

HASANZ Membership: Information for Applicants

This document has been produced to assist applicants for HASANZ membership, to guide them through the application process.

HASANZ Membership

As an 'association of associations' HASANZ members are organisations, not individuals. Members of HASANZ have a shared vision for the future of workplace health and safety in New Zealand so any new member association must align with the **purposes** of HASANZ (which are set out in clause 3.1 of the HASANZ Rules). These purposes centre on the promotion of excellent health and safety outcomes for all New Zealanders via the advancement of, and collaboration between, the health and safety professions.

Membership Categories

There are two membership categories:

<p>Full (voting) members:</p> <ul style="list-style-type: none"> Organisations that have health and safety as their core business, as reflected in the evidence of the contribution of their profession or professions and the association to the workplace health and safety of New Zealanders - which is required by clause 14.1(a) of the HASANZ Rules¹; and Must meet all the professional practice requirements of clauses 13.2 and 13.3 of the HASANZ Rules. 	<p>Associate (non-voting) members:</p> <ul style="list-style-type: none"> Organisations that have an interest in health and safety, or have health and safety as their core business, as reflected in the evidence of the contribution of their profession or professions and the association to the workplace health and safety of New Zealanders - which is required by clause 14.1(a) of the HASANZ Rules; and Do not meet the professional practice requirements of clauses 13.2 and 13.3 of the HASANZ Rules.
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Alternatively, interested associations, organisations or agencies may register as a **stakeholder group**, and be kept informed of HASANZ activities. This includes the receipt of regular news and notifications and may result in invitations to participate in selected projects or meetings.

¹ http://www.hasanz.org.nz/site_files/11371/upload_files/20160603RulesofHASANZ3June2016.pdf?dl=1

Membership Process

Associations wishing to join HASANZ, either as a Full or Associate Member, are required to complete the Application Form. This includes the following sections:

- **General information** about the association, including evidence of the contribution of their profession(s) and the association to the workplace health and safety of New Zealanders, or other information demonstrating the commitment of the association to so contribute.
- Alignment with the **purposes** of HASANZ, and
- **(for applicants seeking Full membership) Professional practice** requirements.

HASANZ will make an assessment of an applying organisation's contribution to the workplace health and safety of New Zealanders, the extent to which that applicant aligns with the **purposes** of HASANZ, and, for applicants seeking Full membership, the applicant association's **professional practice**. A decision by the HASANZ Managing Committee is final. Copies of the processes the Membership Committee and the HASANZ Managing Committee use to consider applications for membership can also be found on our website.

HASANZ recognises that at this time the health and safety sector is working to improve the professionalism of its workforce. HASANZ is keen to support associations wishing to improve their professional practice and would encourage such associations to apply even if at this stage they do not appear to meet all of the criteria for Full membership.

Application fee

An application fee of \$300 will be charged for each application. Once an application is received, HASANZ will issue an invoice for the fee which is required to be paid before the application is processed. HASANZ does not currently charge its members a fee for membership.

Guide to Completing the Application

The following pages give a guide to the content required in the application. For each section the detailed criteria and some sample evidence is listed. Note that the types of evidence listed are a guide only - not all items will be relevant to every applicant, and other forms of evidence may be available in your organisation. However, some form of evidence to demonstrate how your association meets the detailed criteria will be required.

Should you require any further assistance in terms of how to complete the application form, please contact the HASANZ Implementation Support Manager, Karen Chaney on 04 901 8777 or via info@hasanz.org.nz.

References – extracts from the Rules of HASANZ Incorporated

HASANZ Member Associations' Purposes

3.1 *The purposes of the Society [HASANZ] are to:*

- a) *Promote and influence excellent health and safety outcomes for everyone in New Zealand;*
- b) *Advance the health and safety professions in New Zealand;*
- c) *Enable collaboration between diverse health and safety professions to promote and develop excellence in health and safety practice; and*
- d) *Do anything necessary or helpful to the above purposes.*

HASANZ Member Associations' Professional Practices

13.2 *Membership is open to associations (whether incorporated or unincorporated) that represent professions working within the workplace safety and health sector in New Zealand. To be eligible, an association must ensure that their own members:*

- a) *Act to maintain high standards at all times;*
- b) *Are competent in their chosen sector through training;*
- c) *Maintain their skills through continuing professional development; and*
- d) *Commit to behaving ethically to protect the interests of the public and are of good character and professional standing.*

Admission of Members

14.1 *To become a Member of the Society, an association (the “**Applicant**”) must provide to the Committee evidence:*

- a) *Of the contribution of their profession or professions and the association to the workplace health and safety of New Zealanders or other information demonstrating the commitment of the association to so contribute;*
- b) *That the association represents a material number of recognised professionals (within a single professional group or multiple professional groups) working within the workplace health and safety sector in New Zealand;*
- c) *That the association ensures that its own members meet the requirements in clause 13.2 above or has processes or requirements in place to ensure those requirements are met;*
- d) *That the association is taking steps to encourage its members to hold, where applicable, professional, public and statutory liability insurance, or its proposals for how it will provide such encouragement; and*
- e) *That the association aligns with and promotes the purposes of the Society and has a vision for the future of workplace health and safety in New Zealand that is shared with the Society and other members.*

14.2 *The Committee shall have complete discretion when it decides whether or not to allow the Applicant become a Member. The Committee shall advise the Applicant of its decision, and that decision shall be final.*

1. General information: Membership is open to associations (whether incorporated or unincorporated) that represent professions working within the workplace health and safety sector in New Zealand (see clause 13.2 of the HASANZ Rules).

Name of Organisation: (Full legal name).

Evidence types: Please provide a copy of your Certificate of Incorporation. Other evidence could include: your society constitution; copies of annual returns or reports.

Postal Address:

Street Address:

Web:

Email:

Key contact person regarding this application: The main person responsible for the application.

Name:

Position in organisation:

Email:

Phone

President/National Manager/Executive Director/Chief Executive:

Name:

Position in organisation:

Email:

Phone:

The person who will represent your association is:

Name:

Position in organisation:

Email:

Phone

Secretary/Administrator is:

Name:

Position in organisation:

Email:

Phone:

Which category of membership does your association seek? (please mark with a cross)

Full Member

Associate Member

See page 1 and the Rules for more information about the membership categories.

2. Information about your association

HASANZ member associations must represent a material number of recognised professionals (within a single professional group or multiple professional groups) working within the workplace health and safety sector in New Zealand (as specified in clause 14.1(b) of the HASANZ Rules.

Please provide information and relevant supporting evidence on the number of individuals and businesses/corporates that are members of your association and in what aspects of the health and safety professions they practise.

Statement

Your members must include professionals working in the workplace health and safety sector.

Your association must represent a material number of individuals working in New Zealand.

Supporting evidence

Evidence types: Constitution/rules of the association as published on Companies' Office website; annual returns or reports; submissions or other public statements on behalf of members; minutes of meetings including the AGM; aggregated or anonymous membership information (not personal data) e.g. membership numbers, qualifications and areas of activity.

3. Contribution to overall workplace health and safety of New Zealanders

To become a member, applicants must provide evidence of the contribution of their profession or professions and the association to the workplace health and safety of New Zealanders or other information demonstrating the commitment of the association to so contribute (as specified in clause 14.1(a) of the HASANZ Rules).

Statement

Demonstrate how your profession(s) and your organisation contribute to the workplace health and safety of New Zealanders.

Supporting evidence

Evidence types: Constitution as published on Companies' Office website; submissions or other public statements on behalf of members.

4. **Other information:** Please provide any other information you consider relevant to your application.

Such as your association's history in New Zealand, links and relationships with other national/international organisations, current activities, strategic plans, copies of AGM or other meeting minutes showing the organisation's future direction, educational offerings.

5. Alignment with purposes of HASANZ

Members of HASANZ have a shared vision for the future of workplace health and safety in New Zealand so any new member must align with the purposes of HASANZ (which are set out in clause 3.1 of the HASANZ Rules). Applicants (for both Full and Associate membership) are required to provide evidence that their association aligns with and promotes the purposes of HASANZ and has a vision for the future of workplace health and safety in New Zealand that is shared with HASANZ and with other members (clause 14.1(e) of the HASANZ Rules).

If you are seeking either Associate or Full membership, please state how your association meets one or more of the HASANZ purpose statements and provide relevant supporting evidence which may be appended to this application or provided via web links.

Purpose	How your association achieves this Please state in what way(s) your organisation meets the purpose statement.	Supporting evidence Please list supporting documentation, and specify whether the documentation is attached - or include web links.
5(a) Promote and influence excellent health and safety outcomes for everyone in New Zealand (clause 3.1(a) of the HASANZ Rules).	Your association must be prepared to work to advance health and safety outcomes for everyone in New Zealand, not just work for the self-interest of only your members.	Evidence types: Constitution as published on Companies' Office website; submissions, copies of AGM or other meeting minutes or other public statements.
5(b) Advance the health and safety professions in New Zealand (clause 3.1(b) of the HASANZ Rules).	Your association must be prepared to work to advance the interests of the workplace health and safety professions as a whole, not just work for the self-interests of only your members.	Evidence types: Constitution as published on Companies' Office website; submissions, copies of AGM or other meeting minutes or other public statements; evidence of working to bring advances in international practice to New Zealand.
5(c) Enable collaboration between diverse health and safety professions to promote and develop excellence in health and safety practice (clause 3.1(c) of the HASANZ Rules).	Your association must demonstrate its ability to work positively with other organisations.	Evidence types: Joint submissions or other joint public statements; copies of AGM or other meeting minutes, evidence of working on joint projects with other organisations, e.g. standards working groups.

6. Professional practice requirements (required for Full membership only)

Full members of HASANZ must meet the requirements for member associations' professional practice (as set out in clauses 13.2 and 13.3 of the HASANZ Rules).

If you are seeking Full membership, please state how your association meets each of the HASANZ professional practice statements and provide relevant supporting evidence, which may be appended to this application or provided via web links.

Professional Practice	How your association achieves this Please state in what way(s) your organisation meets the professional practice statement.	Supporting evidence Please list supporting documentation, and specify whether the documentation is attached - or include web links.
<p>6(a) Ensure that members act to maintain high standards at all times (clause 13.2(a) of the HASANZ Rules).</p>	<p>Your association must have an appropriate code of professional conduct and all members must be required to abide by that code.</p> <p>Your association must have, and use, a process to receive, track and resolve complaints about the professional conduct of members, within a reasonable timeframe.</p> <p>Your association must have, and use, a disciplinary process in order to resolve issues relating to the professional conduct of members.</p>	<p>Evidence types: Copy of code of professional conduct and documentation to show how members are required to abide by this;</p> <p>Copy of complaints process - including tracking mechanisms, documentation to demonstrate its use (if relevant, and this should include a statement as to whether the association has had to use its complaints processes) and quality manuals used; information on the numbers, types and outcomes of complaints (anonymous information only);</p> <p>Copy of disciplinary process and documentation to demonstrate its use (if relevant, and this should include a statement as to whether the association has had to use its disciplinary processes) and quality manuals used; information on the numbers, types and outcomes of any disciplinary matters (anonymous information only);</p>
<p>6(b) Ensure that members are to be competent in their chosen sector through training (clause 13.2(b) of the HASANZ Rules).</p>	<p>Your association must have, and apply, a framework for assessing the competency of members, within their field of practice. That competency framework must recognise both the qualifications and practical experience of members that are relevant to their field of practice.</p> <p>That competency framework must provide for regular re-assessment over an appropriate time period to ensure members continue to remain competent.</p>	<p>Evidence types: Copy of competency framework and competency assessment / re-assessment process - must include verification of academic records or practising certificates, where applicable.</p>
<p>6(c) Ensure that members maintain their skills through continuing professional development (clause 13.2(c) of the HASANZ Rules).</p>	<p>Your association must have, and use, a mechanism for encouraging, tracking and recognising the continuing professional development (CPD) of your members.</p>	<p>Evidence types: Relevant CPD documentation including how much CPD of what type(s) is required over what timeframes; how this is tracked and recorded by members; what CPD auditing is carried out, by whom and how often.</p>

<p>6(d) Ensure that members commit to behaving ethically to protect the interests of the public and are of good character and professional standing (clause 13.2(d) of the HASANZ Rules).</p>	<p>Your association must have an appropriate code of ethics² and all members must be required to abide by that code.</p> <p>Your association must have, and use, a disciplinary process in order to resolve issues relating to the ethical conduct of members.</p> <p>Your association must verify whether members are of good character and professional standing.</p>	<p>Evidence types: Copy of code of ethics³ and appropriate documentation to show how members are required to abide by this.</p> <p>Copy of disciplinary process and appropriate documentation to demonstrate its use (if relevant). This should include a statement as to whether the association has had to use its disciplinary processes.</p> <p>Copy of process to verify good character, for example, documented use of criminal convictions check, need for character references or use of statutory declarations, etc.</p>
<p>6(e) Encourage its members to hold, where applicable, professional, public and statutory liability insurance (clause 13.3 of the HASANZ Rules).</p>	<p>The association must encourage its members to hold, where applicable, professional indemnity, public liability and statutory liability insurance.</p>	<p>Copy of relevant documentation showing how members are encouraged to hold insurance (e.g. website content, newsletter, process docs).</p>

Checklist

Completed Application Form

Required evidence attached (which is likely to include):

For Full and Associate membership:

- Certificate of Incorporation
- Society/association rules or constitution
- Evidence of alignment with the purposes of HASANZ
- Evidence of membership numbers

For Full membership only:

- Code of Conduct and/or Ethics
- Copy of complaints process(es)
- Copy of disciplinary process(es)
- Copy of competency/accreditation framework process(es)
- Copy of relevant CPD process(es)
- Copy of any processes used to verify good character
- Copy of documentation relating to encouraging insurance
- Any other evidence in support of your application

² Some organisations have one code that comprises both professional conduct and ethical behaviour.

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