



## **Preparing a Strong Nomination**

### **Section 1: What do I need?**

**Part 1:** By getting the information and documentation ready, it will help speed up the application submission process. First and foremost, identify which award you believe your company should receive.

- **The Excellence Award** is meant for those employers that go out of their way to ensure the safety of employees' hearing by implementing exemplary hearing loss prevention programs.
- **The Innovation Award** is meant to recognize individuals or organizations for their dedication to fostering, creating and implementing new and unique advances in the prevention of hearing loss.

If you have any questions throughout the process, contact us at [info@safeinsound.us](mailto:info@safeinsound.us)

**Part 2:** When you have determined the specific award you are applying for, there are a few documents that you will need to gather in advance. Below are the documents that you will need to provide when requested in the application process:

- If possible, you should obtain your Hearing Loss Prevention ***Policies and Procedures Manual*** (*Excellence award*)

You will need to gather a ***list of all team members*** on your Hearing Loss Prevention team. You should include: the name of the person, their discipline and their role within the team (*Excellence award, and if applicable, to the Innovation Award*)

- You will need to obtain at least ***two letters of support***: One letter should be from external sources familiar with the program and innovation, and the other from someone who has directly benefited from the innovation or program itself
- Other ***examples and supporting documentation*** for the award will be required. Some helpful documentation includes a brief description of any media, pamphlets, brochures, and worker communications. You will also be asked to upload some examples to go along with your brief descriptions such as workplace newsletters, corporate publications, slide presentations, signage, internal website resources, published research etc. Remember, you are trying to show-off your program or innovation, so examples are an excellent way to showcase your efforts.

**Part 3:** Here are some other pieces of information that we will want to know:

- You should also find out if you have a union or workforce representative and if so, gather their contact information beforehand

### **Section 2: Examples of Information to be provided**

Below you can see what types of information can help strengthen a nomination.

#### **Excellence Award Detail**

What is the range of noise levels encountered by employees?

What is the noise exposure/risk assessment protocol?

How do you utilize noise exposure monitoring results?

How is noise control implemented?

Is there anything else you would like to include about your noise control methods?

Who receives audiometric monitoring?

What are the methods/approaches used for analyzing audiometric results?

What is your process for audiometric testing quality assurance?

What are your referral and follow-up protocols?

What are your outcome measures and how are they used?

Who are your targeted audiences for training?

What are your training methods and scope?

How effective is your training (please include measurable outcomes)?

What types of hearing protection devices do you provide and how are they distributed?

What is the rationale for your device selection and individual fitting?

How effective is your hearing protection (please include measurable outcomes)?

What is your approach to storing, securing and managing the data you collect from the hearing loss prevention program?

How does your team utilize hearing conservation program records?

What is your approach to storing, securing and managing the data you collect from the hearing loss prevention program?

What type of impact(s) have been realized from program evaluation(s)?

What are some unique attributes to your hearing loss prevention program?

Are there opportunities for others to obtain or integrate your experiences/approaches into existing hearing loss prevention initiatives?

## **Innovation Award**

Describe the innovative approach or unique efforts for your initiative:

Who is most likely to benefit from this innovation?

Highlight the contributions your initiative has made towards the prevention of noise-induced hearing loss and tinnitus:

Please describe any objective evidence that demonstrates the effectiveness and feasibility of the innovations

Please describe whether your innovative approaches are cost-effective

Are there opportunities for others to obtain or integrate your innovation into existing hearing loss prevention initiatives?

**Thank you and Good luck!**