

## Minerva Canada's James Ham Safe Design Awards Contest

### **CRITERIA, CONTENTS, RULES & REGULATIONS**

#### 1. Selection Criteria:

- i) The submission must address a) An existing safety or health issue of significant concern to workers or b) A future scenario in which workers would be exposed to new health or safety risks.
- ii) The submission must address a) A physical object such as a device, machine or system, b) A process, or c) A tool or methodology.
- iii) The innovation must be an intrinsic part of the workplace. For example, if the submission addresses a modification to a physical object, then it must be shown that the modification cannot be isolated, removed or disabled.
- iv) The innovation must be able to be constructed without placing workers at risk.
- v) The innovation, when introduced to the workplace, must not increase the worker's risk associated with industrial disease, traumatic injury, or musculoskeletal injury. For example, if potential hazardous agents are introduced (i.e. noise or chemical agents) the submission must show that worker exposures are below acceptable levels.
- vi) It must be shown that the innovation is practicable. For example, a modification to a design must be shown to be economically feasible and implementable.
- vii) All criteria being met and all other features being equal, the winning submission will be the one that is deemed to have the greatest impact on incident reduction and greatest ease of implementation.

#### 2. Contents of Submission:

All the following categories of information must be completed for the application to be brought forward to the selection committee.

- (a) Name of student(s)
- (b) Name of Faculty sponsor member
- (c) Name of Canadian University or College, Faculty and Department

- (d) A summary of the project (no more than 5 pages) containing the following information:
- Explain what current or future health or safety problem this innovation addresses. Comment on the scope of the problem and its potential severity.
  - Explain how the design features of the project address these current or future problems.
  - Describe if the health and safety features have improved other aspects of the design and if so, how.
  - Explain why the design is considered practicable and can be implemented.
  - Describe if workplaces were involved in the creation or testing of this design and if so, how it was done.
  - Explain what type of risk analysis was conducted to ensure that this new design does not **a)** introduce new hazards into the workplace or **b)** expose workers to new risks and that the new design reduces or eliminates existing hazards and/or risks.
  - Signature(s) of student(s) and sponsor confirming the project to be original and the work of the student(s).

Supplementary information in the form of appendices may accompany the mandatory application requirements stated above. This information may include supporting documentation, risk assessment, diagrams, drawings and individual statements from the student(s) regarding occupational health and safety.

3. **To enter please e-mail your submission summary document and completed Official Entry Form to [minerva@safetymanagementeducation.com](mailto:minerva@safetymanagementeducation.com).** Any supplementary information and appendices too large to be sent by e-mail can be sent by mail or by courier to the following address:

**Minerva Canada Safety Management Education Inc.  
James Ham Safe Design Awards Contest  
5110 Creebank Road, Suite 300  
Mississauga, Ontario L4W 0A1**

Where more than one student has been involved in the creation of the submission:

- a) The submission must be clearly labeled “Team effort”
- b) The label must also include the name, mailing address and telephone number of at least one member of the team
- c) Each team member must complete the team submission information as part of the Official Entry Form and which must be included with the submission

For the purpose of these Rules & Regulations, each properly labeled submission accompanied by the completed Official Entry Forms and properly signed by the student(s) and sponsor shall be considered an entry.

Interested student(s) will advise Minerva Canada by February 2, 2018 of their intent to submit an application. A letter or e-mail ([minerva@safetymanagementeducation.com](mailto:minerva@safetymanagementeducation.com)) can be sent. To be eligible, your completed submission and entry form **must be received no later than April 16, 2018** at 5:00 p.m.

4. Enter as many projects as you wish, but each submission must have its own entry form. Minerva Canada is not responsible for entries, which are delayed, lost, misdirected, incomplete, damaged or destroyed. Any entry that is tampered with, unreadable or mutilated will be null and void. Minerva will keep all entries for future reference purposes. Minerva will advise you via e-mail that it has received your entry.
5. **Two prizes will be awarded in this contest. A prize of three thousand five hundred dollars (\$3,500) Canadian will be awarded to the first place entry. A prize of one thousand five hundred dollars (\$1,500) Canadian will be awarded to the second place entry.** Each individual or team member involved in the creation of a winning entry will be required to sign a standard declaration and release form confirming compliance with the contest rules, and acceptance of the prize as awarded by Minerva Canada within seven days of being notified that his/her entry has been selected. Each must also certify that the winning submission is original to the selected entrant or entrants and that Minerva Canada has an unrestricted right to use it for promotional purposes. In the case of a team effort, Minerva Canada shall divide the prize money equally among the number of team members shown on the entry form and issue a cheque for that amount to each member of the team.
6. A panel of judges chosen by Minerva Canada will judge entries. The decisions of the judges on all matters relating to the contest are final. Judging will take place by April 20, 2018. Each individual or a team member representative who submitted a winning entry will be notified in person, by telephone, e-mail, and/or mail that his/her entry has won, and the procedure to follow to claim the applicable prize. If Minerva Canada is unable to contact an individual or any of the team members by April 23, 2018 or if an individual or one or more team members declines the prize, the prize may be forfeited and awarded to another entry in accordance with these contest rules. If Minerva Canada does not receive entries of sufficient quality, Minerva Canada reserves the right not to award any or all of the prizes.
7. **This contest is open to full time, undergraduate university engineering students resident in Canada and full time college students enrolled in either an Engineering Technology program or an Occupational Health and Safety Program and who are resident in Canada. The contest is only open for Canadian universities and Colleges.** In the case of a team effort, each member of the team must be eligible to participate in this contest.
8. Your submission must be entirely your (or in the case of a team effort, your team's) own original creation and must not infringe upon or violate any laws or any rights of any third parties, including, but not limited to, such violations as infringement of copyright, patent, trademark, trade secret or other proprietary or property right, libel,

[MINERVA CANADA SAFETY MANAGEMENT EDUCATION INC.](http://www.safetymanagementeducation.com)

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Promoting Excellence in the Teaching of Health & Safety Management  
Global Partners of the R.W. Campbell Award and CEO Charter

defamation, violation of rights of privacy, publicity, personality or celebrity, or any contract right, or any other right of any individual, corporation or other entity. Entrants must obtain all necessary permissions, licenses, clearances, releases, waivers of moral rights and other approvals from third parties necessary to utilize the submission. Any and all such permissions, licenses, clearances, releases, waivers of moral rights and approvals must be provided to Minerva Canada upon its request.

9. By entering this contest, each entrant consents to the use, reproduction, publication, transmission and/or broadcasting of his/her name, address, likeness, school, age, and/or prize information, without compensation, in any Minerva Canada advertising, publicity or promotion, and/or for general news and information purposes. Winners consent to their photographs being taken by Minerva Canada for such use, without further compensation. Each entrant irrevocably and in perpetuity grants Minerva Canada, without compensation, the right to use the submission, in whole or in part, in any way, including without limitation, to reproduce, make derivatives, edit, modify, translate, distribute, transmit, publish, license and publicize the submission worldwide, by any means. Entrants retain all intellectual property rights to their official submission.
10. The chances of winning depend on the total number and quality of eligible entries received prior to the closing date.
11. If for any reason this contest is not capable of running as planned or if in the sole discretion of Minerva Canada the administration, security, fairness, integrity, or proper conduct of this contest is corrupted or adversely affected, Minerva reserves the right to cancel, terminate, modify or suspend the contest, including selecting a winner from previously received mail.

These rules are subject to change without notice for any reason including, without limitation, if necessary to comply with any applicable law or regulation. By entering this contest, entrants agree to abide by these contest rules and regulations and acknowledge that Minerva Canada shall not be responsible for any damages, costs, demands, claims or losses of any kind, made in connection with in respect of or arising out of this contest or the prizes, including without limitation, in connection with the development of the submissions. This contest shall be governed by and construed in accordance with the laws of the Province of Ontario and the federal laws of Canada applicable therein. These rules govern all aspects of the contest and are binding on all participants.