

# HEALTH & SAFETY COMMITTEE

## OPERATIONAL EXCELLENCE AWARD

### Guidelines and 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 Subcommittee 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 Health & Safety Operational Excellence Award typically adheres to the following timeline:

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



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<b>NOMINATIONS</b>	<p>Nominations for the Health &amp; Safety Operational Excellence Award require the following information:</p> <ol style="list-style-type: none"> <li>1. Completed nomination form including demographic and contact information for the operation's point of contact.</li> <li>2. Documentation detailing improved safety or health initiative, program, or performance that is the focus of the nomination (no longer than two pages).</li> <li>3. Documentation detailing the nature and level of effort associated with the initiative/program (no longer than two pages).</li> <li>4. Operation biography (no longer than one page).</li> <li>5. How the nominee would like the operation to be named/referenced in the award citation if selected.</li> </ol> <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: <a href="http://smenet.org/awards-recognition">smenet.org/awards-recognition</a></p>
<b>ADMINISTRATION</b>	<p>The Health &amp; Safety Operational Excellence Award is administered by a subcommittee of SME's Health &amp; Safety Division under the direction of the SME Board of Directors. The Health &amp; Safety Awards Subcommittee members are selected annually by the Chair of the Health &amp; Safety Division.</p>
<b>SELECTION OF RECIPIENTS</b>	<p>Recipients of the Health &amp; Safety Operational 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>
<b>AWARD</b>	<p>The award is TBD.</p>
<b>PRESENTATION OF AWARD</b>	<p>The Health &amp; Safety Operational Excellence Award will be presented at the Health and Safety Division's annual breakfast held in conjunction with the SME Annual Conference &amp; Expo.</p>
<b>FUNDING</b>	<p>All expenses incurred with respect to the award shall be the financial responsibility of SME and the Health &amp; Safety Committee. Travel to receive the award at the SME Annual Conference &amp; Expo will be the responsibility of the awardee.</p>
<b>AMENDMENTS</b>	<p>These regulations may be amended by the Health &amp; Safety Award Subcommittee, subject to approval by the Health &amp; Safety Division and the SME Board of Directors. Any such amendments must be reflected in all appropriate award documentation.</p>
<b>QUESTIONS</b>	<p>Questions may be directed to:  Awards Coordinator Email: <a href="mailto:awards@smenet.org">awards@smenet.org</a> or  SME Member Services Department Phone: 303-948-4200</p>