

Award Terms

INTRODUCTION

The *University of Otago Health and Safety Initiative Awards* are given by the University to individuals or teams to recognise their commitment to health, safety and wellbeing.

By recognising accomplishments in health, safety and wellbeing, 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 workplace.

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 wellbeing 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 and Safety Initiative Award (Individual)	One	\$2,500
University of Otago Health and Safety Initiative Award (Team)	One	\$500 per person (maximum pool of \$4,000)

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 Director, Health, Safety and Wellbeing
- 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 6 August 2024

LAST UPDATE 10 September 2020