



Safety Partnership

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 to:

- Recognize workers who demonstrate safety excellence through judgment, leadership, and proactive intervention
- Encourage continuous improvement and shared learning across the tripartite
- Foster trust between industry, workers, and the community
- Highlight practical examples of safety excellence that can be applied across workplaces

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 recognition.

2. Recognition Process:

- Nominations may be submitted by any employee, supervisor, or manager within the Safety Partnership.
- Submissions should describe specific tasks or situations, the hazards involved, and the actions taken by the nominee to manage risk safely. Where possible, a photo of the worker being recognized should be submitted.
- Nominations 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 other communication platforms.
- 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:



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- **Safety Excellence:** Recognizes individuals who demonstrate safety excellence by applying sound judgment, accountability, and proactive risk management beyond baseline compliance expectations. This category focuses on how safety standards are applied in real-world conditions rather than routine adherence alone.
- **Safety Leadership & Mentoring:** Honours individuals who foster a strong safety culture through leadership, mentoring, and engagement.
- **Safety Intervention & Prevention:** Celebrates individuals who proactively identify hazards and intervene to prevent incidents or near misses.
- **Mental Wellness:** Recognizes individuals who actively contribute to a psychologically safe and supportive workplace. Nominees demonstrate care, awareness, and leadership by promoting respectful interactions, addressing psychosocial hazards, and taking actions that support mental health, well-being, and safe work environments where workers feel comfortable speaking up, asking for help, and raising safety concerns without fear of stigma or reprisal.

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

4. Frequency of Awards:

- 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 safety-themed trophy
 - A safety recognition certificate
 - \$100 VISA gift card or equivalent

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.

Selection & Scoring Process

- The Committee recognizes that many nominations will meet high safety standards.
- Selection focuses on relative safety excellence, emphasizing judgment, discretion, and impact beyond what would normally be expected for the task.
- For each award category, Committee members will independently rank nominations from strongest (favourite) to least strong.



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- Rankings must be unique (no ties).
- Rankings will be aggregated, and the nomination with the lowest total ranking score will be selected as the award recipient.
- Where rankings are closely grouped, the Committee may conduct a focused discussion and final vote between top-ranked submissions.

Key Consideration for Excellence

In determining rankings, Committee members will consider:

- Whether the nominee demonstrated safety judgment beyond standard expectations
- Whether the nominee identified or managed risks not explicitly addressed by procedures
- Whether their actions meaningfully reduced risk to themselves or others
- Whether the job outcome would likely have been less safe without the nominee's intervention

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.

Terms of Reference

The BASES Communications Advisor is responsible for ensuring these Terms of Reference are developed, implemented, and reviewed annually.

Orientation

All new Committee members will receive orientation on the program purpose, evaluation process, Terms of Reference, and expectations.

Communications

The BASES Communications Advisor serves as the principal authority for program communications and updates.

Meetings

- Frequency – annually, and as required.



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- Meeting Schedule - The BASES Communications Advisor 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 - distributed at least one week in advance
- Quorum - At least one representative from each tripartite group.
- Minutes and records - Minutes will be taken, distributed with the committee, and stored in the BASES Microsoft Teams file.

Confidentiality of Information

BASES Safety Partnership Worker Recognition Program Committee members are required to keep sensitive information shared with the committee confidential.

Consensus and Conflict Resolution

Consensus is the preferred decision-making approach. Where consensus cannot be reached, the BASES Communications Advisor may call for a vote, following established procedures.

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 Excellence Award Criteria

The Safety Partnership's Safety Excellence Award recognizes individuals who go beyond baseline compliance by actively identifying risks, strengthening controls, and demonstrating sound safety judgment in real-world conditions. This may include the use of innovative ideas, tools, or approaches that improve safety outcomes, particularly where workers adapt, improve, or create solutions to manage risk more effectively. Submissions should highlight how the nominee made deliberate safety decisions, added protective measures beyond minimum requirements, or paused or adapted work to prevent harm. Strong nominations demonstrate how the nominee's actions contributed to risk reduction, protected others, and reinforced a culture of accountability and continuous safety improvement through practical, worker-led examples.

The key criteria and considerations for recognizing workers for this award are:



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1. Proactive identification and management of safety risks, including adapting or improving controls where needed
2. Effective application of safe work practices and controls, including practical or innovative approaches that strengthen safety outcomes
3. Demonstrated personal accountability for safety, particularly in situations involving elevated risk, change, or uncertainty
4. Clarity and strength of the safety example, showing how the nominee went beyond expected safety practices through sound judgment, added protections, or innovative problem-solving to reduce risk

Appendix B – Safety Leadership & Mentoring Award Criteria

The Safety Partnership's Safety Leadership & Mentoring award honours individuals who exemplify outstanding leadership in fostering a strong safety culture. Nominees should highlight their commitment to mentoring and empowering others, ensuring safety remains a core value. They must demonstrate how their leadership has inspired positive change, improved safety awareness, or enhanced engagement in workplace safety. Furthermore, nominees should showcase examples of mentorship programs, training initiatives, or advocacy efforts that promote safety excellence.

The key criteria and considerations for recognizing workers for this award are:

1. Demonstrated commitment to mentoring and leadership in safety
2. Evidence of safety culture improvements influenced by leadership
3. Engagement and participation in safety initiatives
4. Examples of training, mentorship, or advocacy programs that promote safety

Appendix C – Intervention & Prevention Award Criteria

The Safety Partnership's Intervention & Prevention award celebrates individuals who take proactive measures to prevent workplace incidents. Nominees should demonstrate effective intervention strategies that address potential hazards before they lead to incidents. They must highlight a commitment to hazard identification, risk assessment, and preventive measures that have successfully minimized injuries or near misses. Additionally, nominees should showcase data-driven safety improvements, involvement in prevention efforts, and innovative approaches to workplace hazard mitigation.



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The key criteria and considerations for recognizing workers for this award are:

1. Proactive approach to hazard identification and risk mitigation
2. Evidence of successful prevention strategies reducing workplace incidents
3. Involvement and participation in prevention efforts
4. Use of data, audits, or other tools to improve workplace safety

Appendix D – Mental Wellness Award Criteria

The Safety Partnership’s Mental Wellness Award recognizes individuals who actively contribute to a psychologically safe and supportive workplace. Nominees demonstrate care, awareness, and accountability by identifying and addressing psychosocial hazards, supporting mental health and well-being, and fostering respectful environments where workers feel safe to speak up, ask for help, and raise concerns without fear of stigma or reprisal.

The key criteria and considerations for recognizing workers for this award are:

1. Recognition and response to psychosocial hazards that may impact worker well-being or safe performance
2. Actions that promote psychological safety, respect, and open communication in the workplace
3. Demonstrated support for coworkers through empathetic, respectful, or preventative actions
4. Strength and clarity of the psychological safety example described in the submission, showing meaningful impact beyond baseline expectations

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
12-Feb-25	1	Update award definitions and criteria based on feedback from 2024 selection committee	Category definition & award criteria updates	T Krull	S Butterfield
26-Jan-26	2	Update award definitions and criteria based on feedback from 2025 selection committee	Renamed the Safety Compliance award to Safety Excellence Added 5 th award category for Mental Wellness Replaced 1-5 scale with ranking system Minor language refinements across TOR	T Krull	