



# AIOH Celebration of Achievement Award Guidance and Criteria

Association number: A0017462L

ABN: 50 423 289 752

Policy number:

Approved by Council: 15<sup>th</sup> October 2020

Scheduled review date: 2025

Prepared by: AIOH, Inc.

## 1.0 INTRODUCTION

The *AIOH Celebration of Achievement Award* was established to recognise the considerable contribution made by a member to the development of the Institute and the practice of occupational hygiene.

This Award is managed by the current Council on behalf of the AIOH and its members.

## 2.0 AWARD CRITERIA

*The AIOH Celebration of Achievement Award* aims to recognise members who have made a significant contribution to promoting the practice of occupational hygiene. Overall, the nominee should be seen as being held in high regard by the profession and have contributed to AIOH activities. For example:

- Promoted the practice of occupational hygiene at a high level in their employment activities and to the community at large;
- Influenced the membership by direct or indirect guidance and or mentoring;
- Provided inspiration to the emerging generation of occupational hygienists; and
- Involved in the development of services to members.

## 3.0 SELECTION CRITERIA

The following selection criteria should be used to prepare the award application and its assessment by Council.

In considering a nomination, Council should satisfy itself that the member has met the following criteria:

- I. A period of consistent engagement in the implementation of a successful occupational hygiene programs and or strategies.
- II. A period of consistent service to the Institute and its membership. This is best represented in part by:
  - Being a member of the Council and or Committees; and/or
  - Assisting in the delivery of conferences and local meeting groups; and/or
  - Being a mentor formally or through informal networks; and/or
  - Development of services to members; and/or
  - Providing guidance and assistance to others in the occupational hygiene field.
- III. The promotion of occupational hygiene practice and outcomes to the community in general.

In considering such service, Council is to determine if the service resulted in significant outcomes.

## 4.0 NOMINATION AND SELECTION PROCESS

In July - August the AIOH Council is to consider if any action will be taken in relation to the *AIOH Celebration of Achievement Award* for the current year.

If Council decides to proceed, it shall form a working group of Full and or Fellow members and seek advice from this working group as to a suitable nominee for the *AIOH Celebration of Achievement Award*.

### **Nomination –**

The working party should complete the pro-forma “AIOH Celebration of Achievement Award Nomination Form” (see Appendix). The AIOH office can be requested to provide the member’s AIOH service record.

### **Selection –**

The working party should submit recommended nominations for the award to Council by early October to allow Council adequate time for consideration.

The award shall be made by the unanimous decision of Council.

## 5.0 CONFLICT OF INTEREST

The *AIOH Conflict of Interest Policy* shall apply in relation to this award. Where Council or a working group member has a conflict of interest in relation to nomination, assessment or selection for this award, they shall comply fully with the requirements of the *AIOH Conflict of Interest Policy*.

## 6.0 NOTIFICATION

The Secretary shall acknowledge in writing all nominations from the working group, and present these to Council in October.

Where a nomination is unsuccessful, the Secretary shall inform the working party who submitted the nomination.

If the nomination is successful, the result must be kept confidential until it is announced during the awards ceremony at the annual conference dinner.

The President shall personally notify the award recipient prior to conference to enable them to attend the conference dinner and receive their award.

## 7.0 CONFIDENTIALITY

It is critical to the integrity of the Award that the nomination, assessment, selection and notification process remain strictly confidential.

A person being nominated for this award must not be approached for information or advised of his or her nomination at any stage.

The information provided to support the nomination of an individual will only be used to assist Council to consider the merits of the nomination. Council and working group discussions, notes and associated minutes regarding this award shall remain confidential.

# APPENDIX

## NOMINATION FORM AIOH CELEBRATION OF ACHIEVEMENT AWARD

Please complete this form and submit via email to the AIOH Secretary on [secretary@aioh.org.au](mailto:secretary@aioh.org.au). The email should be marked confidential and include a copy of the nominees' resume.

NOMINEE (full name): .....

### AIOH MEMBERSHIP

Commenced .....

Grade & progression/date.....

Grade & progression/date.....

Grade & progression/date.....

Certification Yes/No Certification period (insert dates) ..... to .....

Retired status Yes/No Retirement date .....

### CONTRIBUTION to AIOH ACTIVITIES (position titles/descriptions and dates of service)

Council.....

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Committee(s) .....

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Conference Committee(s) .....

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AIOH Activities or Projects .....

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### PROFESSIONAL EXPERIENCE (attach additional details if required)

1. Employer .....

Position .....

Employment period in OH practice .....

Examples of implementation of successfully OH programs/strategies

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2. Employer .....

Position .....

Employment period in OH practice .....

Examples of implementation of successfully OH programs/strategies

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**GUIDANCE/ASSISTANCE/MENTORING OF OTHERS IN THE OH FIELD** (provide brief details)

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**PROMOTION OF OCCUPATIONAL HYGIENE PRACTICE TO THE COMMUNITY** (provide brief details)

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**OTHER INFORMATION IN SUPPORT OF THE NOMINATION** (provide brief details)

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**WORKING GROUP CONTACTS** (name, mobile number, email)

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**SUBMISSION DATE** .....

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