

The NOSA Five Star System route (green) has six categories as follows –

1. Best occupational health programme (Best company on the NOSA Five Star System - risk based)
2. Best occupational safety programme (Best company on the NOSA Five Star System - risk based)
3. Best Five Star Company – 3 green star level
4. Best Five Star Company – 4 green star level
5. Best Five Star Company – 5 green star level
6. Most Improved Five Star Company

## **CRITERIA FOR THE NOSA FIVE STAR SYSTEM PROGRAMME**

### **1. Best Five Star System: Occupational Health Programme**

During the exposure period:

- Be on the NOSA Five Star System and achieve a valid rating.
- No diagnosis of an irreversible health case or fatality(excluding NIHL)
- Disabling frequency rate (DIFR) < than 1
- Achieve the highest effort score for health on the NOSA Five Star system (risk based).

### **2. Best Five Star System: Occupational Safety Programme**

During the exposure period:

- Be on the NOSA Five Star System and achieve a valid rating.
- No fatal accidents.
- Disabling frequency rate (DIFR) < than 1.
- Achieve the highest effort score for safety on the NOSA Five Star system (risk based).

### **3. Best Five Star System: 3 green star level**

During the exposure period:

- Be on the NOSA Five Star System and achieve a valid 3 star rating.
- No fatal accidents.
- Achieve the highest effort score.

### **4. Best Five Star System: 4 green star level**

During the exposure period:

- Be on the NOSA Five Star System and achieve a valid 4 star rating.
- No fatal accidents.
- Achieve the highest effort score.

### **5. Best Five Star System: 5 green star level**

During the exposure period:

- Be on the NOSA Five Star System and achieve a valid 5 star rating.
- No fatal accidents.
- Achieve the highest effort score.

### **6. Most improved Five Star System**

During the exposure period:

- Be on the NOSA Five Star System and achieve a valid rating  $\geq$  3 green star outcome.
- Attain the greatest shift in effort score since the previous year's audit.

International NOSA operations and Regional NOSA operations may submit eligible entries directly into the International Programmes Competition on the basis of one eligible entry per programme and per country outside the borders of RSA.

## 3.2 NOSA INTEGRATED FIVE STAR SYSTEM

The NOSA Integrated Five Star System route (“platinum”) has seven categories, namely:

1. Best occupational safety programme on the NOSA Integrated Five Star System
2. Best occupational health programme and on the NOSA Integrated Five Star System
3. Best environmental management programme on the NOSA Integrated Five Star System
4. Best Integrated Five Star Company – 3 green star level
5. Best Integrated Five Star Company – 4 green star level
6. Best Integrated Five Star Company – 5 green star level
7. Most improved Integrated Five Star Company

**Note:** NOSA Integrated Five Star System for general industry may be substituted by an equivalent NOSA Integrated Five Star System such as for mining, forestry and marine vessels.

### CRITERIA FOR THE NOSA INTEGRATED FIVE STAR SYSTEM PROGRAMME

#### 1. Best Integrated Five Star System Occupational Safety Programme

During the exposure period:

- Be on the NOSA Integrated Five Star System and achieve a valid rating.
- No fatal accidents.
- Disabling frequency rate (DIFR) < than 1
- Achieve the highest effort score for safety on the integrated system.

#### 2. Best Integrated Five Star System Occupational Health Programme

During the exposure period:

- Be on the NOSA Integrated Five Star System and achieve a rating.
- No diagnosis of an irreversible health case or fatality(excluding NIHL)
- Disabling frequency rate (DIFR) < than 1
- Achieve highest effort score for health on the integrated system.

#### 3. Best Integrated Five Star System Environmental Programme

During the exposure period:

- Be on the NOSA Integrated Five Star System and achieve a rating.
- No major environmental incidents.
- Achieve the highest effort score for environment on the integrated system.



#### **4. Best Integrated Five Star System: 3 platinum star level**

During the exposure period:

- Be on the NOSA Integrated Five Star System and achieve a valid 3 star rating.
- No fatal accidents.
- Achieve the highest effort score.

#### **5. Best Integrated Five Star System: 4 platinum star level**

During the exposure period:

- Be on the NOSA Integrated Five Star System and achieve a valid 4 star rating.
- No fatal accidents.
- Achieve the highest effort score.

#### **6. Best Integrated Five Star System: 5 platinum star level**

During the exposure period:

- Be on the NOSA Integrated Five Star System and achieve a valid 5 star rating.
- No fatal accidents.
- Achieve the highest effort score.

#### **7. Most improved Integrated Five Star System**

During the exposure period:

- Be on the NOSA Integrated Five Star System and achieve a valid rating  $\geq$  3 platinum star outcome.
- Attain the greatest shift in effort score since the previous year's audit.

International NOSA operations and Regional NOSA operations may submit eligible entries directly into the International Programmes Competition on the basis of one eligible entry per programme and per country outside the borders of RSA.

### **3.3 NOSA INTEGRATED AND ALIGNED FIVE STAR SYSTEM**

The NOSA Integrated and Aligned Five Star System route ("three-dimensional platinum") has seven categories, namely:

1. Best occupational safety programme on the CMB330 system
2. Best occupational health programme and on the CMB330 system
3. Best environmental management programme on the CMB330 system
4. Best Integrated & Aligned Five Star Company – 3 star level
5. Best Integrated & Aligned Five Star Company – 4 star level
6. Best Integrated & Aligned Five Star Company – 5 star level
7. Most improved Integrated & Aligned Five Star Company

**Note:** CMB330 may be substituted above by an equivalent NOSA Integrated and Aligned Five Star System such as for forestry and other industries.

## **CRITERIA FOR THE NOSA INTEGRATED AND ALIGNED FIVE STAR SYSTEM PROGRAMME**

### **1. Best Integrated and Aligned Five Star System Occupational Safety Programme**

During the exposure period:

- Be on the NOSA Integrated and Aligned Five Star System and achieve a valid rating.
- No fatal accidents.
- Disabling frequency rate (DIFR) < than 1
- Achieve the highest effort score for safety on the system.

### **2. Best Integrated and Aligned Five Star System Occupational Health Programme**

During the exposure period:

- Be on the NOSA Integrated and Aligned Five Star System and achieve a valid rating.
- No diagnosis of an irreversible health case or fatality (excluding NIHL).
- Disabling frequency rate (DIFR) < than 1
- Achieve highest effort score for health on the system.

### **3. Best Integrated and Aligned Five Star System Environmental Programme**

During the exposure period:

- Be on the NOSA Integrated and Aligned Five Star System and achieve a valid rating.
- No major environmental incidents.
- Achieve the highest effort score for environment on the system.

### **4. Best Integrated & Aligned Five Star System: 3 three-dimensional star level**

During the exposure period:

- Be on the NOSA Integrated Five Star System and achieve a valid 3 star rating.
- No fatal accidents.
- Achieve the highest effort score.

### **5. Best Integrated & Aligned Five Star System: 4 three-dimensional star level**

During the exposure period:

- Be on the NOSA Integrated Five Star System and achieve a valid 4 star rating.
- No fatal accidents.
- Achieve the highest effort score.

## **6. Best Integrated & Aligned Five Star System: 5 three-dimensional star level**

During the exposure period:

- Be on the NOSA Integrated Five Star System and achieve a valid 5 star rating.
- No fatal accidents.
- Achieve the highest effort score.

## **7. Most improved Integrated & Aligned Five Star System**

During the exposure period:

- Be on the NOSA Integrated & Aligned Five Star System and achieve a valid rating  $\geq 3$  three-dimensional star outcome.
- Attain the greatest shift in effort score since the previous year's audit.

International NOSA operations and Regional NOSA operations may submit eligible entries directly into the International Programmes Competition on the basis of one eligible entry per programme and per country outside the borders of RSA.

## **3.4 NOSA VETTING SYSTEMS**

The NOSA Vetting Systems route has the following categories, namely:

1. Best programmes on the NOSA Vetting System - Vodacom
  - Main contractor
  - Sub-contractor
2. Other NOSA Vetting System programmes shall be added into the competition as they are developed and implemented.

### **1. Best NOSA Vetting System Programme - Vodacom**

During the exposure period:

- Be on the NOSA Vetting System Programme - Vodacom and achieve a valid outcome
- No fatal incidents
- Achieve the highest score

Regional NOSA operations may submit eligible entries directly into the International Programmes Competition on the basis of one eligible per category entry per region.

## 3.5 NOSA CONTRACTOR EVALUATION SYSTEM

The NOSA Contractor Evaluation System route has two categories, namely:

1. Best Contractor Evaluation System.
2. Most improved Contractor Evaluation System

### CRITERIA FOR THE NOSA CONTRACTOR EVALUATION SYSTEM PROGRAMME

#### 1. Best Contractor Evaluation System Programme

During the exposure period:

- Be on the NOSA Contractor Evaluation System and achieve a valid seal rating.
- No fatal accidents.
- Disabling frequency rate (DIFR) < than 3
- Achieve the highest effort score.

#### 2. Most improved Contractor Evaluation System

During the exposure period:

- Be on the NOSA Contractor Evaluation System and achieve a valid seal rating.
- Attain the greatest shift in effort score since the previous year's audit.

## 4. INDIVIDUALS PERFORMANCE RECOGNITION AWARD

Only NOSA client companies' individuals, including NOSCAR companies' individuals, who have a valid star rating can participate for the performance recognition awards.

Other recognition and special awards may be made at the discretion of each Regional Manager. However, only the individual awards listed in this section may be entered into the International Competition.

The Regional Manager will be responsible for awarding the individual awards of the year in his/her region.

### 4.1 OBJECTIVES

The purpose of the performance recognition awards is to identify and reward the:

- best individuals fulfilling a functional role
- best companies on a regional and international level and
- internationally outstanding publications and other media promoting safety, health and environmental risk management in the workplace, over the exposure period.

## 4.2 ROUTES

- Category 1 – Risk manager – (full-time HSE function)
- Category 2 – HSE representative (irrespective of levels)
- Category 3 – Managing Director
- Category 4 – Occupational medicine practitioner – doctor (full time on site)
- Category 5 – Occupational health practitioner – nursing sister (full time on site)
- Category 6 – Occupational hygienist (in-house and if the person has a group function to the company it must be communicated clearly)
- Category 7 – Environmental co-ordinator (full time)
- Category 8 – Corporate/group risk manager

International NOSA operations and Regional NOSA operations may submit eligible entries directly into the International Programmes Competition on the basis of one eligible entry per programme and per country outside the borders of RSA.

**Any NOSA client company meeting the requirements of this section may nominate individuals for *Performance Recognition Awards* provided that the nomination is supported by a full motivation and supporting evidence to prove that the nominated individual/s meet the requirements. These nominations should be forwarded to the relevant Regional Managers in South Africa for entry into the Regional Competitions. Nominations from companies audited by NOSA International operations should be forwarded to the most senior manager of the relevant NOSA international operations for entry directly into the International Competition.**

## 4.3 CRITERIA

Nominations for individual performance awards may be made from a regional level. The winners will be announced at the regional banquets.

Regional winners will automatically qualify for the international performance awards. Nominations and motivations should be submitted by the Regional Managers and international operations to the Managing Director NOSA. A NOSA competitions and awards adjudication panel will announce the international winners at NOSHCON annually in South Africa.

## 4.4 INDIVIDUALS CRITERIA

An individual must comply with the following general minimum criteria to enter the competition:

- Be a functional role player in the NOSA Integrated Five Star System or NOSA Integrated and Aligned Five Star System;
- Comply with minimum criteria
- Achieve excellence in the HSE field
- One nomination per company/or per grading certificate for each category.

#### 4.4.1 RISK MANAGER – (HSE AS FULL-TIME FUNCTION)

Specific minimum criteria:

- Full time employee of a company
- Implemented a HSE risk-based system that satisfies the requirements of NOSA and has been operational for at least 12 months

The following guidelines are applicable for nominations:

- Active role in development of the company's HSE risk management system
- NADSAM, SAMTRAC, NEBOSH.
- Member of IoSM or other recognised professional body
- Published articles on risk in the HSE field
- Contributions to newsletters in the risk management field
- Presented papers on risk management in the HSE field at conferences on HSE
- Contributions of risk management to the annual report of the company
- Attendance of NOSA forums
- Achieved 1 000 000 DI-free man-hours for the company
- Any awards won from institutions.

#### 4.4.2 HSE REPRESENTATIVE

Specific minimum criteria:

- Entrants to be judged according to conditions in their sector industrial categories.
- A theoretical test to be drawn up by NOSA will comprise 70% of the final marks.
- HSE Representative reports for the past 6 months to be presented during the exam will comprise 30% of the final marks.
- Must hold a valid appointment letter and formal training

The following guidelines are applicable for nominations:

- General
  - The conditions of the workplace under his or her responsibility
  - Previous 12 months' monthly inspection reports, or other period applicable
  - Completion of required remedial actions from the above reports
  - The disabling injury frequency rate in his or her area of responsibility
  - The level of system implementation in the area of responsibility
- Knowledge
  - Knowledge of health and safety (and environmental for integrated systems) hazards and risks pertaining to area of responsibility
  - Knowledge of scope of findings
  - Knowledge of applicable NOSA standards
  - Knowledge of health and safety / HSE Representative's role and responsibility
  - Training received
- Competence
  - Quality of inspections

- Involvement
  - Health and Safety / HSE committee meeting attendance
  - Frequency of inspections
  - Accident, illness or incident investigation participation

### 4.4.3 MANAGING DIRECTOR

Specific minimum criteria:

- General-manager, CEO level

The following guidelines are applicable for nominations:

- SAMTRAC, ITIS
- Member of a regional business chamber, or similar
- Promotion of HSE beyond company borders, i.e. (community involvement)
- Involvement in a local SH/E and/or risk association
- Published in the HSE field
- Internal HSE initiatives during the competition year
- Presentation of papers in HSE field
- Involvement in internal audits and system review
- Contribution towards HSE in company annual report
- Shop floor involvement
- Awareness of company HSE issues
- Policy, Annual Report, HSE review meeting

### 4.4.4 OCCUPATIONAL MEDICINE PRACTITIONER – DOCTOR (FULL TIME EMPLOYED)

Specific minimum criteria

- Full-time medical practitioner employed by the company

The following guidelines are applicable for nominations

- Contribution to the occupational health risk assessment process
- Contribution to integration of occupational health with safety and environmental management
- Quality and effectiveness of medical surveillance programmes
- Control over work-related incidents/injuries and relevant COID documentation
- Medicine control
- Diagnostic skills regarding occupational health
- Contribution to the annual report of the company
- Attendance of management meetings, reviews, site visits and risk assessments.
- Knowledge of and compliance with all relevant occupational health legislation

#### 4.4.5 OCCUPATIONAL HEALTH PRACTITIONER – NURSING SISTER (FULL TIME EMPLOYED)

Specific minimum criterion

- Full-time occupational health practitioner (nursing sister) employed by the company

The following guidelines are applicable for nominations

- Recording and reporting of occupational health incidents/injuries
- Control over COID, Rand Mutual or relevant authority documentation
- Involvement in investigation of occupational health related incidents
- Involvement in occupational health risk assessment process
- Attendance of management meetings, reviews and site visits
- Knowledge of and compliance with all relevant occupational health legislation
- Where appropriate, control over medication
- Training of employees – noise, HCS, PPE, etc.

#### 4.4.6 OCCUPATIONAL HYGIENIST (IN-HOUSE)

Specific minimum criteria

- Registered with SAIOH (South African Institute for Occupational Hygienists) as an occupational hygienist
- Full-time occupational hygienist employed by the company

The following guidelines are applicable for nominations

- AIA accreditation
- Contribution to annual report of the company
- Record keeping of occupational hygiene data and/or information
- Involvement in occupational health risk assessment
- Quality and effectiveness of occupational hygiene monitoring plans
- Attendance of management meetings, reviews and site visits
- Integration of occupational hygiene issues with occupational health, safety and environment
- Contribution to training and education of the company in hygiene field

#### 4.4.7 ENVIRONMENTAL CO-ORDINATOR

Specific minimum criteria

- Full-time environmental co-coordinator/manager, employed by the company

The following guidelines are applicable for nominations

- Environmental conditions and challenges under entrant's responsibility
- Effectiveness of the environmental management system during the competition period
- Quality and effectiveness of environmental programmes
- Management of and compliance with legislative requirements and other applicable standards



- The number of major environmental incidents
- Environmental incidents, investigation and corrective action system
- Compliance with environmental policy statement
- Implementation of best environmental practice without excessive cost
- Continuous improvement and pollution prevention
- Contribution to environmental and/or company annual report
- Excellence in the environmental management field
- Environmental communication
- Integration of environmental management system with safety and occupational health management systems
- Certification ISO 14001

#### 4.4.8 CORPORATE GROUP RISK MANAGER

Specific minimum criteria:

- Corporate or Group manager level

The following guidelines are applicable for nominations:

- SAMTRAC, ITIS, NEBOSH
- Member of a regional business chamber, or similar
- Promotion of HSE beyond company borders, i.e. (community involvement)
- Involvement in a local HSE and/or risk association
- Published in the HSE and/or risk management field
- Internal initiatives during the competition year
- Presentation of papers in HSE and/or risk management field
- Involvement in internal audits and system review
- Contribution towards HSE in company annual report
- Awareness of corporate or group HSE issues

## 5. COMPANY PERFORMANCE RECOGNITION AWARDS

### 5.1 SCOPE AND OBJECTIVE

Any NOSA Integrated Five Star System or NOSA Integrated and Aligned Five Star System company, including NOSCAR companies, may participate in this category.

Regional top companies awards – Top 30 companies on the NOSA Integrated Five Star System or NOSA Integrated and Aligned Five Star System:

- Mining sector – 10 nominations
- Commercial sector – 10 nominations
- Manufacturing sector – 10 nominations

Regional Managers of NOSA and NOSA international operations should forward the top 10 mining and top 10 manufacturing and top 10 commercial companies' names to NOSA Head Office in Centurion for verification of SIC and scores achieved.

Both NOSA Regional Managers and International NOSA operations should forward the winner of each sector or top achievers in each sector in the case of NOSA international operations to the MD of NOSA for entry into the international top Company Recognition Awards.

## 5.2 MINING SECTOR

This will be the typical mining companies and operations e.g. surface mining, underground mining, marine mining, etc.

## 5.3 COMMERCIAL SECTOR

This will be the typical companies working with service related activities e.g. warehousing, storage, distribution, administration, etc.

## 5.4 MANUFACTURING SECTOR

This will be the typical company working with product related activities e.g. manufacturing and processing of product.

Specific minimum criteria:

- Achieve a platinum grading during period of exposure
- Attain scores and outcomes amongst the top 30 within a regional unit
- Have experienced no fatalities, no diagnoses of irreversible occupational health cases and no major environmental incidents during the period of exposure

## 6. QUALIFICATION FOR NEW NOSCAR STATUS

Criteria for NOSCAR:

- DIFR less or equal to 0.8 and all the other HSE severity rates within NOSCAR limits
- Effort score of 95% or higher.

There are two routes to obtain NOSCAR status:

Companies must be audited on the NOSA Five Star System, the NOSA Integrated Five Star System or NOSA Integrated and Aligned Five Star System. They must have a valid grading (grading is valid for 12 months)

1. Company must comply with NOSCAR incident rating and effort score criteria and win the international competition in their specific sector industry category. Each region in South Africa will have an annual banquet where a competition will be held for the different sector industry categories (SIC). The winners of each SIC regionally go forward to the international competition and the best company per SIC are then chosen as the top winner for that specific SIC. Note that the client must meet NOSCAR criteria as well. The winners will then be announced at NOSCHON of that particular year. (Cut-off date end of March of each year)

- Company must maintain NOSCARTM criteria for 3 consecutive gradings. The company then qualifies for NOSCARTM status. The company obtaining their first NOSCARTM through this route will be awarded NOSCARTM status during the NOSCARTM banquet of that specific year. (Cut-off date end of March of each year) Note that companies who hold NOSCARTM status no longer have to be audited on a calendar year basis; the grading can be done anytime during the year within a year of the previous grading date.

NOSCARTM awards will no longer represent calendar years, but will rather represent the past twelve months. Cut off dates for NOSCARTM awards will be March of each year.

Losing a NOSCARTM: If a company does not meet the NOSCARTM criteria during an audit, the company has three years in which to regain their status, without going through option 1 and 2 above.

If three years has lapsed, a company must meet either options 1 or 2 before obtaining NOSCARTM status again.

## 7. FAQ'S ABOUT NOSCARTM AWARDS

1	When are NOSCARTM awards issued?	At NOSHCON for winners of the international SIC competitions and thereafter at the NOSCARTM banquet.
2	How can a company achieve a NOSCARTM award?	There are actually two possible ways. The first is by attaining all the required effort and experience criteria for three years in succession. The second is by winning the International SIC competition on your company's category.
3	Can a company just shift their audit date a bit to exclude an excessive experience rating during the 3 year cycle when they are attempting to achieve their first NOSCARTM award?	No – companies may not try and use loopholes such as that to exclude DI's and "remain in the game" as this will exclude their results and they will have to start the 3 year cycle all over again.
4	Will a company be eligible if they scheduled their 3 successive audits at intervals of 12 – 15 – 14 months to achieve their first NOSCARTM award?	No, because that would mean that the auditors 12 month review period used at each audit would result in gaps that were not audited during the 3 year period.
5	So when should the company trying to achieve their first NOSCARTM schedule their audits?	They should schedule grading audits every 12 months. A slight overlap (not exceeding a month) in review periods would be acceptable but a gap of a full month or more would not be acceptable.
6	Is the NOSCARTM status valid immediately after attaining the effort and experience criteria for the 3 <sup>rd</sup> successive audit?	The NOSCARTM status may be displayed as soon as the audit outcome has been approved, however, NOSCARTM awards shall only be handed over at the next NOSCARTM banquet.
7	What is meant by the cut-off date for NOSCARTM audits?	Only the audit results from the period e.g. 1 April 2009 – 31 March 2010 will be considered for awards at the 2010 NOSCARTM banquet.

8	What happens if the company was only audited on 20 April 2010?	In that case the company results shall be entered into the next period i.e. 1 April 2010 – 31 March 2011 and be eligible for the 2011 NOSCAR banquet awards.
9	How long is the NOSCAR award valid for?	It is an award for a past achievement. However, the company may display the NOSCAR status on their HSE Performance NOSA board and fly the NOSCAR flag until the following NOSCAR Award banquet, subject to certain conditions.
10	What are these conditions that could affect the NOSCAR status of the NOSCAR company?	If the company experienced a fatality after the last grading audit, it should not display the NOSCAR status or the NOSCAR flag publically on the exterior of its premises. (The certificate and trophy may always be displayed inside the company premises). If the NOSCAR company loses its NOSCAR status through not achieving the required effort and experience at a NOSA grading audit it may not display the NOSCAR status or the NOSCAR flag publically on exterior of its premises. (The certificate and trophy may always be displayed inside the company premises).
11	Can the company still receive its NOSCAR award if it experiences a fatality a few days after a successful NOSCAR grading audit?	Yes - The company will still receive the award but NOSA would strongly discourage the company representative from publically walking up to collect the award at the award ceremony. We would rather slip the award to the company quietly.
12	What would happen if a company was successful at its 4th NOSCAR grading audit on 9 April 2009 but then fails to meet the requirements 12 months later at a grading audit that takes place on 8 April 2010?	The company should attend the May 2010 NOSCAR banquet and collect their NOSCAR trophy and certificate. However, the company should not display the NOSCAR status publically on the exterior of their premises because they lost that status at the last audit that took place on 8 April 2010. However, the company may always show their certificate and trophy to the rest of the World because that is an award for a past achievement.
13	So when should an existing NOSCAR company stop displaying the NOSCAR status publically on the exterior of their premises?	They should remove the NOSCAR status immediately after a work related fatality occurs. (In fact, it is a sign of respect to actually cover up their grading status immediately on their HSE Experience Grading Board). They should also remove their NOSCAR status as soon as it is confirmed that the company has failed to meet the NOSCAR effort and experience criteria at an official NOSA grading audit.
14	What exposure period should I use to calculate the incident frequencies?	Only use the 12 calendar months (or multiples thereof) immediately preceding the month of the audit. E.g. If the audit takes place in July, then your exposure period should be 1 July – 30 June.
15	How can a company regain its NOSCAR status after it has been lost?	The company can reschedule another full grading audit at the earliest opportunity afterwards when it feels that they will be able to meet the criteria again. If successful at that audit, then they will receive their NOSCAR award at the next NOSCAR banquet.
16	How many times can the company attempt to regain its NOSCAR status?	The company may attempt several further grading audits, however, it only has a 3 year window of opportunity to attain the criteria again through an official grading audit.
17	What will happen if a company gets its 8th NOSCAR in 2007, then does not meet the criteria in 2008, then attains the criteria again in 2009?	In this instance the company would not attend and receive the NOSCAR award at the banquet after the audit in 2008. However, the company would collect its 9th NOSCAR award at the banquet after its successful audit in 2009 again.

## 8. INDIVIDUAL PERFORMANCE RECOGNITION COMPETITION

### NOMINATION FORM

HEALTH AND SAFETY REPRESENTATIVE / HSE REPRESENTATIVE

TO BE USED BY CLIENTS IF THEY WISH TO NOMINATE INDIVIDUALS

FULL NAME OF NOMINATED INDIVIDUAL:	
------------------------------------	--

#### (Particulars of Nominated Company)

COMPANY NAME:	
PHYSICAL ADDRESS:	
POSTAL ADDRESS:	
CONTACT PERSON	
DESIGNATION	
E-MAIL ADDRESS:	
TELEPHONE NO:	
FAX NO:	
DATE OF LAST NOSA GRADING:	

#### APPENDIXES: (PLEASE ATTACH THE FOLLOWING DOCUMENTS)

- Appointment letter of the Health and Safety Representative
- Formal Training Certificate of the Health and Safety Representative
- Health and Safety Representative Inspection Register for the past twelve months
- Motivation for nomination (Describe why the individual's performance is considered in no more than 100 words)

---

#### FOR OFFICIAL USE:

Nomination Accepted:  Yes  No

Verified by Regional Manager: \_\_\_\_\_ Date: \_\_\_\_\_

## 9. INDIVIDUAL PERFORMANCE RECOGNITION COMPETITION

### NOMINATION FORM

TO BE USED BY CLIENTS IF THEY NOMINATE INDIVIDUALS

FULL NAME OF NOMINATED INDIVIDUAL:	
------------------------------------	--

**(Particulars of Nominated Company)**

COMPANY NAME:	
PHYSICAL ADDRESS:	
POSTAL ADDRESS:	
CONTACT PERSON	
DESIGNATION	
E-MAIL ADDRESS:	
TELEPHONE NO:	
FAX NO:	
DATE OF LAST NOSA GRADING:	

Competition Categories: (Please confirm your selection with an 'X')

1. RISK MANAGER – (FULL-TIME HSE FUNCTION)	
2. MANAGING DIRECTOR	
3. OCCUPATIONAL MEDICINE PRACTITIONER – DOCTOR (FULL TIME)	
4. OCCUPATIONAL HEALTH PRACTITIONER – NURSING SISTER (FULL TIME)	
5. OCCUPATIONAL HYGIENIST (IN-HOUSE FULL TIME)	
6. ENVIRONMENTAL CO-ORDINATOR	
7. CORPORATE GROUP RISK MANAGER	

### APPENDIXES: (PLEASE ATTACH THE FOLLOWING DOCUMENTS)

- Motivation for nomination (Describe why the individual's performance is considered in no more than 100 words)

**FOR OFFICIAL USE:**

Nomination Accepted:  Yes  No

Regional Manager : \_\_\_\_\_