



UNIVERSITY  
OF WOLLONGONG  
AUSTRALIA

**UOW SAFE@WORK**

# KRISTY ADAMS AWARD FOR EXCELLENCE IN HEALTH AND SAFETY GUIDELINES

<b>Date approved:</b>	20 Mar 2017	<b>Date Policy will take effect:</b>	20 Mar 2017	<b>Date of Next Review:</b>	20 Mar 2020
<b>Approved by:</b>	Manager, Workplace Health and Safety				
<b>Custodian title &amp; e-mail address:</b>	WHS Manager, <a href="mailto:dsmith@uow.edu.au">dsmith@uow.edu.au</a>				
<b>Author:</b>	Manager, Workplace Health and Safety				
<b>Responsible Faculty/ Division &amp; Unit:</b>	Professional, Organisational & Development Services Human Resources Division				
<b>Supporting documents, procedures &amp; forms of this policy:</b>	Workplace Health and Safety Award Nomination Form HRD-WHS-FRM-314				
<b>References &amp; Legislation:</b>	Nil				
<b>Audience:</b>	Internal – UOW Staff Only				

## Contents

1	Introduction .....	3
2	Scope / Purpose .....	3
3	Judging Criteria .....	3
4	Nominations .....	3
	4.1 Submissions .....	3
5	Selection of Award Recipients .....	4
6	Roles and Responsibilities .....	4

# 1 Introduction

The Kristy Adams Award for Excellence in Health and Safety aims 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 award will be presented to employees, annually at the Vice-Chancellor's Awards for Excellence Ceremony. Awards will only be issued for nominations which demonstrate exceptional and outstanding achievements.

## 2 Scope / Purpose

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

## 3 Judging Criteria

The Kristy Adams Award will be for an outstanding success in the workplace in the 12 months preceding the closing date for nominations and will consider the outcome and impact of this contribution. The success must relate to the area of workplace health and safety. The selection criteria for this award include:

- excellence in developing and implementing a solution to an identified health and safety issue. Nominations may be for a product or process based solution, engineering innovation, a training program, an awareness raising activity or other control measures that reduce the risk of work-related injury and illness
- outstanding initiative in establishing, improving and/or maintaining practices of health and safety.
- overall outstanding achievement or success with demonstrated value in the area of workplace health and safety

## 4 Nominations

### 4.1 Submissions

Nomination forms are available from the Vice Chancellor's Awards webpage:

- nominations by individuals must be with the approval of a supervisor, head of unit or other relevant person and endorsed by the Dean/Director
- the Kristy Adams Award is 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
- 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 for the 12 months prior or for sustained excellence in a category over a longer period of time
- nominations may be submitted at any time up until the closing date as advertised
- late or self-nominations will not be accepted. Procedure for submissions

## 4.2 Procedure for submissions

The completed nomination form must be signed by the nominator, approver (supervisor or Head of School/Unit) and endorsed by the Dean or Director

The nomination statement should be completed and must address each of the criteria as outlined on the nomination form and be no more than one A4 page in total. Team nominations should briefly indicate the role of each team member in achieving the overall results and can include:

- up to 2 supporting statements, of no more than one A4 page each completed by staff endorsing the nomination
- additional supporting material (optional) of no more than four A4 pages can be provided 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
  - data on WHS incident reports and workers compensation claims
  - a WHS audit report and record of corrective actions completed post-audit
  - any other evidence to support the nomination.

The completed nomination form must be forwarded to [vc-awards@uow.edu.au](mailto:vc-awards@uow.edu.au).

## 5 Selection of Award Recipients

The successful recipient(s) of this award will be decided by a committee in accordance with the that determines the VC Award Guidelines.

The award's panel will consider all nominations for the award and ensure that all nominations are evaluated fairly and equitably. In making a decision the committee may interview relevant persons as necessary. The committee will make a recommendation to the Vice-Chancellor. All award recipients will be endorsed by the Vice-Chancellor. No appeal lies in result of either the committee's recommendations or the Vice-Chancellor's determination.

## 6 Roles and Responsibilities

The award will be administered by Professional, Organisational Development Services (PODS) Human Resources Division.

All nominees agree to allow access by the selection committee to personnel and locations to verify the nominations. 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 Version control

<b>Version Control</b>	<b>Date Released</b>	<b>Approved By</b>	<b>Amendment</b>
1	August 2009	WHS Manager	New version
2	August 2010	WHS Manager	Document updated to incorporate the Personnel name change to Human Resources Division.
3	August 2013	WHS Manager	Scheduled review – WHS terminology and minor editing changes.
4	February 2015	WHS Manager	Changes for inclusion of WHS Award in VC Awards
5	March 2017	WHS Manager	Minor updates and re-branding