

# 2023 NIH Mission First Safety Always Award Guidelines and Criteria

## General Guidelines

### **Nomination Period**

Nominations will be accepted from October 1 through December 31, 2023.

### **Submission**

Nominations may be submitted using the electronic 2023 NIH Mission First Safety Always Award

(MFSAA) Nomination Form found on the ORS/DOHS Intranet at

<https://ors.od.nih.gov/sr/dohs/Events/SafetyAwards/Pages/NIH-Mission-First,-Safety-Always.aspx>.

Staff without access to a computer may contact the MFSAA Committee at 301-451-3291 or in person in Building 13, Suite 3K04.

### **Nomination Process**

Any NIH employee may nominate NIH colleagues for the Mission First Safety Always Award.

- The response to each of the two (minimum) practical examples must be 100 words or less.
- The nominee can be any NIH employee, contractor, or special government employee.
- Self-nominations are not permitted for individual awards.
- Nominations submitted before and after these dates will not be considered.

Group nominations are limited to 20 individuals. Groups must include a minimum of one federal employee. Self-nominations are not permitted for group awards.

### **Justifications**

Describe how the nominee meets the selection criteria for the selected award category using specific examples of work performed during the calendar year 2023 (January – December 2023). The narrative must focus on the nominee's distinct contributions, including how they exceeded normal expectations and the specific impact of their contributions. Routine responsibilities should only be mentioned as they establish a context for the accomplishment cited. For group awards, the justification should include specific information on group's contribution and/or impact on the project.

### **Criteria**

Nominees must demonstrate safety leadership, with practical examples in two or more of the following areas:

1. Leadership attributes that set the nominee apart from his or her peers.
2. Initiating and/or leading a successful safety initiative.
3. Engaging peers and transforming the safety culture of the organization.
4. Promoting safety as an important part of your program.
5. Working to correct unsafe or unhealthful workplace conditions or hazards.

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### Selection Process

The Mission First Safety Always Award Committee will coordinate a nomination review panel. The panel is comprised of a chair and four members and is responsible for evaluating nominations and scoring each nominee.

### Selection Criteria and Description

1. Leadership attributes that set the nominee apart from his or her peers.
  - a. Provide practical example(s) of leadership attributes.
  - b. The narrative must focus on the nominee's distinct contributions, including how they exceeded normal expectations and the specific impact of their contributions.
  - c. Safety leadership is more than overseeing the general day-to-day of your organization's safety program. Leading is about influencing employees and colleagues to meet the goals of your organization and safely fulfill their roles. Attributes can be professional skills, areas of expertise, personal qualities, or any relevant and impressive accomplishments that demonstrate safety leadership.
2. Initiating and/or leading a successful safety initiative.
  - a. Provide practical example(s) of safety initiative(s) that had a significant impact.
  - b. The narrative must focus on the nominee's distinct contributions, including how they exceeded normal expectations and the specific impact of their contributions.
  - c. Safety initiatives refer to a situation or an employee's condition to not just simply work in a standard safety environment but are also contributing ideas and are proactive in increasing the standard of safety in their work environment.
3. Engaging peers and transforming the safety culture of the organization.
  - a. Provide practical example(s) of peer engagement.
  - b. The narrative must focus on the nominee's distinct contributions, including how they exceeded normal expectations and the specific impact of their contributions.
  - c. A safe work culture comes from everyone paying attention to the details of what goes on in the work environment and employees having the passion and energy to get involved and do something about what they see, hear and experience.
4. Promoting safety as an important part of your program.
  - a. Provide practical example(s) of nominee's role in promoting safety.
  - b. The narrative must focus on the nominee's distinct contributions, including how they exceeded normal expectations and the specific impact of their contributions.
  - c. Safety culture can be defined as the collection of the beliefs, perceptions and values that employees share in relation to risks within an organization, such as a workplace or community. Beyond individual responsibilities, a wider organizational vision can create a sense of bonding and common purpose among workers. When people understand that their actions can either hurt or protect other workers, there is generally a healthier workplace safety culture.
5. Working to correct unsafe or unhealthful workplace conditions or hazards.

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- a. Provide practical example(s) of unsafe or unhealthy conditions or hazards that were investigated and/or corrected due to nominee's actions.
- b. The narrative must focus on the nominee's distinct contributions, including how they exceeded normal expectations and the specific impact of their contributions.
- c. Unsafe conditions are hazardous physical conditions or circumstances which could directly lead to the occurrence of an accident/incident.