

## REGISTRATION STANDARDS

### INTRODUCTION

The Health and Safety Association of New Zealand (HASANZ) has developed a national register of workplace health and safety professionals (the “Register”). The main aims of the Register are to facilitate business access to quality-assured health and safety expertise, and to provide an incentive that drives improvement in professional standards across the system. Where a professional association has achieved full membership of HASANZ, its members will be eligible for listing on the Register, provided that they meet their association’s registration standard.

As each association that is a member of HASANZ is unique, each association will have a different level of requirements that comprise the standard that applies for listing on the Register (the “registration standard”). HASANZ has agreed and published the requirements and related criteria that HASANZ requires each association’s registration standard to contain or meet in the document “*Requirements for Registration Standards*”. The requirements are split into application requirements (which need to be met by individuals at the point of application for listing on the HASANZ register) and ongoing requirements (which need to be met by individuals on an ongoing basis in order to maintain their HASANZ registration).

Each association’s registration standard must be approved by HASANZ before it is finalised and used for the assessment of applications for listing on the Register. HASANZ will follow the “*Process for assessment registration standards*” when considering applications for approval of registration standards. Once approved by HASANZ, each association may then make its registration standard known to its members, for example, by publishing this on its website.

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### HASANZ REGISTRATION STANDARD REQUIREMENTS

#### Qualifications

**Application requirements:** The association’s registration standard must set out which educational or professional qualifications/accreditations/certifications are acceptable. A qualification at NZQA Level 6 (or an international qualification at an equivalent level) is the minimum standard for the HASANZ Register.

**Evidence:** the association’s registration standard must require applicants to provide evidence of their qualifications to the association. For instance, this could be an original or certified academic transcript or completion certificate which details the qualification type and time of completion.

**Explanatory note:** *Some associations may consider that the programmes offered by different providers vary to such an extent that they may only accept graduates that have taken courses from specified providers. They may also need to consider overseas qualifications if these are a common feature of individuals wishing to join their association. If associations decide to accept international equivalences, they will need to consider how they will*

*verify them or decide to accredit them within their professional standards-setting body.*

**Ongoing requirements:** No specific requirements.

#### **Experience**

**Application requirements:** The association's registration standard must include a requirement that the applicant has worked for a specified period in the profession or in a specialist stream in that profession in areas or on tasks relevant to the profession the association represents; this can vary for different professions.

In relation to an individual's profile on the register, any claims of competency in a subject matter area that is outside the association's experience may need to be referred to another relevant HASANZ member association for verification.

**Evidence:** The association's registration standard must require applicants to provide evidence that the requisite experience level is met. This evidence may include a written statement from employers of the duration of employment; a CV (accompanied by a declaration of the truth of its contents); time sheets from hours worked and so on.

**Ongoing requirements:** Individuals must demonstrate ongoing currency of professional practice, allowing for reasonable levels of leave. Individuals should be prepared to provide evidence of this if the association chooses to confirm this.

**Evidence:** The association's registration standard should include a requirement that each person listed on the register confirm their fulfilment of the professional practice requirements with their association and be prepared to provide evidence of this if the association chooses to confirm this. In this circumstance, the association should commit to auditing a certain number of members each year to ensure compliance.

#### **Continuing professional development (CPD)**

**Application requirements:** The association's registration standard must include a requirement that individuals are engaged on their association's continuing professional development (CPD) scheme.

**Ongoing requirements:** The association's registration standard must set out requirements for CPD sufficient to maintain an individual's professional currency and competence.

**Evidence:** The association's registration standard must include a requirement that each person listed on the register confirm their fulfilment of the CPD requirements with their association annually and be prepared to provide evidence of this if the association chooses to confirm this. In this circumstance, the association should commit to auditing a certain number of members each year to ensure compliance.

#### **Ethics**

**Application requirements:** The association's registration standard must include requirements that individuals to be listed on the register have read, understand, and will abide by the association's code of ethics and/or conduct.

**Evidence:** The association's registration standard must require applicants to confirm that they have read, understand, and will abide by the association's code of ethics and/or conduct and to submit this acknowledgement to

the association in writing.

**Ongoing requirements:** The association's registration standard must include ongoing requirements that relate to an individual's adherence to the association's code of ethics and/or conduct. For example, requirements which are contained in an association's code of conduct or constitution.

**Evidence:** Rather than a requirement that the member prove that this element is being met on an ongoing basis, the association's registration standard could include a requirement that the member inform the association of any ethical or professional complaints that are made against them. The association will then determine if this conduct has breached the ongoing requirement to adhere to the code of ethics and/or conduct.

### Good character

**Application requirements:** The association's registration standard must require some evidence to show that the requirements in the association's Constitution, code of conduct and/or other rules that members must be of "good character", are met.

An applicant will be considered to be of good character if they are a fit and proper person to practise in the association's industry.

**Explanatory note:** *A fit and proper person is a person who performs their role to the expected standard and acts with honesty and professionalism in all aspects of their employment. Conversely, a person may not be a fit and proper person where in the course of their current or previous employment, they have acted dishonestly or unprofessionally to such an extent that the performance of their role and the perception of the profession could be compromised or be perceived to be compromised by the public. In making a judgement in such cases, however, an association should consider all the circumstances, including the length of time since the relevant events occurred, the subsequent actions of the person (including any actions to accept responsibility, remedy the issues, or subsequent upskilling or further education), any disciplinary or other sanctions against the person at the time, and any further re-examination of the person by other professional bodies. Associations should also treat any applicant who fails to disclose relevant information to the association as acting dishonestly (thereby constituting bad character) unless the applicant provides an explanation for the omission which the association considers to be reasonable.*

**Evidence:** The association's registration standard must require applicants to provide written disclosure (to the association) of any professional disciplinary proceedings or rulings within the last 5 years, or any other matter, that could bring into question the applicant's compliance with ethical and professional requirements. The association could also require the applicant to provide character references to accompany the declaration as appropriate.

**Explanatory note:** *An applicant may be considered to be of good character despite disclosure of some level of dishonesty or unprofessionalism. The association will make an assessment based on the disclosure as to whether the actual or perceived performance of future work and the perception of the provision will be compromised or could be perceived by the public to be compromised by the facts disclosed. The association should also consider all the circumstances as discussed above.*

*Associations should encourage applicants to disclose all matters that could possibly be relevant. Associations should advise applicants that, if the association subsequently discovers that the applicant failed to disclose relevant information, the association may treat the non-disclosure as indicating dishonesty constituting bad character. For some associations, a requirement to provide character references is part of their professional membership standards already, and some even have a police check, other matters relating to dishonesty (e.g., plagiarism in University courses) or disclosure of financial matters such as bankruptcy included in this process. We want to ensure that health and safety professionals listed on the register are 'fit and proper persons' in a professional sense so some level of character checking is required.*

**Ongoing requirements and evidence:** The association's registration standard must include ongoing requirements that require that applicants inform the association of any character-related complaints that are made against them including criminal offences, bankruptcy etc. The association will then determine if this conduct has breached the ongoing requirement to maintain good character.

## Insurance

**Application requirements:** The association's registration standard must require that the work of all applicants be covered by professional indemnity, statutory liability, and public liability insurance sufficient to cover the nature of their duties. This insurance may be carried by the individual applicant, or by the organisation that employs them.

**Evidence:** Where the applicant is not an in-house advisor, the association's registration standard must require applicants to provide evidence that they hold the requisite insurance to the association in the form of an original or certified confirmation of the policy/policies. This confirmation must indicate the commencement and expiry dates of the policy/policies.

**Ongoing requirements:** The association's registration standard must include ongoing requirements that relate to an individual's continued insurance cover. For example, the use of an annual declaration that the insurance cover remains valid.

**Evidence:** The association's registration standard must require applicants to provide an annual declaration to the association that the required insurance cover remains valid. Further, where a policy expires or is terminated, the member must provide evidence that it has been renewed or replaced with an equivalent policy to the association in the form of an original or certified confirmation of the policy/policies.

## Fees

**Application requirements:** The association's registration standard must set out the fees for applicants to the HASANZ Register from their association. The fees are determined internally and reflect the associations administration costs.

HASANZ fees at initial registration are \$100 + GST application fee, and an additional \$14.75 +GST processing fee. The annual application fee is refundable.

Each association's fee is additional to HASANZ fees. Associations can either set no fees or can select their own fees.

**Ongoing requirements:** An annual renewal fee of \$100 +GST and an additional \$14.75 +GST processing fee, is due each year on the anniversary of a profile being published on the HASANZ Register.

There are no additional fees for renewal, regardless of an individual's member association.

### Assessors

Each member Association is responsible for sourcing Assessors, with appropriate levels of qualifications and competency, as set out in the 'Assessors Job Description' document. Association Assessors for HASANZ Registration must ensure that the Registration Standards outlined in the 'HASANZ Registration Standards Application Form' and accepted by HASANZ, are met by any association member applying for HASANZ Registration.

**Personnel:** This requires the Assessor (and the Assessor Panel) to be knowledgeable in the registration standards and competencies for their profession, with specific regard to workplace health and safety competencies, as laid out in the Registration Standards document and in HASANZ Register Competencies documents with reference to each health and safety discipline. The Assessor will be a respected senior professional working in the workplace health and safety discipline of the Association, upholding the Code of Ethics and respecting professional boundaries.

**Process:** Assessors must ensure that appropriate standards of evidence are applied consistently for all applicants, upholding the standards outlined. It is essential for the credibility of the register that process for assessment are transparent, including where there is disagreement among assessors, and for complaints against assessors.

## OVERALL STANDARDS

In addition to any specific criteria set out above, HASANZ will apply the following criteria in assessing a proposed registration standard:

1. The requirements in each of the areas above must be specified at a level that is appropriate to the kind of work that persons in each class of member are likely to carry out, and to the level of professional expertise that members of the association are expected to have.
2. The requirements in each of the areas above must be aligned with the Registration Standards of other HASANZ member associations such that the potential for individuals to "game"<sup>1</sup> the registration process is reduced.

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<sup>1</sup> i.e., if there were significant differences in terms of the qualifications and experience required in order to list on the HASANZ Register for similar professions, individuals may choose to join one association over another because that association required a lower level of qualifications and experience in order to list on the HASANZ Register.

## **PROCESS FOR APPROVAL OF AN ASSOCIATION'S REGISTRATION STANDARD**

Once each association has determined its proposed registration standard, this should be provided (in the required format) to the HASANZ Office via email to [register@HASANZ.org.nz](mailto:register@HASANZ.org.nz).

This application will then go through an initial review by the HASANZ Membership committee prior to being sent to the HASANZ Governance Group for approval. The HASANZ Governance Group as a whole will review the proposed registration standard in accordance with its "*Process for assessment of Registration Standards*" and either approve the standard or provide feedback to the association on how the proposed standard could be improved, in order to be approved; such as how the registration standard could be amended to better align with other member associations' registration standards.

Once an association's registration standard is approved, the association can begin publicising its registration standard to its members.

*This document will be reviewed again by the end of June 2022.*