

Staff Safety Awards – Information Sheet 2006

1. OVERVIEW

The UNSW Staff Safety Awards have been introduced in 2006 to promote and recognise Excellence, Innovation and Leadership in occupational health and safety (OHS) within the University.

In developing the Awards scheme the University has drawn heavily on the WorkCover NSW Safe Work Awards, and similar state and national safety awards. UNSW gratefully acknowledges the contribution of those external organisations.

2. SCOPE

This procedure applies to:

- Nominators of an individual employee or team for the UNSW Staff Safety Awards
- Staff members involved in the evaluation of nominations and selection of award winners
- Employees involved in the administration of the scheme

There are three categories of Staff Safety Award in 2006:

Category One: “Best solution to an identified workplace health and safety issue”

Individual employee, team or OHS Committee/ Representative who demonstrates excellence in developing and implementing a solution to an identified workplace health and safety issue within the University, for example a product solution, engineering innovation, training program or awareness-raising activity.

Category Two: “Best contribution by an employee, team or OHS Committee/Representative to workplace health and safety”

Individual employee, team or OHS Committee/ Representative whose contribution has made an exceptional difference to health and safety in their workplace.

Category Three: “Outstanding leadership in workplace health and safety by a manager or supervisor”

A supervisor or manager who demonstrates excellence in leadership and commitment to OHS and injury risk management performance, leading to continuous improvement in the workplace.

3. AWARDS AND PRIZES

Each award winner will receive:

- A certificate of recognition acknowledging their achievement and category of their Award and a permanent citation on the [UNSW Recognition Awards](#) website
- A \$2,000 cash prize (subject to income tax) - in the case of team awards, the prize money is to be divided amongst all eligible team members.

4. NOMINATION

4.1 Eligibility for nomination

- All UNSW staff (general and academic) including ADFA are eligible for nomination.
- Staff who receive an Award under this scheme are eligible for future award rounds as long as the evidence relied on in subsequent nominations is distinct from previous submissions.

4.2 Conditions of Nomination

- Nominations may be made by any staff member within UNSW or by external clients where appropriate.
- Self nominations by an individual employee or team are not permitted.
- The nomination must be in recognition of contribution and achievement which has occurred within the last 12 months or for sustained excellence in a particular category over a longer period of time.
- The primary nominator must inform the nominee's supervisor of the nomination. In addition the primary nominator must inform the nominee of the intended nomination.
- The nominee's supervisor will be required to endorse the nomination.

4.3 Nomination Categories

Category One: "Best solution to an identified workplace health and safety hazard"

The Nomination Statement (OHS646) must address the following five criteria:

1. A description of the hazard.
2. How the hazard was identified.
3. A description of the solution (How the hazard was eliminated or the risk minimised).

The *Occupational Health and Safety Regulation 2001* states that an employer must eliminate any reasonably foreseeable hazard and, if this is not practical, must control the risks. If elimination of the hazard is not possible, then the risk still exists and should be minimised by using the most effective method, in the following order:

- substituting the system of work or machinery with something safer,
- isolating the hazard,
- minimising the risk by introducing engineering controls (eg. guard rail, scaffolding),
- minimising the risk by adopting administrative controls (eg. warning signs, safe work practices),
- using personal protective equipment eg. safety glasses, ear muffs.

4. What consultation processes were used to develop the solution.
5. Describe the impact of the solution and the *potential* for future application:
 - In your work area,
 - Across UNSW.

Category Two: "Best contribution by an employee, team or OHS Committee/Representative to workplace health and safety"

The Nomination Statement (OHS646) must address the following five criteria:

1. The health and safety achievements/contributions.
2. How they were accomplished (including barriers and solutions).
3. How the improvements in health and safety performance were measured.
4. How the achievements/contributions go beyond their immediate responsibilities as employees.
5. What consultation processes were used to implement the achievements/contributions.

Category Three: “Outstanding leadership in workplace health and safety by a manager or supervisor”

The Nomination Statement (OHS646) must address the following three criteria:

1. How the supervisor/manager demonstrates commitment to best practice in OHS risk management.
2. Describe their exceptional leadership practice over and above normal standards (legislative requirements) in workplace safety.
3. How the key elements of the [UNSW OHS Management System](#) are integrated into the business unit's strategies and processes:
 - Commitment,
 - Planning,
 - Consultation,
 - Implementation,
 - Measurement,
 - Review and Improvement.

It should be noted that there is a higher level of expectation in respect of higher level positions because of the greater opportunities which exist for exercising initiative, use of resources and scope of the position.

4.4 Nomination Documentation

- Only fully completed nominations will be accepted. They must be presented in 1.5 line spacing and at least 11 point type.
- Nominations must include:
 1. The completed nomination form (OHS645) signed by all parties named on the form.
 2. The nomination statement (OHS646) should be completed by the nominee. It must address each of the criteria for the specific category of nomination and be no more than three A4 pages in total. Team nominations should briefly indicate the role of each team member in achieving the overall results.
 3. Two supporting statements (OHS647) of no more than one A4 page each should be completed by staff members endorsing the nomination.
- Additional supporting material (optional) of no more than four A4 pages should be supplied to assist in substantiating claims to the criteria for nomination. This could include, but is not limited to:
 - Photographs or documentary evidence (eg procedures) of OHS risk control measures in place,
 - Records of OHS consultation and reporting (eg meeting minutes),
 - Data on OHS incident reports and workers compensation claims,
 - An OHS audit report and record of corrective actions completed post-audit,
 - Any other evidence to support the nomination.

The web site <http://www.hr.unsw.edu.au/ohswc/safetyawards.html> contains template nomination documentation.

4.5 Submission of Nomination Documentation

One nominator should take responsibility for collating and submitting the nomination documentation. The completed nomination form, statements and all supporting material must be lodged with Human Resources, First Floor, the Chancellery by **Friday 22 December 2006**.

5. SELECTION

5.1 Conditions for Selection

- There will be one award per category
- Additional awards may be recommended if there are nominations with significant merit. No awards will be made if there are no nominations and/or nominations do not merit awards

5.2 Selection Committee

Award winners will be determined by a Selection Committee comprising the Chief Operating Officer (or nominee), the Director Human Resources (or nominee) and one other member with technical knowledge or expertise relating to the Award Categories (eg academic staff in a relevant discipline, OHS Committee Chairpersons, Human Resources staff).

In evaluating the nominations, committee members:

- Rely on the evidence provided in the nomination form and supporting documentation accompanying the nomination.
- Reserve the right to seek further clarification on the validity, accuracy and details of the nominations from the nominator; nominee/s; supervisor and/or other employees or students
- Disregard any previous unsuccessful nominations in making their decision;
- Take no account of the frequency or distribution of awards to particular Faculties/Divisions, units or groups;
- Ensure that any nomination(s) is/are not based on the same evidence as previous submissions;
- May choose to review previous years' submissions in circumstances where a particular nominee in one year is nominated in a subsequent year (if applicable).

6. AWARDS TIMELINE FOR 2006

14 Nov 2006

Call for Nominations: Human Resources (Organisational and Staff Development Services) will place a notice inviting nominations for the UNSW Staff Safety Awards on the UNSW Recognition Awards website and in the 'news@UNSW'.

22 Dec 2006

Deadline for submission of nominations: The primary nominator should complete the required nomination form (signed by all parties) and include the nomination statement and supporting statements from two staff members. Supporting material should also be submitted by this date.

Mid Jan 2007

Award Winner Selection: Evaluation of nominations and selection of final award winners

Jan / Feb 2007

Decision Announcement: All nominees informed of the outcomes of their nomination.

Feb UNSW News

Public announcements of Staff Safety Award Winners. Announcements will be made through *news@UNSW*, the UNSW Recognition Awards website and other appropriate methods.

Feb / Mar 2007

Awards Presentation

7. GENERAL INFORMATION

Information on the UNSW Staff Safety Awards can be found on the UNSW Human Resources website at <http://www.hr.unsw.edu.au/ohswc/safetyawards.html> .

General Information about other staff reward and recognition mechanisms at UNSW can be found on the Human Resources website at <http://www.hr.unsw.edu.au/osds/awards.html> .