



# **Professional Standards Framework**

for the Development of

# **Health & Safety Professionals**

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**Developed by the  
New Zealand Institute of Safety Management Inc.  
(NZISM)**

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# Introduction

## 1 Background

For a number of years NZISM has looked at the possibility of a Register of Health and Safety Professionals. This project was started some time ago. It was quickly realised that Professional Standards were required (a number of other groups have these). The key question that has arisen is "How do we measure the competence of Health and Safety Professionals?" National Executive members, with input from Branch Management Committee members, have developed these standards.

The overall intention is to create the ongoing professional development of Health & Safety practitioners within NZISM and NZ.

## 2 Benefits of Professional Standards

- To assist employers/businesses in determining the selection of Health and Safety Professionals.
- To ensure ongoing professional development.
- To ensure a high level of professionalism and ethical behaviour.
- To promote health and safety as a profession.

## 3 Definitions

*"Framework"* means the scope of applications and interpretation and use of Professional Standards.

*"Client"* means who engages the Professional Consultant for professional occupational health and safety service.

*"Competency"* is deemed to be on the provision of evidence and evaluation of skills/qualification/experience/research. Not NZQA based.

*"Health and Safety Professional"* means a registered occupational health and safety professional who has met the Professional Standard.

*"Revalidation"* means the process of applying for continuance as a Professional Member of the NZISM. This is done on a two yearly basis

## 4 Administration

Applications are obtained by contacting your local branch for an application pack or download from the NZISM website. The completed application is forwarded to the National Secretary for consideration by the Grading Panel. This panel meets 3-4 times per year. Applicants pay a \$350 fee, which contributes to the running of the panel. Revalidation is required every two years. Cut-off date for applications is one month prior to the Grading Panel meeting. If this date is missed, applicants must wait for the next meeting.

NZISM does not intend to determine who may practice in the Health and Safety profession and non-registered practitioners are to be accorded the same courtesy as professional members of NZISM.

All material submitted to the Review Panel will remain confidential and be returned to the applicant.

## 5 Appeal Process - See Appendix 4

## **6 Professional Membership Grading Panel**

The Professional Membership Grading Panel shall consist of three people.

- 2 Branch Managers
- Operations Manager

The Operations Manager may be substituted by any other member of the National Executive if he/she is unavailable.

The National Manager has an advisory role to the panel but does not participate in the grading of individual applications.

The Grading Panel will normally convene at the time of the NZISM National Executive Meeting's which are held quarterly.

# Professional Standards

<b>PART 1</b>	Demonstrates professional behaviour and conduct in practice.
<b>PART 2</b>	Uses relevant information appropriately for health and safety practice.
<b>PART 3</b>	Planning and development of health and safety interventions.
<b>PART 4</b>	Implementation and documentation.
<b>PART 5</b>	Imparts health and safety knowledge and information.
<b>PART 6</b>	Monitoring and evaluation of interventions.

# Summary of Parts and Criteria

## PART 1 Demonstrates professional behaviour and conduct in practice

**Criteria 1.1** Practices in a professional and ethical manner

**Criteria 1.2** Provides evidence that contributes to the health & safety practice through research /extra study

**Criteria 1.3** Participates in ongoing professional development activities that enhances own professional development

**Criteria 1.4** Understands the industrial, legal and liability issues that impact upon the area of professional practice

## PART 2 Uses relevant information appropriately for health and safety practice

**Criteria 2.1** Scopes a Health and Safety Management Plan relevant to health and safety legislation.

**Criteria 2.2** Lists and explains what relevant legislative documentation you are likely to come across in New Zealand in a robust Health and Safety Management Plan (no more than 3 pages).

## PART 3 Planning and development of health & safety interventions

**Criteria 3.1** Describes implementing a Hearing Conservation Programme for a Metal Engineering Workshop (no more than 3 pages).

## PART 4 Implementation and documentation

**Criteria 4.1** Client provides a statement or questionnaire which gives evidence of the following:

- Educates clients in the use of recognised health and safety management systems.
- Bases intervention strategies on established methods and practices
- Records and reports outcomes of interventions accurately and professionally.
- Records are maintained in a confidential manner and made secure

## PART 5 Imparts health & safety knowledge and information

**Criteria 5.1** Prepares a Training Plan for a half day course on Manual Handling for 20 persons in a warehouse incorporating the performance indicators (no more than two pages - course notes not required).

**Criteria 5.2** Identifies strategies for transfer of relevant knowledge and skills.

## PART 6 Monitoring and evaluation of interventions

**Criteria 6.1** Describes how you would monitor and evaluate the quality and outcomes of a Health and Safety Intervention Plan and make recommendations of results of the evaluation/audit (no more than one page - samples can be appended if desired)

# Detailed Professional Standards

## PART 1 Demonstrates professional behaviour and conduct in practice

**Criteria 1.1** Practices in a professional and ethical manner

**Performance Indicator**

**1.1.1** The branch manager supplies a comment on the applicant, on each of the performance indicators

**Criteria 1.2** Provides evidence that contributes to the health & safety practice through research /extra study

**Performance Indicators**

**1.2.1** Recognises the need for extending the boundaries of the current knowledge base

**1.2.2** Accesses, critiques and applies relevant knowledge to professional practice.

**1.2.3** Participates in research and reports on findings from personal practice where appropriate.

*Provide examples of one or more of the following:*

- presents findings at conferences, NZISM meetings, seminars, meetings with other disciplines.
- results of research/practice are submitted for publication
- reports to clients
- information searches
- literature reviews

**1.2.4** Participates in ongoing professional development activities

*Provide examples of one or more of the following:*

- attendance at NZISM meetings
- meetings of own professional discipline
- courses, conferences etc.
- maintaining library
- accessing literature
- graduate and post graduate studies
- evidence of membership of NZISM
- evidence of membership of other professional groups

**Criteria 1.3** Participates in ongoing professional development activities that enhances own professional development

**Performance Indicators**

**1.3.1** Provides evidence of professional development.

**1.3.2** Completes the Professional Development Record (Appendix 2) and attaches evidence

**Criteria 1.4** Understands the industrial, legal and liability issues that impact upon the area of professional practice.

**Performance Indicators**

**1.4.1** Identifies employment law pertaining to health and safety and ACC.

**1.4.2** Understands professional indemnity issues related to professional practice, where appropriate.

*Provide examples of one or more of the following:*

- evidence of professional indemnity insurance
- code of practice

## PART 2 Uses relevant information appropriately for health and safety practice

**Criteria 2.1** Scopes a Health and Safety Management Plan relevant to health and safety legislation

***Performance Indicator***

- 2.1.1** Provides evidence of a Health and Safety Management Plan which includes, but is not limited to, the following:
- management policy
  - planning
  - implementation
  - review
  - ACC Accredited Employer
  - hazard management

**Criteria 2.2** Lists and explains what relevant legislative documentation you are likely to come across in New Zealand in a robust Health and Safety Management Plan (no more than 3 pages). Should include Acts, Regulations, Codes of Practices, Guidelines etc.

***Performance Indicator***

- 2.2.1** Provides evidence of six Acts, Regulations, etc.

## PART 3 Planning and development of health & safety interventions

**Criteria 3.1** Describes implementing a Hearing Conservation Programme for a Metal Engineering Workshop (no more than 3 pages).

***Performance Indicators***

- 3.1.1** Describes the key requirements of the “Approved Code of Practice for the Management of Noise in the Workplace”.
- 3.1.2** Provides evidence of a hearing conservation programme relevant to a metal engineering workshop.

## PART 4 Implementation and documentation

**Criteria 4.1** Provides a statement or questionnaire that gives evidence of the following:

- Educates clients in the use of recognised health and safety management systems.
- Bases intervention strategies on established methods and practices.
- Records and reports outcomes of interventions accurately and professionally.
- Records are maintained in a confidential manner and made secure

### **Performance Indicators**

**4.1.1** Educates clients in the use of recognised health and safety management systems.

*Provide examples of one or more of the following:*

- Letters, reports, meeting notes, minutes, other records

**4.1.2** Bases intervention strategies on established methods and practices.

*Provide evidence of two or more of the following:*

- action plans
- training plans
- rehabilitation plans
- protocols
- management plan
- injury prevention plan

**4.1.3** Records and reports outcomes of interventions accurately and professionally.

*Provide evidence of two or more of the following:*

- able to document the justification for certain interventions
- consistent with medico-legal requirements where necessary
- keep records according to employer's requirements, policy and legislation
- legibly sign and date each entry
- reports are written objectively and concisely
- reference to appropriate legislation/standards/codes x reference to appropriate literature

**4.1.4** Records are maintained in a confidential manner and made secure, if appropriate.

*Provide evidence of one or more of the following:*

- information release form
- evidence of consents obtained
- policy and procedure
- use of locked cabinet for personal records

**Comment:** You will need to take into account the following potential issues:

- privacy issues
- difference between working as an employee and as a consultant
- difficulty of accessing information
- business sensitivity

## PART 5 Imparts health & safety knowledge and information

**Criteria 5.1** Prepares a Training Plan for a half day course on Manual Handling for 20 persons in a warehouse incorporating the performance indicators (no more than two pages - course notes not required).

**Performance Indicator**

**5.1.1** How would you identify your clients needs?  
Identify resources of training and learning.  
How can you sell and justify the need for health and safety training?  
What techniques would you use to impart the training?

**Criteria 5.2** Identifies strategies for transfer of relevant knowledge and skills.

**Performance Indicator**

**5.2.1** Plans or recommends appropriate education and training programmes in accordance with learning needs.

*Provide examples of two or more of the following:*

- incorporation of learning principles into programmes (eg. adult learning techniques).
- supervisory/management involvement
- ability to define the aim, objectives, structure and composition of training programme
- recognition of use of appropriate providers, eg NZQA, ITO's, PTE's, consultants, trainers, etc

## PART 6 Monitoring and evaluation of interventions

**Criteria 6.1** Describes how you would monitor and evaluate the quality and outcomes of a Health and Safety Intervention Plan and make recommendations of results of the evaluation/audit (no more than one page - samples can be appended if desired)

**Performance Indicator**

**6.1.1** This may include:

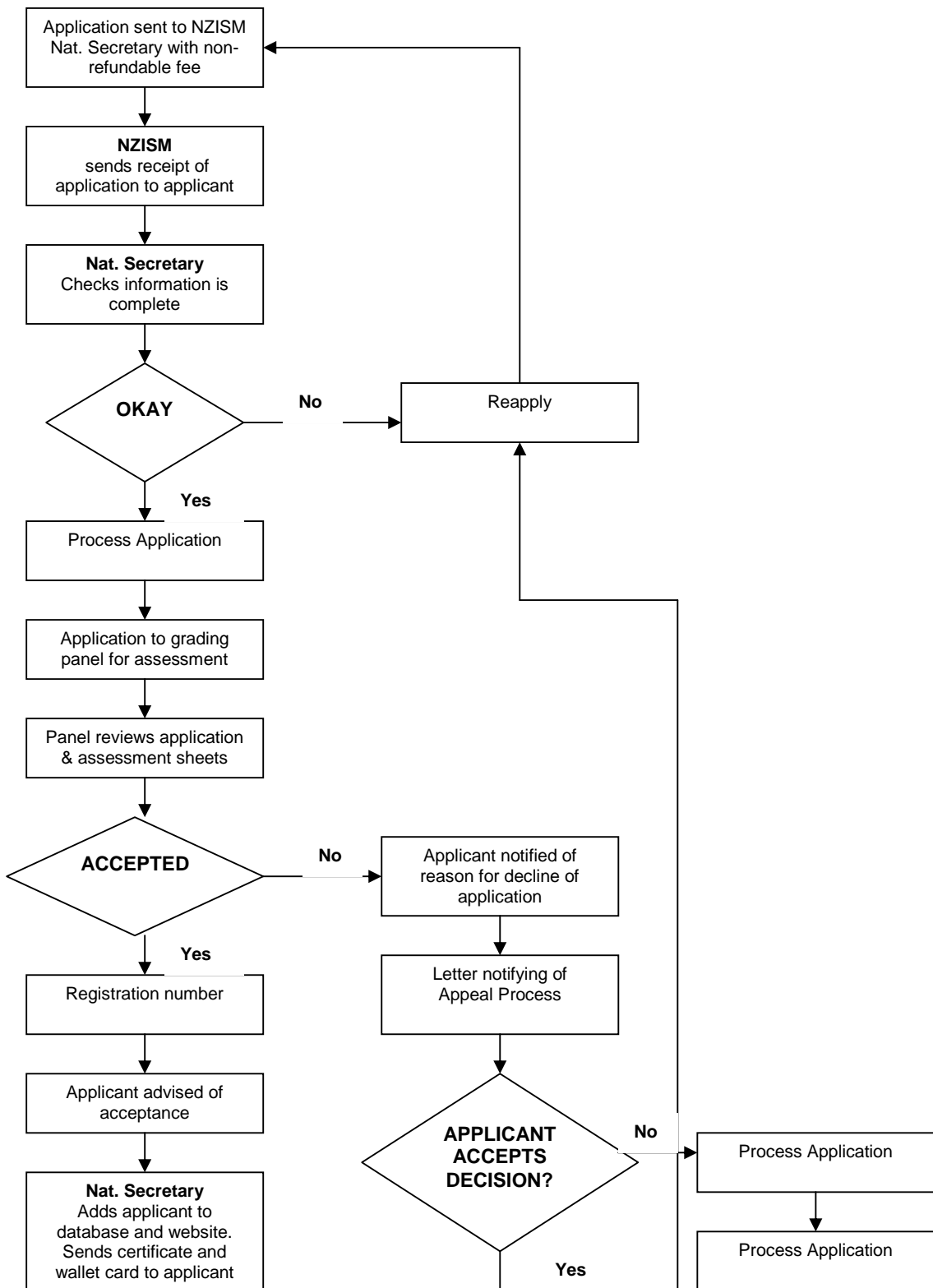
- project plans
- audits
- reviews
- evaluations
- business plans, etc

# Appendices

- 1 Overview of the Application Process Flowchart
- 2 Application Form for Completed Professional Membership of NZISM and Professional Development Record
- 3 Qualifications Record
- 4 Professional Development Record
- 5 Code of Professional Conduct
- 6 Appeal Process
- 7 Revalidation Process

# Overview of the Application Process

## NZISM Professional Membership



# Application for Completed Professional Membership of NZISM

Four copies of application are required

## 1. Personal Information

**Name:** Please circle appropriate choice

Mr Mrs Ms Miss Dr Other .....

.....  
Surname

First

Middle

**Date of Birth:** .....

**Address:** Please tick preferred mailing address

Residential

.....

Post Code .....

Phone: ..... Fax: .....

Email: .....

Business

.....

Post Code .....

Phone: ..... Fax: .....

Mobile: .....

Email: .....

## 2. Current Employment

**Position Title:** .....

**Employer:** .....

**Name, Position and Contact Details of Person You Report To:**

Name: .....

Position: ..... Phone: .....

**Nature of Business:** .....

**Street Address:** .....

**Postal Address:** .....

**Date Commenced:** .....

## 3. Work Details

Please provide the following details (each on a separate page):

- Evidence of how you meet the six core competencies (refer to pages 6 and 7 of the Standards).
- An outline of your current job description. If self employed, list key tasks.
- Details of relevant work experience.

Time spent on health and safety:  %

#### 4. Referees/Testimonials

List names and contact details of your last three clients and/or employers to act as referees:

.....	Phone: .....
.....	
.....	Phone: .....
.....	
.....	Phone: .....
.....	

#### 5. Professional and Personal Development

Please provide an outline of relevant learning and courses undertaken over the last two years (*page 4 of Appendix 2*) and list relevant qualifications (*page 3 of Appendix 2*).

#### 6. Supporting Documentation Attached

*please ✓*

- |   |   |
|---|---|
| <input type="checkbox"/> Curriculum Vitae (not more than 5 pages)<br><i>Please note this will not be returned.</i>          | <input type="checkbox"/> Completed copies of qualifications                 |
| <input type="checkbox"/> Evidence of core competencies met  | <input type="checkbox"/> Outline of current job description/key tasks       |
| <input type="checkbox"/> Details of relevant work experience  | <input type="checkbox"/> Qualifications form                                |
| <input type="checkbox"/> \$350 application fee (non-refundable)<br><i>Please make cheques payable to "NZISM Standards".</i> | <input type="checkbox"/> Professional development record for last two years |
|   | <input type="checkbox"/> Four copies of application                         |

#### 7. Declaration of Understanding

I, the undersigned, do hereby declare that the information provided in support of this application is true and correct. If successful with the application, I give permission for appropriate contact details to be published on the NZISM website. I furthermore understand upon acceptance, I agree to abide by the Code of Professional Conduct and the NZISM Constitution 2004.

**Applicant's Signature:** ..... **Date:** .....

Please send completed application form to NZISM (Inc.), PO Box 25 107, St Heliers, Auckland, together with a cheque made out to "NZISM Standards".

#### *For use by the Registrar only*

- |   |                         |  |                         |
|---|-------------------------|--|-------------------------|
| 1. <input type="checkbox"/> Application received/receipted    | Date: ...../...../..... | 5. <input type="checkbox"/> Applicant notified/certificate and card sent | Date: ...../...../..... |
| 2. <input type="checkbox"/> Application submitted for process | Date: ...../...../..... | 6. <input type="checkbox"/> National database updated                    | Date: ...../...../..... |
| 3. <input type="checkbox"/> Further information required/sent | Date: ...../...../..... | 7. <input type="checkbox"/> Website updated                              | Date: ...../...../..... |
| 4. <input type="checkbox"/> Application approved              | Date: ...../...../..... |  |                         |



## 4. Professional Development Record (last two years)

**Name:**

**Date:**

Date	Duration Days/Hours	Providing Organisation	Type of Activity <small>eg workshops, courses etc</small>	Describe Subjects Covered	Verification <small>Sign and print name</small>

## 5. Code of Professional Conduct

The purpose of any code is that of providing guidance in the acceptable way a task should be done, or the way one expects a person to perform.

The Grading Panel has presented this code as a guide and reference to be used in the event of a complaint or dispute arising.

NZISM Professional Members shall:

- Provide sound judgment in pursuance of their professional duties.
- Follow the highest standards of integrity.
- Uphold the honour and dignity of the health and safety profession.
- Take all reasonable steps to increase the competence and prestige of their profession.
- Uphold the principles of the Privacy Act and maintain client confidentiality.
- Avoid conflicts of interest.
- Use a professional approach to compete fairly with other members.
- Support the confidence of members/colleagues in other members.
- Strive to improve their professional growth and encourage colleagues to develop professionally.

In the event of any dispute/formal complaint, fully co-operate with any assigned member of the Grading Panel

## 6. Appeal Process

- Appeals must be lodged within one month of the date that the decision is made or the supplying of further information as requested.
- Reasons must be specific.
- All parties involved in the appeal are entitled to be notified and present where the appeal of the decision is heard

## 7. Revalidation Process

A Professional Member must make application to the National Executive for revalidation of his/her standing to achieve continuance of the grade of Professional Member.

This is to be done prior to the two-year anniversary of the original membership occurring (and every two-yearly anniversary date thereafter), to have effect from that anniversary date.

An application is to be made in writing to the National Secretary with details of any professional development since the original application; This is to be accompanied by a fee of \$100.

Copies of,

- Professional Development Log.
- Articles and publications
- Research undertaken
- Major achievements