WHS UNIT

WORKPLACE HEALTH AND SAFETY AWARDS GUIDELINES

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1. Introduction

The UOW Workplace Health and Safety Awards aim to raise awareness of Workplace Health and Safety (WHS) requirements at the University and encourage, recognise and celebrate staff making significant contributions to improve safety performance at UOW.

The awards will be presented to employees during Safe Work Australia month held in October. Awards will only be issued for nominations which demonstrate exceptional and outstanding achievements.

2. Scope / Purpose

The WHS Awards are open to all members of staff and postgraduate students as individuals or as a member of a team. Successful recipients of the WHS Awards may be approached by the chair of the awards panel to include their submission in an application to the WorkCover NSW SafeWork Awards.

3. Categories and Judging Criteria

3.1 Best solution for a Workplace Hazard – Individual or Team Award

This award recognises excellence in developing and implementing a solution to an identified health and safety issue. Entries may include a product or process based solution, engineering innovation, a training program, an awareness raising activity or other risk control measures that reduce the risk of work-related injury and illness.

Nominations will be required to:

- Outline the workplace health and safety issue and the solution implemented to improve the level of health and safety
- Outline how the solution was developed in consultation with others at UOW and, if appropriate, external organisations
- Describe the effectiveness of the solution in improving health and safety for the operations of the Unit, as well as broader application if applicable.

3.1.1 Judging Criteria

Nominations in this category will be evaluated on merit including:

- The effectiveness of the solution to eliminate or minimise the risk of injury according to the implementation of the hierarchy of control.
- How original and innovative the solution was to improve health and safety.
- Overall impact on health and safety performance at the University.

3.2 Best Team Contribution to Improving WHS - Team Award

This award recognises the establishment, improvement and/or maintenance of WHS practices by a team including research teams, units, working parties, focus groups or a team formed within or by workplace advisory committees. Up to 6 people will be considered for a team nomination.

Nominations will be required to:

- Outline the workplace health and safety initiatives that have been implemented in their area by the team
- Demonstrate the improvement in health and safety performance as a result of initiatives
- Outline the process/methods of consultation to engage others in health and safety initiatives.
3.2.1 Judging Criteria

Nominations in this category will be evaluated on merit including:

- The systematic approach to WHS management applied by the team
- The innovation and originality of health and safety initiatives implemented by the team
- Methods of consultation applied within the team to raise awareness on WHS issues
- Level of health and safety performance of the team.

3.3 Safety Leadership award - Individual award

This award recognises initiatives to establish improve, inspire and maintain best practice in health and safety by an employee, supervisor, head or manager.

Nominations will be required to:

- Outline the workplace health and safety initiatives that have been implemented by the individual
- List the individual's health and safety achievements/contributions and describe how they were accomplished
- Describe any barriers that were encountered during implementation of the safety achievements/contributions
- Provide details of the improvements in health and safety performance
- Describe how the individual's impact on health and safety management and performance was above and beyond their immediate field/area of responsibility
- Detail the communication and consultation processes used to implement safety achievements and contributions.

3.3.1 Judging Criteria

Nominations in this category will be evaluated on merit including:

- The potential for the individual's contribution to have broader application across the University
- Improvement of safety performance for the area.

4. Nominations

4.1 Nomination Forms

Nomination forms are available from the WHS website at UOW Safety Awards. An email inviting nominations will be sent to all staff, members of WHS Committee and WAC Chairs two months before Safe Work Australia week. Nominations may be submitted at any time and will close at the nominated closing date. Nominations will be accepted at any time up to the closing date.

4.2 Submissions

Completed nomination forms must be submitted by the due date as advertised on the intranet at UOW Safety Awards. Chairs of all Workplace Advisory Committees and members of the WHS committee will be invited to submit a nomination for the WHS Awards to the Safety Awards panel.

The Nomination process for the UOW Workplace Health and Safety Awards includes:

- Nomination by an individual with approval by supervisor, head of unit or other relevant person and endorsement by Dean/Director
- UOW Workplace Health And Safety Awards are open to UOW employees in permanent and limited term positions as well as postgraduate students but excludes members of the Senior executive, Deans and Directors
- Requirement that each submission is to address the relevant judging criteria as listed on the nomination form
- Previous award recipients are eligible to nominate providing the submission for subsequent nominations is distinct from all previous successful submissions
Judging criteria will be assessed based on work conducted over the previous 12 months (ending 30th June) or for sustained excellence in a category over a longer period of time.

Nominations are not encouraged for staff where formal recognition has already occurred for the achievements included in the submission which may include accelerated progression, promotion and reclassification, attraction or retention allowance or any other such acknowledgment. It should be noted that there is a higher expectation of achievement for higher level positions.

Nominations are to include:

1. The completed nomination form (PER-WHS-FRM-314) must be signed by the nominator, approver and endorsed by the Dean or Director.
2. The nomination statement should be completed and must address each of the selected criteria for the nominated category and be no more than an A4 page in total. Team nominations should briefly indicate the role of each team member in achieving the overall results.
3. A supporting statement, up to 2, of no more than one A4 page each should be completed by staff members endorsing the nomination.
4. Additional supporting material (optional) of no more than four A4 pages can be supplied to assist in verifying the judging criteria. This could include:
   - Photographs or documentary evidence (e.g., procedures) of WHS risk control measures in place.
   - Records of WHS consultation and reporting (e.g., meeting minutes).
   - Data on WHS incident reports and workers compensation claims.
   - An WHS audit report and record of corrective actions completed post-audit.
   - Any other evidence to support the nomination.

4.3 Procedure for submissions

The completed nomination form must be forwarded to the supervisor or Head of School/Unit for approval and include a statement of verification and general comments on the significance of the achievement/contribution to the unit and to UOW.

Once approved by the supervisor or Head of School/Unit, the nomination form must be endorsed by the Dean/Director and lodged with the WHS Unit by the closing date as listed at UOW Safety Awards.

Late or self nominations will not be accepted.

5. Selection and Notification

5.1 Safety Awards Panel

The WHS awards will be decided by the Safety Awards panel which will include:

- Senior Deputy Vice-Chancellor (Operations)
- Director, Human Resources;
- Manager, WHS Unit
- Chair, WHS Committee

The WHS Awards panel will be chaired by the Deputy Vice-Chancellor (Operations) and award recipients are to be endorsed by the Vice Chancellor.

5.2 Selection of Award Recipients

The Safety Awards panel will consider all nominations for awards and ensure that all nominations are evaluated fairly and equitably. No award may be allocated for a category where the panel considers that no entries of sufficient merit have been submitted. Each award will be evaluated according to the relevant judging criteria.
5.3 Award Prizes
Award prizes include $2,000 for each individual award and $5,000 for the team award. The amount of the award will be divided equally amongst nominated team members. Awards for highly commended submissions are able to be added at the discretion of the judging panel.

Award recipients will have the option of receiving the award in the form of an amount of money, as determined by the WHS Awards panel, or attendance at courses or conferences of their own choice, to the equivalent value. Consideration may also be given to using the award for payment towards the provision of equipment. All recipients will also receive a certificate of achievement.

The WHS Awards will be presented during Safe Work Australia month each year and recipients will be encouraged to attend the presentation.

6. Roles and Responsibilities
The UOW Workplace Safety Awards will be administered by the WHS Unit.

All nominees agree to allow access by the WHS Awards Panel to personnel and locations to verify the submission. Where required, confidentiality will be maintained to protect research interests.

Nominees may be requested to provide further evidence to substantiate their entries and, if requested, such evidence must be provided within the stipulated timeframe.

7. Related Documents
- Workplace Health and Safety Awards Nomination Form
- Rewards and Incentives for UOW staff
- Vice Chancellors Awards
- WorkCover NSW Safe Work Australia Awards

8. Version Control Table

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