



## **NATIONAL SAFETY COUNCIL DISTINGUISHED SERVICE TO SAFETY AWARD GUIDELINES**

The Distinguished Service to Safety Award (DSSA) is the most prestigious award given to individuals by the National Safety Council in recognition of outstanding service and contribution in the field of safety. Nominees are accepted from two sources: 1) NSC Divisions and 2) Members of NSC Board of Directors, Board of Delegates and/or Executive Staff. The level of excellence appropriate for this award requires quality assurance in both meaning and administration. The Board of Directors' Awards Committee has established the following guidelines to facilitate the nomination process for this award program.

**Purpose:** The purpose of the DSSA is to recognize the outstanding contributions of individuals in the field of safety and/or who have expended considerable efforts through service within a Board, Division, Section, Committee or Key Initiative of the National Safety Council. The award should also inspire others to expend the time and effort necessary to accomplish such contributions.

**Scope:** The DSSA is designed to reward those individuals who have had a sustained impact on the safety movement on a local, national, or international scope. The nature of the contribution should reflect exceptional service resulting in more effective or increased levels of injury and/or illness prevention, or assistance in furtherance of those goals. This may also include advancement of safety theory and research.

**Eligibility:** To be eligible for nomination, the nominee must have at least one of the following:

- Made an impact on safety movement (international, national or local)
- Made a significant contribution to safety through volunteerism in a National Safety Council Board, Division, Section, Committee and/or Key Initiative
- Made significant and outstanding contributions to safety
- Made an outstanding contribution to the NSC mission and the safety movement
- as an NSC employee

**Criteria:** The criteria to be used in evaluating nominations may include, but not be limited to:

- Scope of the activity
- Impact of the activities
- Leadership and long-term dedication to injury and illness prevention
- Professional affiliation and recognition
- Degree of involvement with program and/or project activities of a Board,
- Division, Section, Committee or Key Initiative of the National Safety Council
- Business, community or other distinguishing efforts that merit consideration

All criteria must be supported with metrics and appropriate documentation.  
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**Recipient:** The nature of the contributions implied by the DSSA limits a single individual to receiving this award only once in his or her lifetime. This restriction is not intended to limit the breadth of contributions that an individual can make, but rather it emphasizes the value of the DSSA.

**Quantity:** The nature of the excellence implied by the DSSA requires a limit on the quantity of awards distributed in a single calendar year. All nominators should carefully consider the need to assure the award is given in limited quantity and submit candidates most qualified.

**Nominator Guidance:** Nominating individuals for the DSSA Award is an achievement in and of itself. When considering a potential nominee, it is important to consider the following:

- Nominators should spend time *early* in the process discussing the nomination process, the nominee's worthiness, and nomination package preparation with NSC staff or an Awards Committee member, who can serve as coaches and mentors.
- A nominator may inform and engage the nominee in preparing a complete nomination package, but must never assure a nominee that the award is theirs without the formality of approval.
- The nominator's obligation to the nominee and the process includes preparing a professional nomination package.
- Refer to the Appendix for successful nominations and suggestions on developing the nomination form.
- Powerful, successful nominations are crisp in form, clear, neat, organized, and not encumbered with extraneous information and endorsements.

**Nominations:** Nominees for this award can be submitted from: Divisions, Board Members and/or Executive Management.

**Division Nominations:** Nominees can be members or nonmembers of the Council and nominated to the appropriate Division “judging committee”.

**Board Nominations:** Nominees can be members or nonmembers of the National Safety Council. The nominee cannot be affiliated with an NSC Division, Section or Committee. Nominees for the DSSA may be nominated by Council officers, Board members and/or Executive Management and submitted directly to the Board of Directors’ Awards Committee.

**Deadline:** All nominations must follow the DSSA guidelines. Final nominations must be submitted to the Board of Directors’ Awards Committee’s staff representative by

**April 21, 2015.**

**Judging Committee:** Each Division will establish an appropriate judging committee for the purpose of administering the DSSA within these guidelines. Each Division will follow Board of Directors’ Awards Committee guidelines, nomination forms, procedures and criteria. Each Division nomination must be forwarded to the Board of Directors’ Awards Committee who will review the nominations to monitor compliance with these guidelines to ensure the excellence and quality control that this award deserves.

Committee members will follow-up with members or executive staff submitting nominations that may need more complete information on the submission. Once the Committee has reviewed the nominations, the Committee will forward their final recommendations to the Chairman of the Board for approval.

**Award:** Consistent with the Council-wide nature of the DSSA, a single award will be available for use throughout the National Safety Council. Its unique design will demonstrate the importance of the DSSA.

**Other Awards:** All other awards to individuals shall be subordinate to the DSSA. Under no circumstances, may an award program for individuals or organizations be designed as an extension of the DSSA or under the titles of the DSSA.

**Publicity:** The Board of Directors’ Awards Committee staff representative will provide a complete list of all DSSA recipients to the National Safety Council’s Motivations Program staff immediately following the Board of Directors approval of the nominations. Staff will contact the Communications Department and provide a complete list of all DSSA recipients prior to the actual public award ceremony. The National Safety Council Communications Department will provide a systematic publicity program for announcing DSSA recipients consistent with the value of the award to the individual and the National Safety Council. The publicity will be coordinated to the timing of the presentation of the awards during Congress.

**Presentation Ceremony:** All DSSA recipients will be recognized during the Opening Ceremony of the Annual Congress and Exposition. The Motivations Program staff will coordinate with the Conventions Department to make sure that the recipients receive

dedicated time during the Opening Ceremony. They will be presented with the medallion and the recognition award as part of the ceremony. Divisions are encouraged to recognize their DSSA recipients during their respective Division meeting.

**Communication:** The Board of Directors' Awards Committee encourages communication with each Division in order that the implementations of these guidelines result in an effective DSSA program. If there are any questions or issues regarding the nominations, they will be forwarded to the Directors' Awards Committee staff representative.