

Proudly funded by



Guidelines For Applicants: SafeWork NSW Breathe Freely Mandarin AWARD

Association number: A0017462L

ABN: 50 423 289 752

February 2023

PREPARED BY

Breathe Freely Mandarin Working Group on behalf of the Australian Institute of Occupational Hygienists Inc. (AIOH)
Awards & Sponsorship Committee

Australian Institute of Occupational Hygienists
PO Box 1205 Tullamarine Vic 3043 Australia | Ph: +61 3 9338 1635
www.aioh.org.au

1. DESCRIPTION

The SafeWork NSW Breathe Freely Mandarin Award is an award of the Australian Institute of Occupational Hygienists Inc, proudly sponsored by the NSW Government.

The award provides a selected applicant with the complimentary attendance at a RESP-FIT accredited training course, to be completed in the 2023 calendar year. The aim of this award is to support fit-testing of non-English speaking workers, specifically those that speak Mandarin. Therefore, the successful awardee must be able to speak Mandarin.

The successful applicant will be notified in writing by the President of the Institute and the recipient will be announced at an online webinar where they will be presented the award by a representative of the NSW Government.

2. ELIGIBILITY

This award is open to:

- members and non-members of the AIOH
- residents of Greater Sydney, NSW
- applicants who are able to speak Mandarin

Members of the AIOH Council and the AIOH Awards Committee are ineligible for this award.

3. THE APPLICATION PROCESS

The attached Application Form requires the provision of information, with supporting documentation if necessary, relating to personal details; work history and any experience in respiratory fit-testing, health and safety, occupational hygiene, or respiratory protection; and the benefits you anticipate arising from participation in the RESP-Fit course.

Applicants should read and understand the accompanying documents, fill in the form, scan and attach the required documents/reports, make a copy for your own records, then submit electronically to the AIOH Office at admin@aioh.org.au Hard copies of the Form or attachments will not be accepted.

Each applicant should also provide a reasoned case for his/her selection as being a 'deserving' recipient of the award. Factors which are not necessarily tangible, but which would assist the cause of the Committee in determining the 'deserving' member include:

- Your passion for protecting the health of workers.
- Willingness to promote yourself (or your company's willingness to promote you) to be available to fit-test workers from non-English speaking backgrounds, particularly Mandarin.
- Demonstrated enthusiasm for the field of respiratory fit-testing.

Your enthusiasm and commitment will be judged almost exclusively on the information you provide in your application. Study the Selection Criteria carefully and use the notes provided below to help you present your case for selection to best advantage.

3.1.1. Qualifications

Provide a list of your qualifications. This may include your Higher School Certificate, trade qualifications and tickets, tertiary qualifications at university for example.

Note that there are no minimum qualifications required for this award.

3.1.2 Training Courses

Provide a list of relevant training courses that you have attended. These may have been in-house courses or accredited courses.

Note that there are no minimum training courses required for this award.

3.1.3 Professional experience

Provide your work history in chronological order from present day to earlier times. Supplement (in a separate statement, if necessary) job titles with sufficient descriptive material to enable assessment of the level of responsibility of your position(s) and the extent to which your work is or was in fit-testing, health and safety, occupational hygiene, or respiratory protection for example. Note that there is no requirement for the selected applicant to have tertiary qualifications or deep experience in science, engineering or occupational hygiene, but this is preferred.

Be factual, bearing in mind that you will be asked to name referees and that references may be checked before a final decision is made.

3.1.4 Languages spoken

As this award is targeted to promote fit-testing for non-English speaking workers, particularly those who speak Mandarin, please outline what languages that you can speak fluently.

3.1.5 Deserving Recipient Statement

Outline the benefits that you seek from attending the RESP-FIT course, including your plans to support non-English workers with fit-testing.

Note that there is no requirement for the successful applicant to provide complimentary fit-testing, but rather the AIOH seeks your commitment to promote your services as an accredited fit-tester to this community.

Under this heading you should provide an indication of your aspirations with respect to career development and of your commitment to the field. Since the contents of your application will be held in the strictest confidence, you should not hesitate to express your opinions freely.

4. SELECTION CRITERIA AND THE SELECTION PROCESS

4.1 Selection Criteria

Your application will be assessed in terms of the following criteria, and you should frame it in such a way as will maximise its impact in these terms.

Factors that are considered:

- Your eligibility
- Your passion for protecting the health of workers.
- Willingness to promote yourself (or your company's willingness to promote you) to be available to fit-test workers from non-English speaking backgrounds, particularly Mandarin.
- Demonstrated enthusiasm for the field of respiratory fit-testing.

Other basic factors which would increase the prospects of selection include:

- Relevant qualifications, training and professional experience

4.2 The Selection Process

Copies of your application, including supporting documentation and reports/papers, will be sent to members of the Awards Committee and a member from the NSW Government.

Individual members will independently assess each application in terms of the selection criteria, both absolutely and in relation to the other applications submitted. The assessments of individual members of the Committee will be forwarded to the AIOH Office for collation, standardisation and tabulation. The result of this process will be sent to each Committee member in the form of a table and subsequently discussed in one or more telephone conferences until a consensus is reached.

The applications and supporting documentation received remain the property of the AIOH, the working papers of the Committee, and any records of discussions and decisions will be held in confidence by the Committee, AIOH Administrator and AIOH Council and are usually destroyed at the completion of the selection and presentation of the Award.

The names of the first and second choices of the Committee will be forwarded to the AIOH Council for consideration and, hopefully, ratification. The successful applicant will be notified in writing by the President, AIOH, and kept confidential until the announcement at an online presentation event.

Please note that the decision by Council is final and no correspondence concerning a decision will be entertained.

5. RESPONSIBILITIES OF THE PARTIES TO THE AWARD

5.1 The Institute

- seeks nominations
- provides written guidelines to applicants
- arranges for the assessment of the applications
- invites a NSW Government representative to attend appropriate judging briefings, meetings, and provides copies of assessment and judging criteria and applicant details with sufficient time to review
- notifies the successful applicant
- invites a representative from the NSW Government to present the award via recorded webinar
- arranges for a presentation of the award

5.2 SafeWork NSW

- Sponsorship of the award

5.3 The Successful Applicant Must:

- arrange leave-of-absence with their employer if required
- attend the approved RESP-FIT course in 2023
- submit to the Institute a written article on their experience of the award that is suitable for publication in the AIOH Magazine "The Filter"
- at all times for the duration of the Award, conduct himself/herself in a manner befitting of a representative of AIOH and of Australia