Safety Recognition – Special Mention Form

Use this form if there is a staff individual or team who you wish to recognise for demonstrating proactive safety behaviours, and to be specially mentioned in the monthly Safety Newsletter or in special events such as Safety & Wellbeing Month.

Ensure that you seek permission from the individual or team and that their manager is aware of the special mention in university-wide communication channels.

1. Name of staff (individual or team) who you wish to recognise and be specially mentioned.
2. Which one of the categories below did the individual or team achieve?

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| Category | Proactive Safety Behaviour |
| Taking action to prevent incidents, injuries and near misses | Individuals who proactively take action to prevent incidents, injuries and near misses from occurring or stop unsafety practices.  Some examples of this focus behaviour include but are not limited to:  • Self-reported safety hazard resulting in prevention of an incident.  • Rapid response to a near miss resulting in containment of an area. |
| Shift in trend | A group / school / unit who actively works to achieve a shift in trend.  Some examples of this focus behaviour include but are not limited to:  • >95% completion rates of mandatory training modules  • 100% completion rates of H&S Induction Form (HS006)  • A reporting trend where hazard and near miss reporting is increased  • >95% completion of actions within agreed time-frames as per Health & Safety Plans. |
| Innovation | A group / school / unit or individual who introduces an innovation that matures UNSW’s capability in safety.  Some examples of this focus behaviour include but are not limited to:  • Wearable technology that can be used to monitor worker safety and provide accurate risk assessment data.  • Virtual reality trainingused to provide immersive training experiences of hazardous situations that allow staff to learn and practice safety protocols in a controlled environment. |
| Improvement in safety knowledge or resources | A group / school / unit or individual who introduces new and improved safety resources and / or information, or go above and beyond in knowledge sharing.  Some examples of this focus behaviour include but are not limited to:  • Creation of new knowledge that advances a Community of Practice.  • Development of a new training program that helps reduce injury rates. |

1. Describe the proactive safety behaviour that the individual or team demonstrated and the impact or improvement on safety culture:
2. Your name and contact details.

*(After completing this form please email it to:* [*safety@unsw.edu.au*](mailto:safety@unsw.edu.au) *A member of the Safety Programs team will be in touch with you).*