



EXCELLENCE IN SAFETY & HEALTH AWARD

Nomination Packet

March 13, 2017 Deadline

The Oregon Safety & Health Section is excited to announce the nomination period for the second annual OFCA/SDIS Excellence in Safety & Health Award. This award will be presented at the Oregon Fire Chiefs Association spring conference and is presented by the OFCA and Special Districts Insurance Services (SDIS) Trust.

PURPOSE

The purpose of the Oregon Safety & Health Section Award program is to recognize significant contributions to the overall environment of health and safety in their own organizations and within the Oregon fire service.

EXCELLENCE IN SAFETY & HEALTH AWARD

The Excellence in Safety & Health Award recognizes an individual, program, or organization that has demonstrated a unique commitment to fire service health and safety. In 2017, one award will be presented in one of the following categories:

- Individual - in recognition of personal commitment and achievement in the area of safety and health. Individuals serving at any level within, or in partnership with, the Oregon fire service may be considered for this award.
- Organizational – in recognition for outstanding commitment or significant contribution in the area of fire service safety and health. Fire departments, public agencies, private companies, work groups (e.g., training division, safety committee) and other organizations that are affiliated with the Oregon fire service may be considered for this award.
- Program – in recognition of efforts locally or across Oregon that provide innovative or significant contributions to fire service safety and health. This recognition may be awarded to any program (public, private, or cross-sector partnership) affecting the safety and health of Oregon's fire service which involves the efforts of individuals from more two or more organizations.

NOMINATION GUIDELINES

The nomination application consists of the nomination form and narratives. See the following, for more information on each. In addition to the nomination form, you may also submit letters of support.

Nomination Form – Complete the nomination form with as much information as is available. Having complete information will help ensure we can follow-up as needed and make notifications to the award recipient and other nominees.

Nomination Form

Category of Nominee (check one):

☐ Individual

☐ Organization

☐ Program

Nominee Information:

Name (if Employee or Program): _____

Organization: _____

Address: _____

Phone: _____

E-mail: _____

Nominator Information:

☐ Use nominee information

Name: _____

Organization: _____

Address: _____

Phone: _____

E-mail: _____

Award Notification:

☐ Use nominee information

☐ Use submitter information

Does the nominee know that they
are being nominated for this award?

YES NO

I certify that the information contained within this nomination is true and accurate to the best of my knowledge.

Nominator's Signature/Title

Date

Narrative Responses – Provide detailed responses to the appropriate questions based on the category of nominee. **Limit of four (4) pages total.** Be sure to highlight the components of the activities that you feel make the individual, organization, or collaborative program unique, innovative, effective, or other traits that demonstrate why the nominee should receive the Excellence in Safety & Health award. **Place the nominee's name on the top of each page.**

Individual

1. Give a brief description of the nominee's role in his/her organization.
2. How does the nominee demonstrate leadership, passion, and/or dedication to safety and health?
3. Describe the activities the nominee has developed or implemented that improve occupational safety and health. Provide statistical information, publications, training and educational programs, research, procedures, etc., that the nominee created, designed, or improved.
4. List challenges, barriers and obstacles encountered and how they were overcome.

Organizational

1. What are the safety and health challenges that are unique to the nominee? Give examples of how the organization dealt with the challenges.
2. Describe the programs or activities the organization has in place to promote occupational safety and health?
3. Describe the organization's activities that improve occupational safety and health. Provide statistical information, publications, training and educational programs, research, procedures, etc., that the organization created, designed, or improved.
4. List challenges, barriers and obstacles encountered and how they were overcome.

Collaborative Program

1. What are the safety and health challenges of the Oregon fire service challenges the program was developed to address? Why and how were these challenges selected for the program?
2. Give examples of how the program works across organizations? Describe why these agencies are participating and the target audience of the program. Describe processes (e.g., communication) that made the collaboration effective.
3. Describe the activities of the program that improve occupational safety and health. Provide statistical information, publications, training and educational programs, research, procedures, etc., that the organization created, designed, or improved.
4. List challenges, barriers and obstacles encountered and how they were overcome.

SUBMISSION TIPS

Below are some tips to help with your submission.

1. Be sure to include all of the required items:

- ☐ Nomination Form
- ☐ Narrative Responses
- ☐ Letter(s) of support (optional)

2. Use examples

Being specific in your examples can help judges better understand your workplace and the people you are nominating. For instance, when you describe an individual as passionate or caring about safety, share how they may have demonstrated those qualities. Include enough information to allow judges to understand how and why your nominee is special. Back up claims with facts, examples, or challenges.

3. Enlist help

Another set of eyes can help ensure you are presenting information clearly and with enough detail.

SUBMITTAL

Send nomination package to Kelsey Jones via mail or email. All nominations must be received by **March 13, 2017**.

Kelsey Jones
OSHS Award
25030 SW Parkway Ave. Suite 330
Wilsonville, OR 97070

(888) 846-5741
kelsey@wfca.com

QUESTIONS?

Please contact Kelsey Jones at (888) 846-5741 or email kelsey@wfca.com.