



## **CSSE 2018 Recognition of Excellence Awards Nomination Submission Guideline**

### **OVERVIEW**

Recognizing Excellence Among OHS Professionals Begins with You! The Canadian Society of Safety Engineering (CSSE) is made up of over 4,500 dedicated members who commit their days (and in many cases ...nights) to the protection of millions of Canadian workers. The CSSE Recognizing Excellence Awards program provides a framework to pay special recognition to the extraordinary efforts and achievements of CSSE members.

#### **Changes made in 2017:**

- Outstanding Service to CSSE (Volunteer of the Year) Award
- Outstanding Service to the Safety Profession (Safety Professional of the Year) Award
- New to the Safety Profession Award, which was introduced as an opportunity for new safety professionals to be recognized for their professional accomplishments within their Chapters and communities.

Every CSSE member knows someone that deserves to be recognized, whether it is a colleague, a friend, a mentor or an individual in the safety community that stands out above the rest.

**Nominations Deadline:** April 30, 2018

### **SURVEY QUESTIONS**

- In 2018 there is a unique survey for each of the following awards:
  - Outstanding Service to CSSE (Volunteer of the Year)  
\*This award does not include nominations from members, but rather from the Chapter and Regional Vice President, Awards Committee/Board level.
  - Outstanding Service to the Safety Profession (Safety Professional of the Year)
  - Outstanding Achievement
  - Special Project
  - New to the Safety Profession
- Below you will find some guidelines in responding to each section of the respective survey. The information below gives you an idea of what is being sought after in the responses.
- All survey questions are mandatory, with the exception of the inclusion of "additional information" at the end of the survey.

- There is a 500 word limit on each section response within the respective categories. If the responses are over the word limit you will be asked to edit your response prior to being able to submit your nomination.

## AWARD CATEGORIES

### Outstanding Service to CSSE (Volunteer of the Year)

The awards for Outstanding Service to CSSE (Volunteer of the Year) are presented to CSSE members who demonstrate their volunteer commitment to the CSSE at the chapter, regional and/or national levels.

For this award, Chapter Chairs or a Chapter Executive member submit nominations for the Chapter level; RVPs nominate for the Regional level; and the Awards Committee with select Board members nominate for the National level. **This award does not include nominations from members** and winners are not cascaded from the chapter to the national level. The lack of progression is to encourage nominations of volunteers at all levels of CSSE. Our volunteer leadership members (ex. Chapter Chairs, RVP, etc.) are in the best position to identify the individuals first to lend a hand or put in the extra effort needed to make CSSE a success at all levels.

### OUTSTANDING SERVICE TO THE SAFETY PROFESSION (SAFETY PROFESSIONAL OF THE YEAR)

The awards for Outstanding Service to the Safety Profession (Safety Professional of the Year) are given to CSSE members whose careers have been distinguished by a sustained commitment to excellence in the field of occupational health and safety, outside of the CSSE.

This is a progressive award that starts with winners in every chapter chosen by the Regional Vice Presidents from the nominations submitted. From the chapter winners the Awards Committee will elevate one winner in every region for the regional awards. From the regional award winners, the Awards Committee will select one applicant as the Safety Professional of the Year.

#### **Nominee Profile:**

Details on the nominee's professional career and how they have achieved a distinguished and sustained commitment to excellence in Occupational Health and Safety. It must include an established profile in the Health and Safety community. Demonstrated and sustained exceptional performance that consistently exceeds goals and work expectations in quantity and/or quality.

Evidence must include professional education/designations/degrees, continued education and number of years of service in the field.

#### **Professional Accomplishments:**

Details on accomplishments that promote public understanding of, interest in and support for health and safety. Examples may include innovation in program, project or policy development. Details on past awards/recognition should be given and volunteer activities should be highlighted.

Evidence must include non-CSSE activities, i.e. committee work, public speaking and other volunteer activities.

**Leadership:**

The nominee must set a high standard of integrity by leading through example and maintaining high personal standards.

Strong evidence of how the nominee fosters a supportive and collegial team environment, including motivating and inspiring others.

Leadership contributions by the nominee could be: leadership of a major conference, a major editorial contribution, or establishment of a new and successful business area or program for their workplace or volunteer organization.

Evidence to include both work and community involvement.

<b>OUTSTANDING ACHIEVEMENT</b>
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The awards for Outstanding Achievement are presented to a Professional or a Group for an outstanding achievement: possibly the development of a service; a training course; a tool; or an event – that advances the science or the profession. Winners of this award must demonstrate the impact their achievement has had on their profession, workplace, and/or the CSSE at a chapter, regional or national level. This is intended to recognize mostly a single accomplishment; though it could also recognize a group (not a person) who has demonstrated consistent outstanding achievements. These are awarded at the level (Chapter, Regional or National) according to the sphere of influence.

**Description of Achievement**

The scope of the work must demonstrate that the work, project, service, training course, tool or event is innovative and a forward thinking idea that supports the vision and mission of CSSE and advances the science or the profession.

**CSSE Mission:** To be the resource for professional development, knowledge and information exchange to our members, our profession and the Canadian Public.

**CSSE Vision:** CSSE shapes the safety profession in Canada by working collaboratively with its members and partners.

The work must clearly demonstrate improved service to employers, employees or the workplace that they serve. Details on the opportunity or challenge that the work/project/initiative was intended to address must be clearly outlined.

Evidence to include improvements to health and safety in general, innovation to workplace and benefits to company/organization/public.

### **Successes and Contributions to Health and Safety**

The work must clearly show that the work/project/initiative demonstrates a commitment to health and safety. The impact of their achievement must have proven results on their profession, workplace and/or CSSE at a Chapter, Regional or National level. It must be clear that the work demonstrates improvement to health and safety to the organization and/or the greater community.

Evidence to include proof or data, how it enhances health and safety in general and organizations or areas affected.

### **Leadership and Teamwork**

Strong leadership qualities must be evident. This may be achieved by demonstrating employee consultation, involvement, empowerment, recognition etc. Details of the communication and consultation process must be included.

Evidence to include type of communication was used, extent of teamwork, communication and consultation, whether goal achieved or expectations met, or going above and beyond goals or expectations.

### **Effective Performance**

Describe how the individual/group has impacted on health and safety management and performance was above and beyond their immediate field/area of responsibility.

Evidence to include how the work was effective, how it improved or enhanced safety, if goals were met or surpassed.

### **Results and Impact**

Details of the results and scope of impact must be evident. The impact of the work must have sustainable results that are measurable year over year.

Evidence to include leading/lagging indicators, benefits to organization, benefits to profession. Specific impact, number of people affected and duration of benefits to be included. How do the results:

- expand or elaborate upon core knowledge, skills, techniques; or
- ensure exposure to current arising trends and topics; or
- stimulate new thinking and approaches; or
- introduce new methods and tools; or

- improve collaboration between OHS professionals.

## SPECIAL PROJECT

The Special Project Awards are presented for a "one-time" Special Project that advances the profession, provides research and development opportunities, or promotes Health & Safety to the OH&S Community, Employers and / or the community at large. These are awarded at the level (Chapter, Regional or National) according to the sphere of influence of the Special Project.

### **Creativity/Innovation**

The project must be innovative and a forward thinking idea that supports the vision and mission of CSSE.

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**CSSE Vision:** CSSE shapes the safety profession in Canada by working collaboratively with its members and partners.

It must be clear that the project demonstrates improvement to the health and safety profession, to the organization and/or the greater community. The project must be innovative.

Evidence to include how it improved the health and safety profession, benefits to organization and to the public.

### **Project Description / Successes**

A brief description of the project demonstrates results and contributions leading to success.

Evidence to include leading/lagging indicators, benefits to organization, benefits to profession. Specific impact, number of people affected and duration of benefits to be included. How do the results:

- expand or elaborate upon core knowledge, skills, techniques; or
- ensure exposure to current arising trends and topics; or
- stimulate new thinking and approaches; or
- introduce new methods and tools; or
- improve collaboration between OHS professionals.

### **Organizational Abilities**

Project must include the development and implementation of a project using effective project management methodologies.

Evidence to include examples of the following:

- Organization/Prioritization
- Leadership
- Communications
- Problem Solving/Negotiation

### **Teamwork**

The project must demonstrate effective and cooperative team members and leader and/or exceptional leadership ability. Which positions in organization were engaged and breadth of involvement, as well as what communication measures were incorporated.

### **Effective Performance**

Demonstrated and sustained exceptional performance that consistently exceeded goals and work expectations in quantity and/or quality.

Evidence to include examples of objective measurements and how success achieved; were goals and expectations met or surpassed.

<b>NEW TO THE SAFETY PROFESSION</b>
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The New to the Safety Profession awards provides an opportunity for new safety professionals to be recognized for their professional accomplishments within their Chapters. Making great strides as a new professional in Health and Safety can be a challenge and CSSE would like to recognize the achievements of these individuals. Acknowledging new members who believe in their work is the intent of this award.

Applicants may nominate themselves for this award or be nominated by a peer or colleague. If not a self-nomination, the person submitting the nomination is advised to work in conjunction with the nominee. To be eligible for the New to the Safety Profession Award the following criteria must be met by the applicant:

- Must have a minimum of 2 years but under 5 years of safety work experience
- Must be a CSSE member in good standing
- Must have volunteered at the chapter level within CSSE, as well as outside of CSSE, i.e. workplace, local groups

**Documentation** (all documentation is mandatory and is to be emailed to [awards@csse.org](mailto:awards@csse.org))

Working with the nominee or your chapter please prepare the following documentation:

- Reference from nominee's current employer or client, i.e. highlighting exceptional leadership abilities, commitment to challenging status quo and going beyond what's asked expected of them. Approx. 200 words.

- A peer reference (i.e. workplace or CSSE chapter) highlighting nominee's experiential work and include any additional life, previous work or volunteer experience. Approx. 200 words.
- Personal statement from nominee, highlighting why they should be recognized, how they make a difference in the workplace, CSSE and the industry, their motivation and how they feel they are going "above and beyond" in both work and personal development. Max 300 words.
- A current resume.

To recognize members directly for their community involvement this new award is presented at the Chapter level. It presents a great opportunity for new safety professionals to engage with their Chapters about their professional accomplishments. The submissions will be reviewed by the Chapters and the Awards Committee, with the awarding of a certificate to Chapter level winners.

Any questions regarding your nomination or completion of the survey can be sent to Emily Rothwell, by email to [awards@csse.org](mailto:awards@csse.org) or by telephone at 416-646-1600, ext. 60.