

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/or tracking initiatives over at least the past three years *or* (2) maintaining programs for more than three years that require a considerable commitment of resources.

For consideration, operators should 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 may include

1. Self-reported survey data indicating improved confidence in critical competencies
2. Safety and health management systems
3. Engineering standards and practices
4. Risk management practices
5. Training and education module/curriculum
6. Emergency response practices
7. MSHA & OSHA compliance practices
8. Behavior optimization practices
9. 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:

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

Nominations	<p>Nominations for the Award should contain the following information:</p> <ol style="list-style-type: none"> 1. Completed nomination form including demographic and contact information for the operation's point-of-contact. 2. Documentation detailing improved safety or health initiative, program, or performance that is the focus of the nomination (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.
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All nominations submitted will be considered active nominations for a period of three years. Nominations must be submitted online at www.smenet.org

Administration	<p>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.</p>
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Selection of Recipients	<p>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.</p>
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Award	<p>The Award shall be {TBD}.</p>
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Presentation of Award	<p>The Award will be presented at the Health and Safety Division's annual breakfast held in conjunction with SME's Annual Meeting.</p>
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Funding	<p>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.</p>
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Amendments	<p>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.</p>
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Questions	<p>Questions may be directed to: Awards Coordinator E-mail: awards@smenet.org or SME Member Services Department Phone: 303-948-4200</p>
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