

BASES Safety Partnership Worker Recognition Program – Terms of Reference

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Purpose

The BASES Safety Partnership Worker Recognition Program aims to acknowledge and celebrate workers within the Safety Partnership tripartite who demonstrate exemplary commitment to workplace safety. This Terms of Reference document outlines the structure, criteria, and processes for the program.

Objectives

The Safety Partnership Worker Recognition Program Committee shall be responsible for establishing, reviewing, and updating the program as outlined:

Worker Recognition Program Guidelines

1. Eligibility Criteria:

- All full-time, part-time, and contracted workers who are employed within the Safety Partnership tripartite (consisting of local contracting companies, trade unions, and industrial organizations), are eligible for participation in the BASES Safety Partnership Worker Recognition Program.

2. Recognition Process:

- Recognitions can be submitted by any employee, supervisor, or manager within the Safety Partnership who witnesses exemplary safety behavior.
- Recognitions should highlight specific instances of safe practices, proactive safety measures, and contributions to safety improvement.
- Where possible, a photo of the worker being recognized should be submitted with the recognition form.
- Recognitions can be submitted through an online Worker Recognition Form - <https://wkf.ms/3sgUPmb>
- Recognized workers may be featured in Safety Partnership courses, bi-monthly BASES newsletter, and digital platforms, among other communication mediums.
- Workers who are recognized through this program could also be nominated to receive a Safety Partnership Worker Recognition Award at the annual BASES Health and Safety Forum.

3. Award Categories:

- **Safety Innovation:** Recognize workers that have come up with innovative safety solutions, such as new safety protocols, tools, or equipment that enhance workplace safety.

- **Safety Leadership & Mentoring:** Recognize workers who consistently prioritize and promote safety within their respective teams or departments.
- **Safety Intervention & Prevention:** Acknowledge workers who have identified and reported potential hazards in the workplace, contributing to proactive safety measures.
- **Safety Compliance:** Recognize workers for maintaining compliance with safety regulations and company policies.

Note: a full breakdown of the eligibility criteria can be found in the appendices A to D, at the end of this document.

4. Frequency of Safety Recognition Award:

- One worker per category will be recognized annually at the BASES Safety Partnership Health & Safety Forum.

5. Communication of Safety Recognitions and Awards:

- Nominees will be informed of their safety recognition award nomination via email.
- A tripartite-wide announcement will be made to celebrate the achievements of the nominated workers through email and BASES' social media platforms and newsletter.

6. Rewards and Prizes:

- Each recognized worker will receive:
 - A prominent safety-themed trophy
 - A personalized safety recognition certificate
 - Monetary prize/gift donated by Safety Partnership Member Companies

7. Review and Feedback:

- The Recognition Program will be periodically reviewed to ensure its alignment with safety goals and organizational objectives.
- Workers are encouraged to provide feedback on safety practices and suggest improvements to enhance the program's effectiveness.

Participants

Annually, a Safety Partnership Worker Recognition Awards Committee shall be established, consisting of:

- Two contractor representatives
- Two owner/operator (plants) representatives
- Two trades union representatives
- Two BASES representatives

The Awards Committee is responsible for reviewing nominations and selecting recipients for each award category. Selections shall be based on consistent commitment to safety, innovative safety solutions, and the nominee's overall safety record.

Terms of Reference

The BASES Communications and Engagement Coordinator shall ensure that written Terms of Reference are developed and implemented to guide and govern the function of the BASES

Safety Partnership Worker Recognition Program and that these Terms of Reference are reviewed annually.

Orientation

The BASES Communications and Engagement Coordinator shall ensure that every new member of the Committee receives proper orientation training in relation to the BASES Safety Partnership Worker Recognition Program, its purpose and functions, Terms of Reference, and their overall involvement and expectations.

Coordination

The Committee will select a chairperson to lead the group, by a majority vote amongst members. The BASES Manager of Instruction and Accreditation, with the assistance of the BASES Communications and Engagement Coordinator, has the authority to ensure alignment of the BASES Safety Partnership Worker Recognition Program's operational activities towards the Safety Partnership's goals and objectives.

Communications

The BASES Communications and Engagement Coordinator will be the principal authority establishing communication updates with various groups and working towards achieving the strategic aims of the BASES Safety Partnership.

Accountability

The committee representatives will serve for 2-year terms, with a staggered rotation to facilitate the transfer of historical knowledge to new members who join the committee each year. This rotation system aims to maintain continuity while also infusing fresh insights into the committee's decision-making process. The committee will be accountable to the BASES Safety Partnership and take direction from them regarding the Committee's goals and objectives each year. Updates should be provided to the BASES Safety Partnership at regularly scheduled meetings.

Worker Recognition Program Meetings

Frequency – Commitment from Tri-Partite Representatives to meet yearly, and as necessary if/when the need arises.

Meeting Schedule - The BASES Communications and Engagement Coordinator shall confirm scheduled subsequent meeting dates, and/or reschedule meetings due to

unforeseen circumstances, in a timely manner that will not have a negative effect on the progress of the Committees' overall goals and objectives.

Agendas - An agenda is to be prepared by the BASES Communications and Engagement Coordinator for distribution at least one week prior to the meeting. Anyone who would like to contribute information or suggestions to the meeting agenda should do so at least one week prior to the meeting. Urgent agenda items may be tabled during a "round table" discussion at the end of each meeting.

Quorum - At least one representative from each Tri-Partite group must be present to pass motions. Committee members who will not be able to attend a meeting should notify the Chairperson in advance, so that the meeting can be rescheduled if quorum is not achievable.

Minutes and records - Minutes of meetings provide a written record of activities and can track the progress of Committee actions. A copy of the minutes will be kept in the BASES Safety Partnership Worker Recognition Program Microsoft Teams file.

Distribution list - The BASES Communications and Engagement Coordinator shall ensure the circulation of minutes and copies of any pertinent reports or information to the following:

- Worker Recognition Program permanent file.
- Every member of the Committee.
- Any other group deemed appropriate by the Committee.

Confidentiality of Information

BASES Safety Partnership Worker Recognition Program Committee members are required to keep sensitive information shared with the committee confidential. For the committee to function properly, all parties must confidently trust that information shared with the committee will not be improperly handled or shared. A Confidentiality agreement must be reviewed and agreed to by all committee members. Infractions of the agreement shall be investigated and enforced by the BASES General Manager with the assistance of the BASES Board of Directors.

Consensus

Consensus will be the guiding principle in every debate, as committee members strive to reach practical and feasible solutions that have, as their goal, the well-being and security of the Safety Partnership.

Conflict Resolution

The committee Chairperson will strive to ensure that members always work cooperatively, and if necessary, will address unacceptable behaviour. At times, however, the committee may face issues that polarize members, such that consensus is impossible to achieve. The Chairperson may call for a vote, in which case advance notice of the vote will be put on the agenda and distributed to Committee members. Issues requiring immediate resolution will be sent via email using an anonymous digital platform to cast a vote. Issues not requiring immediate resolution will be voted on at the next regularly scheduled meeting. After the issue is resolved, the issue should not be debated further within the Committee unless the circumstances that started the conflict change significantly and may require intervention from the BASES General Manager and/or BASES Board of Directors.

Resources

The Chairperson shall consult with Committee members to determine what resources should be provided to ensure the optimal performance of the committee and its members.

Expected Outcomes

The program aims to enhance community connections, facilitate continuous improvement, and strengthen collaboration within the tripartite.

This document serves as a comprehensive guide for the BASES Safety Partnership Worker Recognition Program, outlining its purpose, structure, processes, and expectations for all involved parties.

Appendix A – Safety Innovation Award Criteria

The Safety Partnerships Safety Innovation Award recognizes and celebrates workers' innovative safety solutions. These criteria aim to capture the various aspects of recognizing innovative safety solutions that have a substantial positive impact on workplace safety while also considering the practicality and sustainability of implementation. The key criteria and considerations for recognizing workers for this award are:

1. **Originality:** The safety solution demonstrates a unique and creative approach to addressing a specific safety challenge or concern.
2. **Impact on Safety:** The innovation significantly enhances workplace safety by reducing the risk of accidents, incidents, or injuries.
3. **Effectiveness:** The safety solution is proven to be effective in practice, either through testing, data analysis, or successful implementation.
4. **Feasibility:** The innovation is practical and feasible to implement within the organization's resources, constraints, and operational requirements.
5. **Applicability:** The innovation can be applied across relevant departments or areas within the organization, addressing a broader safety concern.
6. **Adaptability:** The safety solution is adaptable to changing circumstances or future safety challenges, demonstrating a forward-thinking approach.
7. **Collaboration:** The innovation encourages collaboration among different teams, departments, or stakeholders to promote a holistic safety approach.
8. **Sustainability:** The safety solution promotes long-term safety improvements and aligns with the organization's overall safety strategy.
9. **Leadership Support:** The innovation has gained recognition and support from organizational leadership, showcasing its significance.
10. **Continuous Improvement:** The safety solution demonstrates a commitment to ongoing improvement and refinement based on feedback and real-world experience.

Appendix B – Safety Leadership & Mentoring Award Criteria

The Safety Partnership’s Safety Leadership & Mentoring award recognizes individuals who embody a commitment to safety leadership and mentorship, positively influencing their teams and creating a safer and more aware workplace culture. The key criteria and considerations for recognizing workers for this award are:

1. **Commitment to Safety:** The nominee demonstrates unwavering dedication to safety principles and practices, serving as a role model for colleagues.
2. **Safety Advocacy:** The nominee actively advocates for safety protocols, policies, and initiatives to ensure a safer work environment.
3. **Behavioral Example:** The nominee consistently adheres to safety guidelines in their own actions, setting a positive example for others to follow.
4. **Effective Communication:** The nominee effectively communicates safety expectations, concerns, and best practices to team members, fostering understanding and awareness.
5. **Empowerment:** The nominee empowers team members to voice safety concerns and actively engages in open dialogue to address them.
6. **Mentorship:** The nominee serves as a mentor to guide and support colleagues in adopting safe practices, sharing knowledge and experiences.
7. **Positive Influence:** The nominee's leadership style positively influences team members to prioritize safety as an integral part of their work.
8. **Feedback Reception:** The nominee encourages and welcomes feedback from team members regarding safety concerns, showing responsiveness.
9. **Safety Culture Enhancement:** The nominee's efforts contribute to fostering a strong safety culture within their team or department.
10. **Recognition of Others:** The nominee acknowledges and celebrates the safety contributions of team members, enhancing a sense of collective responsibility.
11. **Overall Impact:** The nominee's leadership and mentoring efforts contribute significantly to a safer work environment and the overall success of the organization.

Appendix C – Intervention & Prevention Award Criteria

The Safety Partnership’s Intervention & Prevention award recognizes individuals who proactively contribute to workplace safety by identifying and reporting potential hazards, contributing to a culture of proactive prevention and improved safety measures. The key criteria and considerations for recognizing workers for this award are:

1. **Hazard Identification:** The nominee consistently demonstrates a keen ability to identify potential hazards or unsafe conditions within the workplace.
2. **Timely Reporting:** The nominee promptly reports identified hazards to the appropriate channels, ensuring that corrective actions can be taken swiftly.
3. **Proactive Mindset:** The nominee consistently exhibits a proactive approach to safety, actively seeking out potential risks before they escalate.
4. **Thoroughness:** The nominee provides detailed and accurate information about identified hazards, aiding in effective risk assessment.
5. **Frequency of Reporting:** The nominee's consistent reporting of hazards showcases their commitment to maintaining a safe work environment.
6. **Risk Communication:** The nominee effectively communicates hazards to relevant teams or individuals, facilitating collective awareness and response.
7. **Documentation:** The nominee maintains a record of reported hazards, actions taken, and outcomes, demonstrating their proactive contribution.
8. **Feedback Loop:** The nominee seeks feedback on reported hazards and actions taken, showing a commitment to continuous improvement.
9. **Root Cause Analysis:** The nominee demonstrates the ability to delve into the underlying causes of hazards, aiding in effective preventive strategies.
10. **Positive Influence:** The nominee's interventions and preventive actions positively influence the overall safety consciousness of the workplace.
11. **Risk Mitigation:** The nominee's actions result in tangible risk reduction or elimination, contributing to a safer work environment.

Appendix D – Safety Compliance Award Criteria

The Safety Partnership's Safety Compliance Award acknowledges individuals who exhibit exemplary adherence to safety regulations and standards, fostering a culture of compliance and ensuring the highest level of safety within the workplace. The following criteria outline the essential elements for recognizing individuals for this prestigious award:

1. **Adherence to Regulations:** The nominee consistently complies with all relevant safety regulations, standards, and protocols applicable to their role and work environment.
2. **Regulatory Knowledge:** The nominee demonstrates a deep understanding of safety regulations pertinent to their job function, staying abreast of updates and changes in regulatory requirements.
3. **Proactive Compliance:** The nominee takes proactive measures to ensure compliance with safety regulations, actively seeking clarification or guidance when necessary.
4. **Documentation Accuracy:** The nominee maintains accurate and up-to-date documentation of safety-related activities, including training records, inspections, and incident reports.

5. **Safety Audits and Inspections:** The nominee participates actively in safety audits and inspections, ensuring that all areas of non-compliance are promptly identified and addressed.
6. **Corrective Actions:** The nominee promptly implements corrective actions to address identified safety deficiencies or non-compliance issues, prioritizing the safety of all personnel.
7. **Training and Education:** The nominee invests in ongoing safety training and education for themselves and their colleagues, promoting a culture of continuous learning and improvement.
8. **Role Modeling Compliance:** The nominee serves as a role model for compliance with safety regulations, inspiring others to prioritize safety in their daily activities.
9. **Incident Response:** The nominee demonstrates proficiency in responding to safety incidents, following established protocols and procedures to mitigate risks and ensure the safety of all involved parties.
10. **Innovation in Compliance:** The nominee identifies opportunities for innovation in compliance practices, streamlining processes and enhancing overall effectiveness while maintaining regulatory standards.
11. **Ethical Conduct:** The nominee upholds the highest standards of ethical conduct in all safety-related activities, prioritizing the well-being of individuals and the integrity of safety practices.
12. **Continuous Improvement:** The nominee actively seeks feedback and opportunities for improvement in safety compliance processes, contributing to the ongoing enhancement of the organization's safety culture.

Rev. Date	Rev. No.	Reason	Description	Reviser	Approver
0	0	New Committee	Required a Terms of Reference Document for this new committee.	S.Butterfield	S.Butterfield