1. Introduction

The University encourages and rewards outstanding health and safety leadership and performance by its staff through Faculty/Division Awards and the Vice-Chancellor’s Awards for Health and Safety Excellence.

2. Definitions

Nil

3. Procedure

3.1. Eligibility

i. The Vice-Chancellor's Awards for Health and Safety Excellence acknowledge and reward outstanding health and safety leadership and performance by University staff members.

ii. To be eligible for nomination for a Vice Chancellor’s Award for Health and Safety Excellence, nominees must be members of staff who are either ongoing or on a fixed term appointment normally greater than 12 months.

iii. Both individuals and teams/groups are eligible for nomination.

iv. Staff cannot be the recipient of an individual award in two consecutive years for the same or substantially similar achievement.

v. A team may consist of either a work unit team or individuals from different work units whose collaboration has produced an outstanding contribution.
vi. A team must consist of a staff member who can demonstrate their lead in the activity/project. The other team members must be identified and their critical contributions and role clearly stated.

vii. The Award recognises leadership and performance that exceeds what would be expected of staff in the normal performance of duties.

viii. Individual and team nominations must meet criteria #1 and team nominations must be able to demonstrate compliance with at least two of the criteria from the #2 list:

#1 An outstanding and exceptional initiative which has contributed to a safer and healthier environment for work and learning

#2 H&S committee meetings are held on schedule and actions arising are closed within timeframes;
#2 Safety inspections are conducted on schedule and corrective actions arising are closed on time;
#2 Chemwatch inventory completed and up to date;
#2 Hazard Registers for the team area are available and up to date;
#2 Standard Operating Procedures for the team tasks are available and up to date.

3.2. Nominations

i. Faculty and Divisions may submit up to 1 individual and 1 team nomination via email to HS-awards@newcastle.edu.au

ii For nominations to be valid they must be submitted by the Faculty /Division award committee and completed on the form provided

iii Nominations must also include a signature of endorsement from the nominee(s) Head of Faculty/Division

A nomination requires

1. a brief summary of the achievements that can be used as part of the citation if the nomination is successful (max 100 words)

2. a statement outlining the individual/group achievements and how this meets the nomination criteria (max 250 words)
3. a statement showing how the achievements align to NeW Directions Strategic Plan (max 100 words)
4. a statement outlining how the achievements demonstrate the behaviours within the Leadership Framework (max 100 words)

vii. Individual nominations must be endorsed by the nominee’s Head of Faculty/Division or equivalent. Where the nomination is for a team or group, the Head of each Faculty/Division or equivalent must endorse the nomination

3.3. Procedure

i. Faculties and Divisions will conduct their own award processes which will cascade up to nominations for the Vice-Chancellor’s Awards for Health and Safety Awards.

ii. The closing date for nominations for the Award will be advised via the University’s staff newsletter - In the Loop and via the Awards webpage.

iii. Completed nomination forms must be submitted via email in one PDF file to HS-awards@newcastle.edu.au by the closing date.

iv. Late or incomplete nominations will not be considered.

3.4. Selection Panel

i. Nominations will be judged by a selection committee comprised of the University of Newcastle Health and Safety Committee

ii. The UON Health and Safety Committee will evaluate the evidence in the documentation accompanying the nomination, to determine which nominee/s they would recommend receive awards.

iii. The recommendations from the UON Health and Safety Committee will be submitted to the Executive Committee for final approval.

3.5. Awards

i. The value of the Award will be:

   a. Faculties and Divisions will determine the Awards that their individual and team recipients receive
b. The VC’s Award for an individual will be $2000 (paid as salary or professional development)

c. The VC’s Award for a team will be $4000 (paid as salary or professional development);

   ii. Recipients will also receive an inscribed certificate.

   iii. Awards will be presented at an Annual Awards Ceremony.

4. Essential Supporting Documents

   • Vice-Chancellor’s Award for Professional Staff Excellence Nomination Form
   • Terms of Reference