

2017 Safety Leadership Award – Checklist for Nominations

Considering a Nomination

- Yes! We have a great Best Practice – has measurably improved performance and has been shared to improve our industry.
- Aligns with 2017 theme: Safety Leadership.
- Evidence of material performance improvement and/or wide sharing is available.
- We have discussed the Nomination in principle with a Senior Executive in a COAA Principal Member Company; subject to agreeing with the final nomination form, they have agreed to sign off on the Principal Member Certification.

Preparing a Nomination

- Review the Award Criteria, in particular the ‘Evidence bullets’. KPI’s which indicate material improvement strengthen the nomination – gather this data early in the process (i.e. Benchmarking comparisons, before-and-after comparisons, trend analyses, etc.)
- The Nomination Form is intentionally simple, with word limits imposed on the responses. Carefully consider your key points and key evidence so that the most convincing information is presented within the limits. Only the Nomination Form (no attachments) will be forwarded to the Judges.
- Early in the process, complete the background sections of the Nomination Form:
 - Contact names & co-ordinates
 - Company information
 - Membership history
 - Three photos (email as soon as possible to coaa_admin@coaa.ab.ca – do not wait for the deadline)
 - Review: Do the key points and the quantitative data in the Nomination Form align with the Awards Criteria?
 - Consider sending the draft Nomination Form to the COAA Principal Member Senior Executive, for comment
 - Complete the final draft of the Nomination Form one week before the deadline to allow time for internal review and gathering of signatures

Submitting a Nomination

- Make arrangements with the COAA Principal Member Senior Executive to obtain their signature. ***The most common last minute hiccup with nominations is unavailability of this required signature.*** Nominations without Principal Member Certification will not be forwarded to the Judges.
- Aim to email the Nomination Form in an editable Word format to coaa_admin@coaa.ab.ca a few hours before the deadline (several large emails arriving in the final few minutes have been known to overflow the mailbox!)
- Watch for a confirming email from COAA within one hour of your submission. If an email is not required, please call the COAA office at 780.420.1145.