

HEALTH & SAFETY COMMITTEE

INDIVIDUAL EXCELLENCE AWARD

Guidelines and Procedures

OVERVIEW AND ELIGIBILITY

The Health & Safety Individual Excellence Award (H&S Award) was established in 2012 and is presented to a member of the industry who demonstrates outstanding dedication, leadership or heroism in exploration, mining and/or metallurgy occupational safety and health management.

Eligibility requirements for the Health & Safety Individual Excellence Award are as follows:

1. All nominees must be SME members in good standing
2. Equal consideration will be given to all nominees
3. Greatest emphasis will be given to those individuals whose work resulted in wholesale performance improvement within their company, or the industry, by virtue of their leadership, dedication and/or an act of heroism.
4. Must be actively employed in mining, metallurgy or exploration for the award year in question or be retired from the same.

TIMELINE

The Health & Safety Individual Excellence Award typically adheres to the following timeline:

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
SME Annual Conference & Expo	Award is presented

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NOMINATIONS	<p>Nominations for the Health & Safety Individual Excellence Award require the following information:</p> <ol style="list-style-type: none"> 1. Completed nomination form including demographic and contact information for both the nominee and the principal nominator. 2. Required: One letter of support detailing the nominee's qualification for the award. Should address qualities that are mentioned in the guidelines. Should focus on quality over quantity introducing the candidate to the committee (1 page). 3. Not required: Up to four additional letters emphasizing the candidates qualifications for the award. (quality over quantity) (1 page each). 4. Nominee's biography (2 page maximum). 5. Nominee's CV/resume (abbreviated version – 3 page maximum). 6. List of papers/publications (abbreviated version – 3 page maximum). 7. Appropriate award citation. <p>All nominations submitted will be considered active nominations for a period of three years. Nominations must be submitted in accordance with the guidelines provided on the award nomination form, which may be downloaded here: smenet.org/awards-recognition</p>
ADMINISTRATION	<p>The Health & Safety Individual Excellence 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 Subcommittee members are selected annually by the chair of the Health & Safety Committee.</p> <ul style="list-style-type: none"> • A minimum of three nominations need to be received and evaluated for each award in order to select a winner. • Current members of the SME Board of Directors, SME Division Executive Committees, Award Committees, or Foundation Board of Trustees are NOT eligible for any awards that they are responsible for approving during their term, with the exception of "past chair" recognitions. • No person is eligible to receive more than one SME or SME/AIME award in a single year.
SELECTION OF RECIPIENTS	<p>Recipients of the Health & Safety Individual Excellence Award shall be selected by a majority vote by the Award Committee, 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>
AWARD	<p>The Health & Safety Individual Excellence Award shall be recognized via certificate or plaque.</p>
PRESENTATION OF AWARD	<p>The Health & Safety Individual Excellence Award will be presented at SME's Health and Safety Division Breakfast held in conjunction with the SME Annual Conference & Expo.</p>
FUNDING	<p>All expenses incurred with respect to the Health & Safety Individual Excellence Award shall be the financial responsibility of SME and the Health & Safety Committee.</p>



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AMENDMENTS	These regulations may be amended by the Health & Safety Award Subcommittee, 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 Email: awards@smenet.org or SME Member Services Department Phone: 303-948-4200