

1. DESCRIPTION OF THE AWARDS

The Convener ("Convener") of the *Australian First Aid Awards* is the APL Group Pty Ltd (ABN 69 006 928 810) which seeks to recognise Australia's workplace first aiders who have provided an outstanding resuscitation or first aid response, along with the invaluable contribution made by employers who strive to achieve a safer workplace through the provision of quality first aid facilities and training for their staff. There are five (5) Award categories:

- 1) Resuscitation Award
- 2) First Aid Excellence Award
- 3) SMB Employer First Aid Initiative Award
- 4) Enterprise Employer First Aid Initiative Award
- 5) Schools First Aid Initiative Award

1.1 The *Resuscitation Award* is for a First Aider who has responded to a cardiac or respiratory arrest event in a prehospital setting. To be considered for this award, the First Aider must have provided cardiopulmonary resuscitation and/or defibrillation to an unresponsive casualty who is not breathing normally prior to intervention by emergency medical services. Achievement of successful resuscitation of the casualty with return of spontaneous circulation prior to arrival of emergency medical services is not essential to consideration for this award.

1.2 The *First Aid Excellence Award* is for a First Aider who has provided an outstanding response to a major first aid event, including but not limited to severe asthma, anaphylaxis, hypoglycaemia, heart attack, envenomation, hypothermia, hyperthermia, seizure or significant trauma. The expected casualty outcomes for this award will vary according to the nature and severity of the illness or injury.

1.3 The *SMB Employer First Aid Initiative Award* is for the small to medium business employer who provides the most outstanding first aid training and equipment initiatives within their workplace or community.

1.4 The *Enterprise Employer First Aid Initiative Award* is for the large multi-site enterprise employer who provides the most outstanding first aid training and equipment initiatives within their organisation.

1.5 The *Schools First Aid Initiative Award* is for the school that provides the most outstanding first aid training and equipment initiatives for students, staff and visitors, including initiatives for provision of first aid capability in school excursions.

2. BINDING AGREEMENT

By submitting a nomination for the *Australian First Aid Awards*, the Nominator and the person or organisation entered ("Entrant") agree to be bound by the Terms and Conditions of Entry ("Terms") presented here.

3. NOMINATIONS

3.1 A Nominator cannot nominate themselves for an award.

3.2 All nominations are to be submitted online at www.australianfirstaid.com.au/nominate/. Any supporting documentation may be sent to awards@australianfirstaid.com.au with the award category and Entrant name in the email subject.

3.3 Only one nomination per Entrant will be accepted.

3.4 For awards described at 1.1 and 1.2, the emergency event must have occurred no earlier than 1st January 2018.

3.5 The names of patients/casualties must be omitted unless their signed consent has been obtained.

3.6 Commercially sensitive or confidential information should be sent separately from the nomination form to awards@australianfirstaid.com.au and should be clearly marked 'not for publication'.

3.7 Completed nominations for the 2019 Awards must be received no later than 5pm AEDT on Friday 15th March 2019.

3.8 The Nominator warrants that they have all necessary rights and permissions to nominate an Entrant, that the Entrant has consented to their nomination and that all information submitted is true and accurate.

4. ELIGIBILITY

4.1 The *Australian First Aid Awards* is open to individuals who are lay workplace First Aiders who have undertaken first aid training to enable them to provide a first aid response within their employer's workplace or school and to government, non-government and private organisations operating in Australia that have an Australian Business Number (ABN).

4.2 First Aiders who are professional or volunteer first responders with an emergency service organisation are not eligible to be nominated or receive an award.

4.3 Employees of the Convenor and their families are not eligible to be nominated or receive an award.

4.4 Organisations that are engaged in provision of healthcare products or services or healthcare education and licenced training partners of the Convenor are not eligible to be nominated or receive an award.

5. ASSESSMENT OF ENTRIES

- 5.1** All entries are assessed in accordance with the entry requirements as set out under these Terms.
- 5.2** The Award Winners will be selected at the end of an assessment process coordinated by the Convenor.
- 5.3** The assessment panel is coordinated by the Convenor at its absolute discretion. Members of the assessment panel must sign a confidentiality agreement and declare any conflict of interest and where any conflict of interest is identified must withdraw from deliberations concerning those entries.
- 5.4** The Convenor reserves the right to request additional information concerning any Entrant.
- 5.5** The Convenor reserves the right to refuse to accept any Entrant that does not comply with these Terms or that negatively impacts the integrity of the awards program.
- 5.6** The Convenor reserves the right to make no award for a category if the Entrants nominated do not meet the required standard for that category.
- 5.7** The Convenor's decision is final and the Convenor will not enter into correspondence regarding any award results.
- 5.8** The Award finalists will be notified prior to public announcement.

6. PRESENTATION AND PUBLICATION OF AWARDS

- 6.1** It is a condition of entry that individual Award finalists and at least two representatives from each finalist organisation attend the presentation of the 2019 *Australian First Aid Awards* to be held at the Pavilion, Arts Centre Melbourne on Friday 16 August 2019, starting at 6:30pm.
- 6.2** First Aiders who are successful in winning an award will each be presented with an individual trophy, a cheque for the sum of \$1,000, a First Aid Fast kit and a certificate displaying the recipient's name, the award name together with the *Australian First Aid Awards* logo, date of issue and signature of the Convenor's authorised officer.
- 6.3** Organisations that are successful in winning an award will be presented with a plaque that can be displayed in their workplace or school, a voucher for first aid training to the value of \$3,000, a First Aid Fast kit and a certificate displaying the organisation name, the award name, the *Australian First Aid Awards* logo, date of issue and signature of the Convenor's authorised officer.
- 6.4** Details of the award winners will be published on the *Australian First Aid Awards* website, including the winner's name, organisation and the award category.
- 6.5** It is a condition of entry that Award Winners are available for publicity opportunities, which may include advertising features and interviews with in-house or external print, digital or broadcast media.
- 6.6** The Convenor will launch a media campaign to publicise and promote the achievements of the winning organisations and individuals in order to inform, educate and inspire others.
- 6.7** Award Winners will have the right to use the award logo for the category won to publicise their achievement through their own marketing, advertising, social media and public relations activities.

7. PRIVACY

7.1 Information provided by Nominators or Entrants will be kept confidential and will only be used for the purposes of the *Australian First Aid Awards* program in accordance with the Convenor's Privacy Policy. Information will not be disclosed to third parties without the prior consent of the Entrant.

7.2 The names of patients/casualties must be omitted unless their signed consent has been obtained.

7.3 Any commercially sensitive or confidential information should be omitted from the body of the Nomination Form. Any relevant information that is commercially sensitive or confidential in nature must be submitted as a separate file and be clearly marked 'not for publication'. The Convenor agrees to keep this information confidential and to use it for assessment purposes only.

7.4 Entrant details will not be published unless selected as an award winner.

8 AWARD CANCELLATION

8.1 The Convenor may immediately rescind an Award by written notice where:

- a) The Convenor decides in its absolute discretion that the Award Winner has or will bring the Convenor or the *Australian First Aid Awards* program into disrepute; or
- b) The Award Winner is found to have provided false, misleading or inaccurate information.

8.2 On withdrawal of the award, the Award Winner must cease displaying and using the award logo and any information or other documentation associated with the award within 30 days of the award being rescinded.

9. GENERAL PROVISIONS

9.1 WAIVER

Failure or neglect by either party to enforce at any time any of the provisions of these Terms must not be construed or deemed to be a waiver of that party's rights under these Terms.

9.2 VARIATION TO TERMS

Terms and conditions may be amended, deleted or added to from time to time at the Convenor's discretion and these will be published on the *Australian First Aid Awards* website in a timely manner.

9.3 GOVERNING LAW

These Terms are governed by the laws of the state of Victoria, Australia and both parties submit to the non-exclusive jurisdiction of the Courts of Victoria.