



Toronto Pearson Safety and Security Award Recognition Program

Guideline for Applicants



Section 1: About the Awards

The Toronto Pearson Safety Program is an airport wide safety and security program with the vision of Zero Injuries at Toronto Pearson International Airport (Airport).

To support the vision of Zero Injuries, the GTAA has established a Safety and Security Award Recognition Program (Recognition Program). The Recognition Program consists of a three tier award system that is used to increase awareness of the importance of safety and security and sustainability while recognizing Airport workers that have demonstrated a proactive culture of safety and security throughout the year.

- **Tier 1: \$5.00 Voucher** – This tier recognizes individuals that have conducted a Safe/Secure/Sustainability act that is within their daily job functions. Individuals are normally recognized immediately. However, individuals may also be nominated after the fact.
- **Tier 2: \$25.00 Vouchers** – This tier recognizes individuals that have conducted a Safe/Secure/Sustainability act that is outside their normal job functions. Individuals must be nominated for this Tier.

Suspicious Sam is a component of the Tier 2 award and is in place to promote a culture of security vigilance and proper reporting of suspicious activity at Toronto Pearson. It involves the staging of security related scenarios at selected areas of the airport with the intent that an employee will challenge and report the incident to GTAA Security. The first person to challenge and report “Suspicious Sam” will receive a reward.

- **Tier 3: Individual \$50.00 Vouchers** - This tier is comprised of 6 individual award categories and recognizes individuals at the airport for carrying out Safe/Secure/Sustainability actions that are above and beyond expectation. Individuals must be nominated for this tier based on the criteria listed in section 7.
- **Tier 3: Organization** - This Tier comprises of 4 organization award categories and recognizes organizations at the airport for carrying out Safe/Secure/Sustainability actions.

Section 2: Eligibility – Who can be nominated for the award?

Tier 1, 2 & 3 Individual Awards

- Awards are open to all individuals working at the Airport.
- Any Toronto Pearson worker, stakeholder, government sector staff (such as police, immigration, customs etc.) and contractor staff working on the airport premises are eligible to be nominated for the individual awards.
- Each nominee must have made an outstanding contribution to safety on the job at the Airport during the calendar year. Such contributions can be for a single act of safety or for a continuous contribution to a safe working environment. Their contributions must be related to creating a safer workplace.

Tier 3 Organization Awards

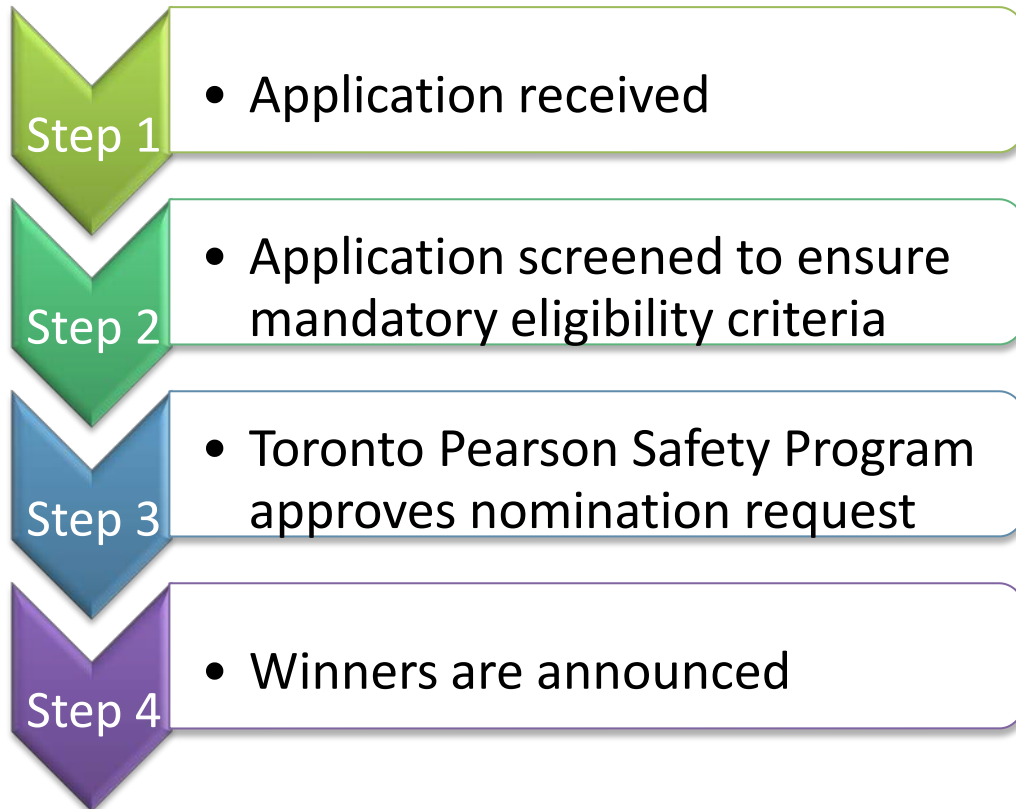
- Organization awards are open to all organizations having operations at the Airport.

Section 3: How can I nominate?

- To nominate an Individual for a Tier 1 or Tier 2 award fill out the Tier 1 and Tier 2 Safety and Security Award Nomination Form.
- To nominate an Organization or an Individual for a Tier 3 award fill out the Tier 3 Application Form.
- Nominations can be forwarded to the GTAA through managers of organizations who are fully aware of nominee's accomplishments. Individuals can also nominate themselves for any of the individual awards.
- Stakeholders and contractor nominations can be forwarded through their contact at the GTAA.

Section 4: Terms and Conditions

- Contractor nominations can either be done directly by the contractor company or by the responsible department at the GTAA that has retained their services.
- All applications are treated with strict confidentiality.
- The GTAA reserves the right to withdraw any award at any time.
- All the applications are assessed and award recipients are determined by the Toronto Pearson Safety Program in its sole discretion whose decision is final.
- If an application does not satisfy all the rules of entry, the applicant will be contacted to discuss the nomination further. If the eligibility criteria cannot be met, the application will be revoked and the applicant's organization will be informed accordingly.
- In order to apply for more than one category of awards, a separate application form for each entry must be submitted.
- Applications must be submitted directly to the Toronto Pearson Safety Program by email TPSP@gtaa.com or through hard copy to:
 - Toronto Pearson Safety Program, Greater Toronto Airports Authority Governance
Corporate Safety and Security
3111 Convair Drive, Toronto, Ontario, L5P 1B2.
- For additional information, please refer to section 8 "Additional Information" on page 6 of this guideline.



Section 6: Award Types

Tier 1

Tier 2

\$5.00 Vouchers for use at selected concessions at Toronto Pearson.	\$25.00 Vouchers for use at selected concessions at Toronto Pearson
Safe/Secure/Sustainability actions within daily job functions	Safe/Secure/Sustainability actions outside their normal job functions Suspicious Sam is a component of this tier.

Tier 3 Individual Awards

\$50.00 amount for use at selected concessions at Toronto Pearson. One winner from each category will be chosen to be further recognized at the Annual Eye on Safety Award Ceremony.

Individual Awards

- 1) Safest Manager/Supervisor
- 2) Safest Worker
- 3) Best Safety Initiative
- 4) Unsung Hero
- 5) Safest Action
- 6) Best Sustainability Initiative

Tier 3 Organization Awards

\$50.00 amount for use at selected concessions at Toronto Pearson. The chosen winner from each category will be recognized at the Annual Eye on Safety Award Ceremony.

Organization Awards

- 1) Best Safety Promotional Event
- 2) Best Safety Project
- 4) Best Safety Practices
- 5) Best Sustainability Contribution

Section 7: Award Criteria

Tier 1

Tier 1 awards are to be issued when an employee is observed conducting a behavior or actions that promotes a culture of vigilance and awareness of safety, security and/or sustainability at Toronto Pearson. These actions are considered within their daily job functions. Such awards are for actions that prevented or reduced a potential accident/incident or, injury to persons from occurring, helped maintain the secure operation of the airport and/or conducted a sustainability act within their daily job functions.

Tier 2

Tier 2 awards are to be issued when an employee is observed conducting a behavior or action/s that promotes a culture of vigilance and awareness of safety, security and/or sustainability at Toronto Pearson. These actions are considered outside their normal job functions. Such awards are for actions that prevented or reduced a potential accident/incident or, injury to persons from occurring, helped maintain the secure operation of the airport and/or conducted a sustainability act within their daily job functions.

Tier 3

Tier 3 awards are to be issued when an Individual or an Organization demonstrates behavior/s or actions that promote a culture of vigilance and awareness of safety, security and sustainability at Toronto Pearson. **These actions are considered above and beyond expectations**. Such awards are reviewed and approved based on the criteria listed below.

Organization Awards

1) Best Safety Promotional Event	The organization has taken a leadership role in conducting or establishing an event at Toronto Pearson that has promoted best safety standards and practices and has positively impacted the business and all participants.
2) Best Safety Project	The organization has led by example and implemented, established or developed a project that has promoted best safety standards and practices. These changes have had a positive impact on the business and all participants.
3) Best Safety Practices	The organization has developed, promoted or contributed to a safe practice within the workplace. It supports the GTAA safety culture mindset and focuses on a positive safe workplace improvement.
4) Best Sustainability Contribution	The organization has developed or contributed to an economic, social/and or environmental initiative that supports Toronto Pearson's commitment to being a sustainable airport, including efforts that may have an impact beyond the airport.

Individual Awards

1) Safest Manager/Supervisor	This award is given to a manager and/or supervisor who have innovatively improved a safety culture through their leadership at Toronto Pearson.
2) Safest Worker	This award recognizes Toronto Pearson workers who have continually demonstrated a positive approach to safety during their day to day duties, including D/DA drivers who have proven their skills as incident free drivers.
3) Best Safety Initiative	An initiative undertaken by a single individual to improve safety at Toronto Pearson, with results that positively impacted their organization and or the Airport community.
4) Unsung Hero	This award recognizes Airport workers who have made a substantive yet unrecognized contribution to a positive safety culture at Toronto Pearson.
5) Safest Action	This award recognizes Airport workers who have conducted a Safe/Secure action which could be directly related to the prevention of an incident or a near miss.
6) Best Sustainability Initiative	This award recognizes airport workers who have developed a new sustainable solution to effectively overcome an existing challenge and produce positive and measurable results.

Section 8: Additional Information

- The form is available in hard and soft copy.
- Ensure you read all sections carefully to ensure you meet the entry level requirements.
- Read each of the questions carefully before answering them.
- Complete the application form and each of the fields by entering relevant information in the spaces provided. Once you have completed your form, press the submit button.
- Provide only the details requested.
- Should you not have enough space on the pages provided, please insert additional pages as required.
- All nominated organizations and individuals will be invited to the annual Eye on Safety Awards Ceremony
- Tier 3 winners will be announced at the ceremony.

Section 8.1: Major Injuries

- A major injury sustained by an organizations worker at the Airport does not preclude an organization from submitting an application for an award. However, the organization must satisfy the evaluation committee's requirements that corrective actions have been taken to eliminate/minimize the risk of injuries occurring.

Section 9: Contact Information

Toronto Pearson Safety Program
TPSP@GTAA.com

