



VICE-CHANCELLORS AWARD FOR WORKPLACE HEALTH AND SAFETY

NOMINATION PROCESS

The information regarding this award should be read in conjunction with the [Vice-Chancellor's Awards Guideline](#).

What is the Vice-Chancellor's Award for Workplace Health and Safety?

The UOW Workplace Health and Safety Award 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.

Who is eligible?

- This award is open to members of the academic and professional services staff, as an individual or a team (Note: Postgraduate students may be included as part of a team nomination).
- Members of the senior executive, Executive Deans and Directors are not eligible to be nominated for this Award.
- Staff must be employed either on a permanent basis or temporary contract of at least two years and must have been employed for a period of no less than 12 months prior to the date of nomination.
- Successful recipients of the WHS Award may be approached by the chair of the awards panel to include their submission in an application to the NSW SafeWork Awards.

UOW Values

The nomination must provide an overview on how the nominee reflects the [values](#) of the University. These values are as follows:

Intellectual openness

We are driven and determined, yet collegial and ethical in all that we do. We are always looking to serve our communities and share our knowledge and expertise with them for mutual betterment.

Excellence and dedication

We work tirelessly to excel in our research and education, and to address complex, real-world problems in partnership with our communities.

Empowerment and academic freedom

We celebrate the freedom to have different opinions and different ideas. We encourage the asking of difficult questions and discovery of innovative solutions.

Mutual respect and diversity

We aspire to set the standard for inclusiveness, diversity and equity. We welcome – and benefit from – the diversity of our communities within Australia and internationally. We will continue to champion Aboriginal and Torres Strait Islander Reconciliation.

Recognition and performance

We celebrate the hard work and dedication of our staff, and recognise and reward their achievements. We expect all our staff to meet the challenges of our changing world by seizing opportunities that deliver continuous improvement.

What is the Selection Criteria?

The Workplace Health and Safety 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 covers three categories and includes the following.

1. Best Solution for a Workplace Hazard

Recognition of excellence in developing and implementing a solution to an identified health and safety issue.

- Full description the workplace health and safety issue.
- Details of the solution implemented to address the issue and its effectiveness.
- The use of hierarchy of control in the development of the solution to eliminate or minimise risk of injury.
- Describe how the solution was developed in consultation with others at UOW and, if appropriate, external organisations.
- Details to demonstrate that the solution was original and/or innovative.
- Describes the impact of the solution on the overall operations of the unit and the university.
- List the potential for the solution to have broader application across the university.

2. Best Team Contribution to Improving Health and Safety

- Recognition of the establishment, improvement and/or maintenance of WHS practices by a team.
- Description of the systematic approach to WHS management applied by the team.
- Details of the innovative approach to health and safety initiatives implemented by the team.
- Methods of consultation applied within the team to raise awareness on WHS issues.
- Details of improvements to workplace health and safety performance for the team.

3. Safety Leadership Award

Recognition initiatives to establish, improve and maintain best practice in WHS by an employee, supervisor, head, manager, dean or director of people and/or facilities.

- An outline of the workplace health and safety initiatives that have been implemented by the individual.
- List of the individual's health and safety achievements/contributions and a description of how they were accomplished.
- Description of any barriers that were encountered during implementation.
- 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.
- Illustrate the potential for the individual's contribution to have broader application
- Evidence of the communication and consultation processes used to implement safety achievements/contributions

Please include all of the above details with the attached nomination, including statement of results/benefits, potential for use across UOW, application of hierarchy of control using the highest level of control practicable. Additional information may also be supplied including photos, documents, statements.

Factors taken into account when determining the recipients of the award will include:

- a. 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.
- b. outstanding initiative in establishing, improving and/or maintaining practices of health and safety.

- c. overall outstanding achievement or success with demonstrated value in the area of workplace health and safety.

How to nominate?

- A nomination is to be made by a single nominator.
- The nomination requires endorsement by the relevant Executive Dean/Executive Manager/Director of the nominee's business unit.
- Self-nominations are acceptable.
- The Nominator is required to provide a description of the achievement and address the nomination criteria, providing examples to support their claims. The Nominator will take responsibility for completion and submission of the nomination form to Human Resources by the due date.
- 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

Completed nominations should be sent to the vc-awards@uow.edu.au marked Confidential. For information about the awards and details about the nomination deadlines please refer to the [Vice-Chancellor's Awards webpage](#).



Vice-Chancellor's Award for Workplace Health and Safety

NOMINATION FORM

Please note the following standards

- The smallest acceptable text size is 11 pt. Handwritten applications will not be accepted.
- Page limits will be strictly enforced. Additional supporting material (optional) of no more than four A4 pages can be provided to assist in verifying the judging criteria. Additional pages that are not included in the list below will be removed prior to submission of documentation to the Selection Committee.
 - 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

Nominee Details (Individual or team leader):

Full name:	Position:
E-mail:	Location (if relevant):
Faculty/Division:	School/Unit:
Email:	Contact number:

Team Details (Not required for individual award nominations):

Full name	School/Unit	Faculty	Contact number

WHS Award Category

Identify which category this nomination relates to:

1. Best Solution for a Workplace Hazard Award	<input type="checkbox"/> Individual Award <input type="checkbox"/> Team Award
2. Best Team Contribution to Improving Health and Safety Award	<input type="checkbox"/> Team Award
3. Safety Leadership Award	<input type="checkbox"/> Individual Award

Office Use Only:

Application received	
Eligibility	
Start date of position	
Current level	
Further comments	

Description of the achievement (up to two A4 pages)

[Empty text area for description of achievement]

A large, empty rectangular box with a thin black border, occupying most of the page. This is likely a placeholder for a nomination or award details.

Reflection of UOW values (max 250 words)

How does the nominee reflect the values of the University?

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A brief summary of the achievement that can be used as the awards citation if the nomination is successful (max 100 words):

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Nominator:

Name:	Position:
Unit/School:	Faculty:
Contact number:	Email:

Executive Dean/Faculty Executive Manager/Director Endorsement:

Commentary on the significance of the achievement to the Unit/School/Faculty or University:	
I, _____, endorse this nomination for a Health and Safety Award.	
Faculty/Division:	Signature: