

# Waka Kotahi

## Rail Safety Award Application Form 2021

### Instructions:

1. The safety initiative could be related to a number of areas. For example, infrastructure improvement, rail vehicle improvement, safety systems development or enhancement, or culture/behaviour outcome related.
2. The safety initiative must have been implemented within the past 12 months
3. Complete your application by **either** (1) completing full details under each of the headings using this form, or (2) writing a separate submission using the 8 headings in this form.
4. Attach evidence to support your application. For example, photos, diagrams, risk assessment, details of any consultation with other parties (including members, employees, external parties such as local bodies & clubs) and peer/specialist reviews.
5. When completed email the application together with supporting evidence to:  
[ian.cotton@nzta.govt.nz](mailto:ian.cotton@nzta.govt.nz) by **5pm Sunday 25 April 2021**

Entries will be judged on the following criteria:

- The quality of the research or risk assessment that supported the initiative
- The robustness and completeness of other evidence supplied to support the initiative
- The overall attention to detail with developing & implementing the initiative.
- How outcomes are measured. i.e. how do you know that the initiative has been successful?

For further information please contact [ian.cotton@nzta.govt.nz](mailto:ian.cotton@nzta.govt.nz).

### Contact details:

Your Organisation:

#### Your name and contact details:

Name:

Email:

Phone:

**Verifying person** (someone within your organisation who can verify the initiative)

Name:

Email:

Phone:

**Please answer each of the following questions:**

**1. Initiative**

Describe your safety initiative. Note: you may also attach photos, video clips, along with any other relevant material.

When did you start work on this initiative?

(month) (year)

**2. Safety Need**

What was the safety issue identified within your organisation?

**3. Research**

Tell us about the research or risk analysis that was done in developing the initiative. Attach a copy of your risk assessment

**4. Achievement**

What has the initiative achieved for your organisation?

**5. Evaluation**

Tell us how you have evaluated the success of the initiative?

**6. Commitment**

How have you embedded the safety improvement in your organisation?

**7. Replicability**

How could the initiative be replicated throughout your organisation or the wider industry (i.e. shared with your peers) and/or potentially developed to meet future safety needs?

## 8. Sustainability

Tell us how you intend to sustain your safety initiative into the future?

The information contained in this application will remain confidential to Waka Kotahi and will be used in relation to determine the winner of the award. Waka Kotahi may use this information in subsequent publicity. Following completion of the award process the application and accompanying information will be managed in accordance with the Privacy Act 1993.

*I declare to the best of my knowledge that the information provided in this application is true and correct and I understand that if any false information or material is supplied that my application will be disqualified.*

Signature of Applicant:

Mark box in lieu of signature

Dated: