HEALTH & SAFETY COMMITTEE
OPERATIONAL EXCELLENCE AWARD
Guidelines & Procedures

Overview and Eligibility
The Health & Safety Operational Excellence Award was established in 2012 and is presented to a mining operation engaged in exploration, mining and/or metallurgy. The Award recognizes operations that demonstrate improved health or safety performance as a result of (1) designing, launching, and tracking initiatives over at least the past five years or (2) maintaining programs for more than five years that require a considerable commitment of resources.

For consideration, operators must submit documentation that demonstrates their improved health or safety performance and describes the nature and level of effort associated with the initiative/program. Examples of supporting documentation include:
1. Days since last lost time or restricted duty injury
2. Total reportable incident frequency rate (TRIFR) ≤ 1.0
3. Incidence of reportable health outcomes over time
4. Self-reported survey data indicating improved confidence in critical competencies
5. Safety and health management systems
6. Engineering standards and practices
7. Risk management practices
8. Training and education module/curriculum
9. Emergency response practices
10. MSHA & OSHA compliance practices
11. Behavior optimization practices
12. Safety culture practice

*Please note: If your operation is selected as a finalist, additional supporting documentation may be requested. SME reserves the right to revoke the award prior to its presentation should the Health & Safety Award Sub-Committee determine honoree ineligibility subsequent to recipient notification.

SME reserves the right to highlight the awardees’ initiative/program and the associated successes in Mining Engineering or other promotional mediums to promote greater adoption of best practices among operators.

Timeline
The Award typically adheres to the following timeline:

<table>
<thead>
<tr>
<th>Due Date</th>
<th>Task</th>
</tr>
</thead>
<tbody>
<tr>
<td>April 1</td>
<td>Call for nominations</td>
</tr>
<tr>
<td>June 1</td>
<td>Nomination deadline</td>
</tr>
<tr>
<td>June 30</td>
<td>Committee chair provides qualified applications to members of committee</td>
</tr>
<tr>
<td>July 15</td>
<td>First round of voting complete; committee chair schedules conference call to discuss results (if needed)</td>
</tr>
<tr>
<td>July 25</td>
<td>Second round of voting complete (if needed)</td>
</tr>
<tr>
<td>August 1</td>
<td>Recipient name and citation provided to awards coordinator</td>
</tr>
<tr>
<td>September 15</td>
<td>Recipient is notified</td>
</tr>
<tr>
<td>Tuesday morning of the SME Annual Meeting</td>
<td>Award is presented</td>
</tr>
</tbody>
</table>
**Nominations**

Nominations for the Award should contain the following information:

1. Completed nomination form including demographic and contact information for the operation’s point-of-contact.
2. Documentation detailing improved safety or health performance (no longer than two pages).
3. Documentation detailing the nature and level of effort associated with the initiative/program (no longer than two pages).
4. Operation biography (no longer than one page).
5. How the nominee would like the operation to be named/referenced in the award citation if selected.

All nominations submitted will be considered active nominations for a period of three years. Nominations must be submitted online at www.smenet.org

**Administration**

The Award is administered by a subcommittee of SME’s Health & Safety Division under the direction of the SME Board of Directors. The Health & Safety Awards Sub-Committee members are selected annually by the Chair of the Health & Safety Division.

**Selection of Recipients**

Recipients of the Award shall be selected by a majority vote by the Committee of the Award, subject to the approval of the SME Board of Directors. The Award need not be presented in any given year if a suitable candidate is not agreed upon.

**Award**

The Award shall be {TBD}.

**Presentation of Award**

The Award will be presented at the Health and Safety Division’s annual breakfast held in conjunction with SME’s Annual Meeting.

**Funding**

All expenses incurred with respect of the Award shall be the financial responsibility of SME and the Health & Safety Committee. Travel to receive the award at SME’s annual meeting will be the responsibility of the awardee.

**Amendments**

These regulations may be amended by the Health & Safety Award Sub-Committee, subject to approval by the Health & Safety Division and the SME Board of Directors. Any such amendments must be reflected in all appropriate award documentation.

**Questions**

Questions may be directed to:
Awards Coordinator E-mail: awards@smenet.org or
SME Member Services Department Phone: 303-948-4200