

Faculty of Science Excellence in Safety Award

TERMS OF REFERENCE

Overview

The Faculty of Science recognizes significant accomplishments promoting safety in the workplace (on- or off campus, including field schools, field work, special events, etc.), classroom instruction, or the development of safety awareness in trainees by presenting an annual award. In recognizing such accomplishments, the Faculty of Science aims to encourage, promote and develop workplace safety.

Each recipient or team of recipients will receive a commemorative certificate as well as a prize in accordance with University rules and regulations.

Criteria

The nominee or team must have demonstrated a high level of commitment to safety, as evidenced by impactful encouragement, development, and promotion of health and safety in the workplace. A strong nomination will be a concise presentation of a nominee or team's safety-related actions and activities, supported by documented evidence.

For a team nomination, the combined achievements arise from actions that are coordinated, cooperative, supportive, and effective; hence the group is able to accomplish significantly enhanced safety results.

Eligibility

This award is open to academic staff, graduate students, postdoctoral fellows, and employees in AUPE and MaPS employee groups, regardless of whether they are supported through operating or research/project funds. Nominees will normally be University of Calgary employees within the Faculty of Science at the time of nomination. An individual or team may not receive this award more than once per safety initiative.

Nomination and Selection Process

The nomination process is an open one (e.g., it is not departmentally based and there are no quotas). There will be a primary nominator (who should normally be a Faculty of Science employee or student) and at least two supporting nominators (who should normally be University of Calgary employees or students). For team nominations, a maximum of one of the supporting nominators may be part of the team. There is no requirement for the primary or supporting nominators to be the supervisor of the nominee. The deadline for receiving nomination packages will be determined annually by the Awards Committee.

Nomination Package

The intent of the nomination package is to provide the information necessary (as it specifically relates to the nomination) to allow for evidence-based decision-making.

Nomination Form

A simple (web) form that provides the names, positions, Department/unit affiliations, and email addresses of the nominee(s), the nominator, and the supporting nominators.

Nomination Letter

The nomination package will include a cover letter (of at most 4 pages) addressed to the Dean that summarizes the case, outlining the exceptional commitment to safety by the nominee or team, and describing how the nominee or team has promoted or developed safety mindedness in the workplace, with appropriate reference to the supporting documentation provided.

Supporting Evidence

Supporting evidence substantiating the commitment to the development and promotion of safety by the nominee or team, and may include, but is not limited to, the following:

- letters of support (from the supporting nominators);
- appropriate relevant documentation that helps demonstrate how the individual or team has implemented or promoted safety processes;
- unsolicited feedback (e.g. testimonials) showing evidence of positive experiences, outcomes and participation in relation to safety;
- other concrete evidence.

Selection Process

The adjudication of award nominations will be undertaken by an evaluation committee struck by the Awards Committee. The Awards Committee will issue an annual call for volunteers and/or nominations to serve on the evaluation committee. The membership of the evaluation committee will be reasonably representative of the employee groups and the safety community. The evaluation committee will make its recommendations to the Awards Committee.