

Criteria of the zero accident campaign project

On behalf of the Department of Labour Protection and Welfare, the Institute of Occupational Safety has organized a zero accident campaign project to reinforce the policy of the Ministry of Labour which aims to reduce the rate of work-related injuries of employees throughout the country. In recognition of the achievements, the Department of Labour Protection and Welfare has organized award presentation by the minister of the Ministry of Labour to all types of establishments and state enterprises by setting out various criteria, including information on work-related injuries and total work hours of all employees in an establishment and evidences of the conduct of occupational safety management activities.

a. Conditions for participation in the project

The establishment that desires to participate in the zero accident campaign project to receive recognition awards must be able to satisfy the following conditions:

1. Undertake occupational safety management with various activities relating to occupational safety, health and environment which are no less than the stipulation under the Ministerial Regulation Prescribing Occupational Safety, Health and Environment Administration and Management Standards B.E. 2549 (2006). In addition, work plan/ programs/ other relevant activities must be undertaken, such as safety promotion activities and fire prevention and control plan.

2. No employee had been involved in an accident causing an absence from work during the qualifying period of recognition awards.

3. The establishment can submit evidences of achievements to qualify for recognition awards retroactively but the last day of the qualifying period of recognition awards must not exceed one year after the application deadline.

4. Filing of application

4.1 The establishment is a single unit

The establishment submits an application at the provincial labour protection and welfare office/area office of labour protection and welfare work group in the vicinity of the establishment.

4.2 The establishment has branches/subsidiaries

4.2.1 If branches/subsidiaries have been registered, an application can be filed for each registered branch or all registered branches.

(1) If an application is filed separately for each branch, follow the step under 4.1.

(2) If an application is filed for all branches, filing must cover all branches. The head office must submit an application of all branches to the provincial labour protection and welfare office/ area office of labour protection and welfare work group in the vicinity of that particular branch. In addition, the head office must compile inspection results of each branch's workplace from provincial labour protection and welfare offices/ area offices of labour protection and welfare work group until the results of all branches are obtained before the head office will submit an application and evidences of inspection results of its branches to the provincial labour protection and welfare office/ area office of labour protection and welfare work group in the vicinity of the head office.

4.2.2 If branches or subsidiaries have not been registered, the establishment must submit an application by tallying work hours of employees, contractor/sub-contractor employees, and then the establishment must proceed according to 4.2.1 (2), except the subsidiary is a construction project, in such case such subsidiary can submit an application separately.

4.3 In case the establishment submits an application as a proprietor that administers contractual wages, it must file an application that covers all existing employees at the time of the filing of the application to participate in the project. The establishment must have occupational safety and health management and provide evidences from the Office of Workmen Compensation Fund or provincial social security office to attest that all employees working at various units filed /did not notify any injury report (if any injury was notified, employee's name and evidence stating incident date (day/month/year) and the date the employee returned to work must be provided).

b. Eligibility criteria of recognition awards

The establishment can apply for recognition awards when there was no accident causing an absence from work under the following criteria:

1. Establishment had no accident causing continuous absence from work in the previous year (less than 1,000,000 work hours of all employees). The counting can start at any point in time. A certificate at basic level will be awarded for recognition of the achievement.

2. Establishment had no accident causing continuous absence from work, ranging from 1,000,000-2,999,999 work hours of all employees. A bronze plaque award will be conferred for recognition of the achievement.

3. Establishment had no accident causing continuous absence from work, ranging from 3,000,000-9,999,999 work hours of all employees. A silver plaque award will be conferred for recognition of the achievement

4. Establishment had no accident causing continuous absence from work for at least 10,000,000 work hours of all employees. A gold plaque award will be conferred for recognition of the achievement.

5. Establishment under 1-3 that has received a certificate/ plaque award at each level for five consecutive years will be considered for an elevation of one level.

Starting from 2009, level advancement will be effective and such upgraded level will remain as long as the establishment implements this project on continual basis.

c. Application procedure for participation in the project by establishments

The establishment that desires to participate in the project to qualify for recognition awards shall follow the procedure below:

1. The employer or owner of the establishment that meets the above eligibility criteria shall fill out an application of the zero accident campaign project and affix his/her signature and company seal (if any) and enter a record of work hours during the qualifying period of recognition awards in a designated form.

2. Compile documentary evidences pertaining to the conduct of occupational safety, health and environment management in the establishment. Documentary evidences at least include:

- 2.1 Occupational safety, health and environment policy
- 2.2 A document stipulating roles and responsibilities relating to occupational safety of personnel at various levels in the establishment
- 2.3 Occupational safety, health and environment work plan
- 2.4 Appointment letter and a document stating names of the members of the occupational safety, health and environment committee
- 2.5 Minutes of meetings convened by the occupational safety, health and environment committee
- 2.6 Appointment of safety officers at various levels and full-time assignment of safety officers at advanced technical or professional level
- 2.7 Safety unit under direct supervision of top executives of the establishment (employees ≥ 200)
- 2.8 Program implementation report form of safety officers at technical or professional level
- 2.9 Occupational safety regulations and manual
- 2.10 Safe working procedure
- 2.11 Occupational safety inspection form
- 2.12 Other safety promotion activities e.g. 5 S activities, KYT activities, hazard warning sign campaign etc.
- 2.13 Fire prevention and control
 - Fire prevention and control in workplace
 - Basic fire-fighting training
 - Annual fire-fighting and evacuation drill

2.14 Occupational safety-related conducts that encompass contractors/sub-contractors and concerned parties

2.15 Others – specify (evidences required)

3. Documentary evidence stating that any injury report was/was not filed during the qualifying period of recognition awards at the Office of Workmen Compensation Fund or provincial social security office (if any injury was notified, employee's name and evidence stating incident date (day/month/ year) and the date the employee returned to work must be provided).

4. Submit an application and required documents stated in 1-3 to the provincial labour protection and welfare office or area office of labour protection and welfare work group in the vicinity of the establishment for a preliminary review by **29 May 2009**.

d. Review method for officials

The provincial labour protection and welfare office or area office of labour protection and welfare work group will screen and review all documents submitted by the establishment by following the review guideline below:

1. The establishment must not have any employee involving in an accident causing an absence from work during the qualifying period of recognition awards. A document attesting that any injury report was/was not filed from the Office of Workmen Compensation Fund or provincial social security offices of all employees will be provided. All employees include contractor/sub-contractor employees. (If any injury was notified, employee' name and evidence stating incident date (day/month/year) and the date the employee returned to work must be provided.)

2. The establishment must have occupational safety, health and environment management which, at a minimum, observes the details in the inspection form and/or exceeds the requirements with good quality.

3. A document showing work hours log table of employees similar to the designated format. The table is split into the establishment's employees and contractor/sub-contractor employees.

4. The officials from the provincial labour protection and welfare office/ area office of labour protection and welfare work group will inspect the workplace and record the findings in the workplace inspection form.

5. The provincial labour protection and welfare office/ area office of labour protection and welfare work group will report inspection results along with comments and submit the following documents:

5.1 Application

5.2 A document attesting that any injury report was/was not filed from the Office of Workmen Compensation Fund or provincial social security office (if any injury was notified, employee' name and evidence stating incident date (day/month/year) and the date the employee returned to work must be provided.)

5.3 Workplace inspection form

To the Institute of Occupational Safety by **Monday, 22 June 2009.**

6. The Institute of Occupational Safety will check the documents and evidences for correctness and completion before forwarding them to the Department for approval of award presentation to the establishment.

7. If required documents and evidences (stated in 5) are not correct and complete before the deadline, the Institute of Occupational Safety will refrain from proposing for approval of recognition awards for the establishment.

8. The Institute of Occupational Safety will notify the provincial labour protection and welfare office/ area office of labour protection and welfare work group of its deliberation on granting of award presentation so that the office can inform the establishment that passed the criteria.

e. Conditions that are key issues to be considered

1. Injury not causing an absence from work means **an injury that does not cause employee to have a lost workday** after an accident (not including the incident date and scheduled holidays of injured employee)

2. If the establishment that applied for a recognition award did not have any accident causing an absence of work and attained less than 1,000,000 work hours of all employees, a work period of no less than one year must be considered (such as applying for receiving a recognition award during 1 May 2008 – 30 April 2009 and so forth).

3. If the establishment that applies to participate in the project is a **state enterprise or government agency** does not have documentary evidence from the Office of Workmen Compensation Fund or provincial social security office, **a top executive or a designated person** of such agency must attest that no employee in his/her organization was involved in an accident causing an absence from work. In addition, if contractor/sub-contractor employees worked during the qualifying period of recognition awards, an evidence from the Office of Workmen Compensation Fund or provincial social security office must be provided to attest that any injury report was/was not filed. If any injury was notified, employees' names and evidence stating incident dates (day/month/year) and the dates when injured employees of all contractors/sub-contractors returned to work must be provided.

4. The **inspection of work hours log** of employees must be carried out carefully and the work hours log must include work hours of contractor/sub-contractor employees. An evidence from the Office of Workmen Compensation Fund or a provincial social security office must be provided to attest that no contractor/sub-contractor employee who worked in that establishment was involved in any accident causing an absence from work.

f. Award presentation

The Department of Labour Protection and Welfare will organize an award presentation ceremony where the establishments that passed the qualifying criteria at the level of bronze, silver and gold will be awarded with a plaque award signed by the minister of the Minister of Labour. The establishments that passed the qualifying criteria at basic level will receive a certificate signed by the minister of the Minister of Labour.

g. Level elevation

The establishment that has received the same category of recognition awards for five consecutive years will be considered for an elevation of one level up and such upgraded level will remain as long as the establishment implements this project on continual basis. The level advancement will be effective from 2009 onwards.