



University of Otago

# Health, Safety and Well-Being Awards

## Award Terms

### INTRODUCTION

The *University of Otago Health, Safety and Well-Being Awards* are given by the University to individuals or teams to recognise their commitment to health, safety and well-being.

By recognising accomplishments in health, safety and well-being, the Health and Safety Compliance Office, in conjunction with the Chief Operating Officer and the Vice-Chancellor, seek to reinforce the importance of a safe work place.

Applications will be called for annually, but given the prestigious nature of the awards, the selection committee will reserve the right not to make an award in any one year if there are no candidates of sufficient merit.

The awards are to a maximum value as stated below, and must be used within one year, on a health, safety or well-being initiative or for domestic professional development, which is approved by the Chief Operating Officer as benefiting the University as well as the individual. Winners must be employed by the University at the time they take up their award.

The awards will be presented by the Vice-Chancellor at a ceremony.

### AWARDS

Category	Number	Value
University of Otago Health, Safety and Well-Being Award (Individual)	One	\$2,500
University of Otago Health, Safety and Well-Being Award (Team)	One	\$500 per person (maximum pool of \$4,000)

## CRITERIA

All team and individual award nominations will be ranked against the following set of criteria:

- contribution to outstanding, sustained health, safety and wellbeing excellence in alignment with the University's shared values – Manaakitanga/Respect, Pono/Integrity, Māhirahira/Curiosity and Whakawhanaungatanga/Community
- substantial change or improvement to a work practice that leads to better health, safety and wellbeing
- substantial change or improvement to a systemic health and safety issue
- finding and implementing innovative ways to get people involved and engaged with health, safety and wellbeing
- sustained excellence in health and safety compliance.

## ELIGIBILITY

Any individual or team who has contributed to making the University of Otago a safer place to work, live or study is eligible for the awards. The nominees must be employed by the University of Otago on a permanent contract.

## SELECTION COMMITTEE

The awards will be determined by a six-member committee comprising:

- the Vice-Chancellor or nominee (Chair)
- the Head of Health and Safety Compliance
- the professional staff representative on Council
- one academic staff member from Senate
- one professional staff representative from a service division
- one professional staff representative from an academic division.

Both professional staff representatives are to be nominated by the Head of Organisational Development and approved by the Vice-Chancellor or their nominee.

## NOMINATION PROCESS

Individuals or teams may be nominated by any staff member, but staff may not nominate themselves. Each submission requires two nominators, and should remain confidential to the nominators and those from whom they may seek supporting evidence.

Submissions must include:

- a completed nomination form
- a statement setting out why the team or individual deserve the award (maximum one page), with evidence supporting the statement (this could include reference to procedures, policy, articles, photos etc.)
- a letter of support from their line manager
- background and any other information which may aid in highlighting the impact the individual or team has had on health and safety.

## SELECTION PROCESS

1. The selection committee will rank the nominees from the written cases.
2. The appropriate HOD, manager, or supervisor will be asked to validate the top ranked nomination(s) in confidence, if required.
3. The awards will be offered in confidence to the top candidate(s). Should they decline the award will be offered to the remaining candidates in order of merit until an acceptance is received.
4. Nominees who do not win an award will receive a letter to acknowledge their nomination.

## PRESENTATION OF AWARDS

The awards will be presented by the Vice-Chancellor at a ceremony. This will be advised at the time the award winners are announced.

## RESPONSIBILITIES OF RECIPIENTS

The recipients of these awards are required to submit a brief report to the committee explaining how they have used the funding.

THIS UPDATE 10 September 2020

LAST UPDATE 17 September 2018