



HFESNZ Professional Affairs Board Manual

HFESNZ Professional Affairs Board Manual - Contents

1	Introduction.....	3
2	Version history.....	4
3	PAB Structure	5
3.1.	HFESNZ Rules.....	5
3.2.	Responsibility and accountability.....	7
3.3.	PAB Duties, Records and Meetings	7
3.4.	Finances.....	8
3.5.	PAB Address and Email Address.....	9
3.6.	Document review and availability.....	9
3.7.	Records.....	9
3.8.	Communication and promotion	10
4	Professional Membership requirements.....	11
4.1.	Professional Membership Criteria.....	11
4.2.	Associate Professional Member – AssocNZHFE	13
4.3.	Certified Professional Member - CNZHFE	13
4.4.	Technical Professional Member – TechNZHFE	14
4.5.	Additional requirements for HFE professionals entering New Zealand	15
4.6.	Insurance.....	15
4.7.	Duration of Certification, and Re-certification Requirements	16
4.8.	Assessment processes.....	16
4.9.	Code of Conduct.....	17
4.10.	Professional Member Register	17
4.11.	Appeals.....	17
4.12.	Professional Members working outside New Zealand.....	18
4.13.	Cessation of Professional Membership.....	18
5	Complaints and Disciplinary	19
5.1.	The Complaints Policy and Disciplinary Procedures.....	19
6	HASANZ Register.....	23
	Appendix 1 - Recent Society Changes	24
	Appendix 2 – Core Documents stored in Dropbox	27

1 Introduction

The Human Factors and Ergonomics Society of New Zealand Incorporated (HFESNZ) has three professional membership categories – Certified, Associate and Technical Professional Membership.

Professional Membership of the HFESNZ is determined by the Professional Affairs Board (PAB). The PAB reviews the material provided in each application, determining if the applicant meets the required standards for the desired Professional Membership category. The PAB also operates the continuing professional development programme, supports mentoring processes, and addresses complaints about the conduct of Professional Members (Rule 10.4), as outlined in this PAB Manual and associated documentation.

2 Version history

The New Zealand Ergonomics Society Incorporated (NZES) started in 1986, on splitting from the Ergonomics Society of Australia and New Zealand that had been in existence from 1966. In 1996 the NZES established a Board for Certification of New Zealand Ergonomists (BCNZE). The Board was operated by the NZES, but the BCNZE certification scheme existed separately from the NZES's membership structure. Later society Rules changes saw the Professional Affairs Board (PAB) take over from the BCNZE. The following table identifies the manuals published by the BCNZE and PAB.

Table 1. HFESNZ manual versions produced.

Date	Manual title	Key features	Authors
1997	BCNZE Quality Manual	Operating procedures and quality requirements	Carol Slappendel, David Tappin and Frank Darby
2006	BCNZE Quality Manual	Updated to incorporate recertification and other changes, supported IEA certification scheme endorsement application in 2007	David Tappin, Marion Edwin, Paul Dickinson, and Tim Bentley
2020	HFESNZ Professional Affairs Board Manual (PAB Manual)	Updated following society rule changes and to support IEA certification scheme endorsement renewal application	Marion Edwin, Sue Alexander, Liz Ashby, and Hannah Trevett

3 PAB Structure

3.1. HFESNZ Rules

The 18 June 2020 version of the HFESNZ Rules (constitution) are [here](#).

The Rules (3.1) state that *'The purposes of the Society are:*

- a) To promote the application of human factors / ergonomics knowledge.*
- b) To advance human factors / ergonomics research, education, public awareness, and professional standards.*
- c) To perform any functions or actions necessary or helpful to fulfil the above purposes'.*

And (3.2) *'Pecuniary gain is not a purpose of the Society'*. Thus, HFESNZ has a clearly stated role in the upholding of professional standards, HFE research and education, the application of HFE knowledge, and public awareness of HFE, but no authority to accumulate funds.

The Professional Affairs Board (PAB) is a function of the HFESNZ, operating as a formal sub-committee of the elected committee. See the following excerpts from the HFESNZ Rules, as pertaining to Certification Assessors/PAB functions:

- **5.2** (regarding Committee) - *'Three of these people will carry out Certification Assessment tasks within the Professional Affairs Board (PAB)'.*
- **5.3** - *'All Certification Assessors must be either Associate or Certified New Zealand Human Factors Professionals/Ergonomists (NZHFE), with a majority being Certified NZHFE'. It is recognised that Professional Membership decisions should preferably be made by appropriately qualified senior HFE professionals. However, with the current low numbers of Certified Professional Members, for the simple sake of continuity and sustainability, the option of bringing through an Associate Professional Member has been kept open, recognising that they would be supported by Certified Professionals on PAB.*
- **6.1 d)** – *'The term of office for each post will be two years, with the opportunity to seek re-election. The Chair and Certification Assessors may have a total of 2 consecutive terms (maximum of 4 years), and after a break may return for a further term in office. Other officers have no limit. On retiring the Chair and Certification Assessors may take alternate posts'.*
- **9.6** – *'The Committee, via the Professional Affairs Board, carries out the assessment of professional membership applications (Certified, Associate and Technical Member applications)'.*
- **9.7** – *'Any changes to Professional Member certification criteria and/or the Code of Conduct must be approved by the Committee and Professional Members. This will be by email/postal vote. In the event of an equal vote, the Chair shall have a casting vote, that is, a second vote'.*
- **10.4** - *'The Professional Affairs Board is responsible for:*
 - a) Determining who shall be the PAB Convenor, either as a separate role or as PAB Convenor/Certification Assessor.*
 - b) Carrying out Certification tasks as outlined in relevant documentation.*
 - c) Addressing complaints about the conduct of Professional Members'.*
(This PAB Manual is the reference documentation).
- **12.2** – *'Members have the rights and responsibilities set out in these Rules. This includes adherence to a Code of Conduct for Professional Members (Certified, Associate and Technical Members)'.*
- **13.1** – *'To become a Member, a person ("the Applicant") must:*
 - a) Complete an application form;*
 - b) Pay the necessary Application fee;*
 - c) Supply any other information the Committee requires; and*
 - d) Meet all requirements for the membership class being applied for'.*

- **13.4** – *‘Membership categories are:*
 - a) *Student Members – those with an interest in ergonomics and human factors, whom are attending a full time course of study.*
 - b) *General Members - those with an interest in ergonomics and human factors;*
And the three Professional Membership categories that require adherence to a professional Code of Conduct:
 - c) *Certified Professional Members – those who in addition to the education and supervised training requirements of Associate Members have also completed two full time years of professional practise, at least one year of which has been in New Zealand.*
 - d) *Associate Professional Members – those with at least 3 years of academic formation in any field, at least one year of which is in Human Factors/Ergonomics, and one fulltime year of supervised practise in Human Factors/Ergonomics;*
 - e) *Technical Professional Members – those with detailed knowledge of at least one core human factors/ergonomics education topic and some knowledge from one other; and be working with a ‘systems approach’ as a significant part of their work’.*
- **13.5** – *‘In order to maintain Certified Professional Membership, re-certification is required every three years in addition to payment of the annual registration fees’.*
- **13.6** – *‘All members (with the exclusion of Life Members) must pay an annual membership fee to remain in good standing’.*
- **14.2** – *‘Professional Members must abide the HFESNZ Code of Conduct’.*
- **14.3** – *‘Post-nominals (e.g. CNZHFE) can only be used by persons authorised to do so and whose professional membership status is current’.*
- **15.1** – *‘The Committee shall keep a register of Members (“the Register”), which shall contain the names, the postal and email addresses and telephone numbers of all Members, and the dates at which they became Members’.*
- **15.2** – *‘Professional Members (Certified, Associate and Technical) will be listed on relevant publicly searchable registers if they remain in good standing’.*
- **16.3** – *‘Complaints of unprofessional conduct or breaches of the Code of Conduct of Professional Members will be referred to the Committee’s Professional Affairs Board and addressed via the Complaints Policy’.*
- **16.4** – *‘Membership may be terminated in the following way:*
 - a) *If, for any reason whatsoever, the Committee is of the view that a Member is breaching the Rules; or acting in a manner inconsistent with the purposes of the Society; or may bring the Society into disrepute (including professional conduct issues as in 16.3) the Committee may give written notice of this to the Member (“the Committee’s Notice”). The Committee’s Notice must:*
 - i) *Explain how the Member is breaching the Rules; or acting in a manner inconsistent with the purposes of the Society; or may bring the Society into disrepute*
 - ii) *State what the Member must do in order to remedy the situation; or state that the Member must write to the Committee giving reasons why the Committee should not terminate the Member’s Membership.*
 - iii) *State that if, within 14 days of the Member receiving the Committee’s Notice, the Committee is not satisfied with the response of the member, the Committee may in its absolute discretion immediately terminate the Member’s Membership.*
 - iv) *State that if the Committee terminates the Member’s Membership, the Member may appeal to the Society.*
 - b) *14 days after the Member received the Committee’s Notice the Committee may in its absolute discretion by majority vote to terminate the Member’s Membership by giving the Member written notice (“Termination Notice”), which takes immediate effect. The Termination Notice must state that the Member may appeal to the Society at the next*

Meeting by giving written notice to the Secretary (“Member’s Notice”) within 14 days of the Member’s receipt of the Termination Notice.

- c) If the Member gives the Member’s Notice to the Secretary, the Member will have the right to be fairly heard at a Society Meeting held within the following 28 days. If the Member chooses, the Member may provide the Secretary with a written explanation of the events as the Member sees them (“the Member’s Explanation”), and the Member may require the Secretary to give the Member’s Explanation to every other Member within 7 days of the Secretary receiving the Member’s Explanation. If the Member is not satisfied that the other Society Members have had sufficient time to consider the Member’s Explanation, the Member may defer his or her right to be heard until the following Society Meeting.*
- d) When the Member is heard at a Society Meeting, the Society may question the Member and the Committee Members.*
- e) The Society shall then by majority vote decide whether to let the termination stand, or whether to reinstate the Member. The Society’s decision will be final’.*
- **19.1** – *‘If any Member does not pay a Subscription or Registration Fee by the date set by the Committee or the Society, the Secretary will give written notice that, unless the arrears are paid by a nominated date, the Membership will be terminated. After that date, the Member shall (without being released from the obligation of payment of any sums due to the Society) have no Membership rights and shall not be entitled to participate in any Society activity or claim ongoing Professional Member (Associate or Certified) status’.*
- **19.2** – *‘Membership Fees are due each 1 April, and cover Membership until the following 31 March’.*

3.2. Responsibility and accountability

The PAB is primarily accountable to the HFESNZ Committee. The HFESNZ has an interest in the application of HFE knowledge, and the advancement of HFE research, education, public awareness, and professional standards.

The HFESNZ’s PAB determines who may be granted Professional Membership and ensures that Professional members remain engaged with the activities of the profession and complete continuing professional development activities. The PAB sets the required criteria and competence standards, in association with the HFESNZ Committee and with awareness of national and international activities and standards.

A relevant and important new national body in New Zealand is the Health and Safety Association of New Zealand (HASANZ). HASANZ (see Section 6 for more information) is a health and safety peak body, working with all the health and safety disciplines on competence frameworks and standards, and with a focus on international benchmarking. HASANZ operates a Register of certified health and safety professionals (the [HASANZ Register](#)), including HFE professionals. The PAB has duties to verify the competence of HFE professionals applying to list on the HASANZ Register.

The PAB reports regularly to the HFESNZ Committee on the outcomes of applications, with successful applicants changing their membership category – the PAB Convenor advises the Administrator and informs the Committee. The PAB also reports activities annually as part of formal AGM reporting.

3.3. PAB Duties, Records and Meetings

There shall be three Certification Assessors. The Certification Assessors are (formally) all HFESNZ Committee Members. The PAB shall appoint a Convenor. This may be a separate role, or one held jointly by a Certification Assessor. For practicality and workload sharing purposes, Assessors do not usually attend committee Meetings, but there will be a report back from PAB at each committee meeting, via the PAB Convenor. The PAB Convenor attends all committee meetings.

Three PAB members are required for quorum at PAB meetings. From time to time meetings may be

restricted by a PAB member/s being out of the country etc. Key decisions must involve all PAB Members and correspondence may be via phone or email, then documented accordingly. The work of the PAB and Certification Assessors in assessing applications for Professional Membership is always completed outside of committee. Separate PAB meetings are held usually via video-conference using Zoom (or similar, with screen-sharing being a key tool), and separate PAB minutes are kept.

When PAB Assessors own applications are being assessed, they will step aside, and another Assessor is asked to step in. Previous PAB Assessors understand that they will be asked to carry out these intermittent tasks.

PAB records and Applicant files are maintained separately from other HFESNZ records. They are in a Dropbox that is only accessible by PAB Certification Assessors and the Society Administrator. Duplicate files of PAB application form templates and core documents only are maintained in another shared Dropbox accessible by HFESNZ Committee.

In addition to application assessment tasks, PAB Assessors may take on other duties from time to time – this might include continuing professional development, mentoring, promotional, competence framework review and development, or other programme development tasks.

PAB meets at minimum 3 times per year – usually in March, June/July, and October, requiring application materials to be with the Convenor 3 weeks prior to the meeting, enabling Assessors time to review all the material. The meeting dates are posted via the website and in society newsletters <https://www.hfesnz.org.nz/about-us/membership/>.

3.4. Finances

The PAB operates within the HFESNZ, with Membership Fees (Annual Subscription) set to offset the society's total running costs. The financial year runs from 1 April to 31 March the following year, and costs and budgeting are under the control of the Treasurer and committee, per usual society functions. The PAB activities completed by the Convenor and Assessors are voluntary, with no associated costs. PAB-related tasks completed by the paid society Administrator result in some cost to the society, per the society budget. In reality, there are few costs that are specific to PAB – HFESNZ maintains society subscriptions to relevant software packages and Zoom; is committed to website systems that work for member needs; and has a current focus on profession-development activities. These action areas reflect the interests of the Professional Affairs Board.

PAB activities create only one additional income stream. This is the Application Fee of \$75 plus GST (November 2020) that is charged for each Professional Membership Application assessed.

Following the PAB meeting, the Administrator is advised of who has been assessed, and if they should be invoiced for the Application Fee, and if they are eligible to change membership status. (For example: from General Member to Technical Professional Member, or from Student Member to Associate Professional Member, or from Associate Professional Member to Certified Professional Member). They will also be invoiced for the (pro-rata) cost of the new membership category. For example: if a member become Certified from Associate, halfway through the financial year, they will be required to pay the Application Fee (\$75), and half of the \$100 difference between Associate and Certified fees – so an additional \$50, a total of \$125 plus GST.

The three yearly recertification application by Certified Members does not require an additional fee payment. Costs of recertification application assessment are covered within the standard Certified Professional Member annual subscription. Professional Member subscriptions (exclusive GST) are currently (November 2020):

Certified Professional Member	\$350
Associate Professional Member	\$250
Technical Professional Member	\$250

(General Members pay \$140 and Student Members pay \$60 annual subscriptions, with Life Members/founding members of the society gratis, unless they are a Professional Member, when they must pay the required annual subscription).

Annual subscription invoices will be sent out in March for payment 20 April and will be overdue after this time. Subscription fees remaining unpaid on 30 June will result in loss of membership, and name removal from the Membership Register.

3.5. PAB Address and Email Address

The PAB uses the same postal address as HFESNZ – currently via PO Box 3810, Richmond, Nelson 7050. This is now rarely used for any communication. For formalities, the Incorporated Societies system requires that society Rules list a street address. For this purpose, we use the street address of HASANZ (Berl House, 108 The Terrace, Wellington 6011) as we do not maintain a fixed office.

Most importantly, the Convenor has access to use of the profmember@hfesnz.org.nz email address. This is only accessible to the current Convenor. Most application materials are now sent via digital versions – either attached documents to emails, or documents embedded into word documents, or files shared via Dropbox or other file-sharing services.

3.6. Document review and availability

This HFESNZ PAB Manual shall be reviewed three-yearly and as required (if there is a change to HFESNZ Rules or PAB requirements) to ensure that all relevant procedures are included and updated. The date of update will be noted in the page footer.

The current version of the HFESNZ PAB Manual will be available to all HFESNZ members via the website and referenced specifically for all Professional Members.

3.7. Records

All email, social media, telephone, or written enquiries regarding Professional Membership or professional membership issues (including complaints and disciplinary) shall be referred to the Convenor. The Convenor shall respond and will report appropriately at the next PAB Meeting for a formal (minuted) record.

The Convenor will complete and maintain:

- PAB Meeting Agendas and Meeting Minutes, kept in the PAB Dropbox
- With the society Administrator, updates of the membership database
- Professional Member files as kept in the PAB Dropbox.
- Some historical documentation¹ for PAB/BCNZE is held in the main HFESNZ Dropbox files.

The PAB Dropbox is only accessible to the Convenor, the PAB Assessors, and the Administrator. The convenor must oversee file access and ensure only those who should have access, do have access. Future improvements to PAB file management may come from membership database upgrades, that might enable all documentation to be maintained within the website-based membership database system. Security and file access remain a key risk for the society, and care is always required for the handling of such sensitive information.

¹ Historically, paper records were kept from the original BCNZE Scheme conception in the late 1990's, to around 2018. In 2018 and 2019 all paper files were reviewed, and scanned copies made of any documents thought to warrant being archived. Scanned versions of original paper applications have therefore been retained in current Member files, and some key early documents scanned and archived. Thus, all documents relating to the Professional Membership system are now e-records, housed within the society and PAB records. All historical paper records have now been destroyed via secure document destruction services (early 2020).

3.8. Communication and promotion

The PAB communicates with the Committee via the regular Committee meetings, providing summary updates on PAB events and activities. Information on new members, upcoming PAB meetings and PAB activities are passed to the newsletter editor for all members. Some Professional Member-specific email communications occur to pass on information specifically to this group, or to elicit feedback from the group.

Professional Membership promotion is now built into the HFESNZ's core structure and mode of operation. Engagement with people that might be interested in using HFE services occurs via the website, and many other professionals in commonly associated disciplines are linked with via HASANZ.

4 Professional Membership requirements

4.1. Professional Membership Criteria

The criteria for Associate and Certified Professional Membership (as outlined in the Application Form, on the [website](#), in the flow chart, and in other documents) were established through NZES member consultation in the mid-1990's, and then developed with input from early BCNZE scheme members and NZES committee members².

The most recent adjustment to Professional Membership was the 2017 addition of a Technical Professional Membership category, recognising professionals working in a narrower field of application than would be expected of Associate and Certified Professional Members. This was identified as important to recognise the skillsets required for effective provision of HFE services in a wider range of application areas. The framework for this category was taken from the Chartered Institute of Ergonomics and Human Factors (CIEHF, United Kingdom) membership category of the same title.

The flow chart on the following page highlights the requirement for Associate, Certified, and Technical Professional Membership of HFESNZ. Entry for each Professional Member grade is assessed by the PAB.

The application process requires the submission of appropriate and strong evidence to support the claims. Tertiary qualification evidence should include details of course content (transcripts) and grades (certificates). These are often available via direct online links.

Some evidence types (strong to weak) are:

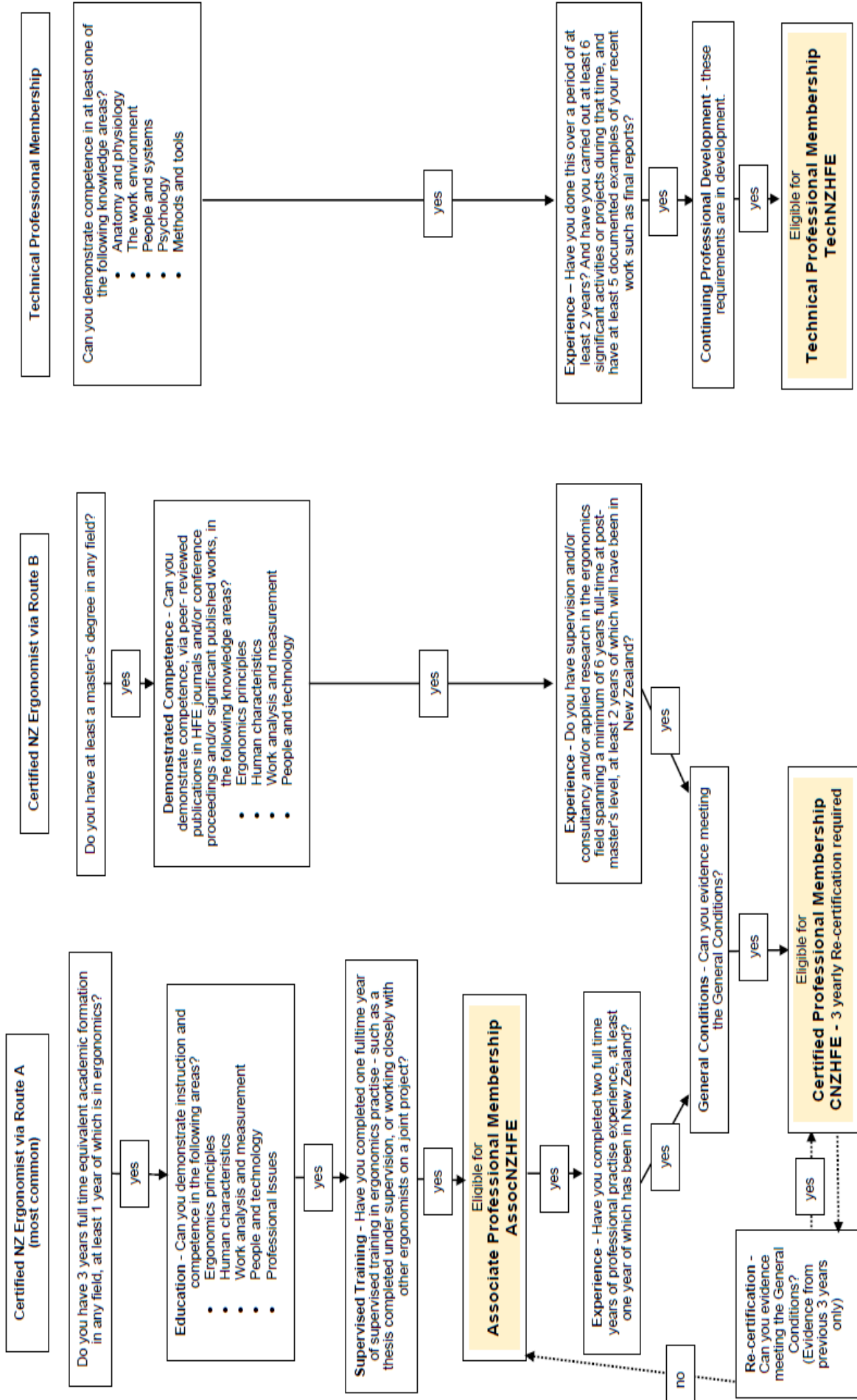
1. Strongest evidence is a working link through to a journal article or the item of evidence, perhaps on the publisher's website or a university website if for evidence of qualifications etc.
2. On the basis that not everyone has access to academic journal websites, an alternative is attaching a PDF version of a paper or item of evidence.
3. Next strongest evidence is a screen clipping or copy of an abstract/header page for the online journal article, copied into a word document or as an image. Screen clippings can be utilised effectively as evidence - e.g extracts from reports to clients, extracts from supervision logs etc.
4. Weaker evidence is copying the content of an abstract etc into a Word document, along with reference information.
5. Weakest evidence is the reference only for a paper or item of work.

² These original criteria were developed from the work of the Council for Registration of European Ergonomists (CREE) following the 1992 report from the working group known as 'HETPEP' – 'Harmonising European Training Programmes for the Ergonomics Profession'. (*Towards a European Registration Model for Ergonomists*, June 1992. Rookmaker, D.P., Hurts, C.M.M., Corlett, E.N., Queinnee, Y., Schwier, W. HETPEP Working Group).

These criteria remain largely unchanged, with the exception of some adjustments including:

- Early 2000's – adjustment to the 'General Conditions' for certification, to make the requirement less about hours of work, and more about the nature and quality of the work. This was seen to limit access to HFE professional recognition for people working part time with families (particularly women).
- Mid-2010's – adjustment of the 'General Condition' requiring the applicant to be practising '*in the broad sense of the definition including aspects of physiology, psychology, and work organisation*'. This was adjusted to '*The applicant is practicing human factors/ergonomics (HFE) in the broad 'systems'; sense of the definition, and in fields that may include physiology, biomechanics, psychology, and work organisation*'. This less restrictive definition enabled inclusion of professionals working in a broader range of application areas, including research and education.

Flow Chart – Professional Membership HFESNZ



4.2. Associate Professional Member – AssocNZHFE

Associate Professional Members have attained the required *educational qualifications* and *supervised training* but are yet to complete post-supervision *work experience*. To remain in good standing, they must maintain paid society membership and abide by the Code of Conduct. They do not currently have any CPD requirement (though this is [in development](#)). Associate Professional Members may use the post-nominal title **AssocNZHFE** and refer to themselves as an *Associate New Zealand Human Factors and Ergonomics Professional*, or *Associate New Zealand Ergonomist*, or *Associate New Zealand Human Factors Professional*.

Education - A minimum of 3 years equivalent full-time academic formation in any field is required, at least one year of which must have an HFE focus. The areas in which instruction and competence have been obtained are:

- Human factors/ergonomics principles
- Human characteristics
- Work analysis and measurement
- People and technology
- Professional issues.

Supervised Training - *During or after* this education, the applicant must complete a minimum one full year of supervised training in human factors/ergonomics practice. This may include completing an HFE-related thesis under the supervision of Certified HFE professionals, or working closely with other Certified HFE professionals on joint project/s. The focus should be on supervised application of the knowledge gained in education.

Following completion of both the education and supervised training requirements, an individual may apply for Associate Professional Membership, using the 'Associate/Certified Professional Member Application' form (provided following contact with the Convenor).

4.3. Certified Professional Member - CNZHFE

Certified Professional Members in good standing may use the post-nominal title **CNZHFE** and refer to themselves with the title '*Certified New Zealand Human Factors and Ergonomics Professional*', or '*Certified New Zealand Ergonomist*', or '*Certified New Zealand Human Factors Professional*'. To remain in good standing, they must maintain paid society membership, and they must complete three yearly Recertification (a form of CPD requirement) to remain current. Current membership criteria allow a Certified Professional Member to 'revert' to Associate Professional Membership if they are unable to meet the Recertification requirements. This will alter if all Professional Members are required to complete CPD, a process which is in development.

There are two 'routes' to gaining Certified Professional Membership within HFESNZ. These are known as 'Route A' (the most common) and 'Route B'. Route A also provides the option of attaining Associate Professional Membership (as described in section 5.2).

HFE Work Experience -Route A. Following the completion of education and supervised training (see section 5.2), the applicant must complete a *minimum of two full-time years of work experience in HFE*. At least one of these years must be in New Zealand. In addition, they must meet the 'General Conditions' (see 5.3.1) to ensure currency of practice. Applicants use the 'Change Associate to Certified' form to move from Associate to Certified Professional Membership.

Certification via Route B. All Route B applicants must hold a minimum of a Master's degree, and demonstrate their breadth of knowledge and competence via peer reviewed publications across a number of areas. Route B applicants will have many years of relevant academic achievement and professional practice in HFE.

Applicants must be able to demonstrate competence, via peer-reviewed publications in HFE journals

and/or conference proceedings and/or significant published works, in the **knowledge areas**:

- Human factors/ergonomics principles
- Human characteristics
- Work analysis and measurement
- People and technology

In addition, the applicant must have suitable **work experience**. They will have undertaken consultancy and/or applied research and/or supervision work in the HFE field spanning *a minimum of 6 years full-time at post-masters (or post-PhD) level, at least two years of which must have been in New Zealand*. The Route B applicant must also satisfy the 'General Conditions' (see 5.3.1).

4.3.1. General Conditions

Both Route A and Route B Certified Professional Member Applicants must meet the currency of practice requirements of the 'General Conditions':

1. The applicant is practicing human factors/ergonomics in the broad 'systems' sense of the definition and in fields that may include physiology, biomechanics, psychology, and work organisation.
2. The applicant has a shared perspective with other human factors professionals/ergonomists that is demonstrated via active and ongoing participation in a variety of human factors/ergonomics-specific activities such as professional development meetings, conferences, publication, and study.
3. The practise of the human factors professional/ergonomist is being carried out at a level equivalent to the level of a university graduated professional.
4. The applicant is competent to practise human factors/ergonomics as an intrinsic part of design activities.

The 'General Conditions' form the core requirement for the three yearly Recertification of Certified Professional Members, via completion of the 'Recertification' application form. This requirement is likely to be replaced by CPD processes that will apply for all Professional Members, that is [in development](#).

4.4. Technical Professional Member – TechNZHFE

Technical Professional Members in good standing may use the post-nominal title **TechNZHFE** and refer to themselves as a '*Technical New Zealand Human Factors and Ergonomics Professional*' or '*Technical New Zealand Ergonomist*' or '*Technical New Zealand Human Factors Professional*'. They do not currently have any CPD requirement (though this is [in development](#)).

Technical Professional Members must be working with a 'systems' approach; and have detailed knowledge of at least one education topic, and some knowledge of another from:

- Anatomy and physiology
- The work environment
- People and systems
- Psychology
- Methods and tools.

They must carry out human factors/ergonomics as a significant part of their work (though they may not call it that) and must have done a number of significant HFE projects over recent years. Technical members will be working in a narrower field of practice, but still within the HFE scope. Applicants for Technical Professional Membership apply on the 'Technical Professional Member' application form (provided following contact with the Convenor).

4.5. Additional requirements for HFE professionals entering New Zealand

4.5.1. Te Tiriti O Waitangi

Through HFESNZ's now 8 year history with HASANZ, it is recognised that all professionals working in the health and safety sector must uphold Te Tiriti O Waitangi (The Treaty of Waitangi), a founding document for Aotearoa New Zealand and a core part of our society. Te Tiriti o Waitangi is a treaty made between Māori (our indigenous peoples) and the British Crown in 1840, and outlines several key principles that underpin the relationships between the government of Aotearoa New Zealand and Māori:

- **Partnership** – working together with iwi, hapū, whānau (tribal and family groupings) to develop strategies.
- **Participation** – respecting and trusting each other's ability and knowledge about how best to do the work to achieve shared outcomes.
- **Protection** – ensuring that Māori have at least the same level of health and safety outcomes as non-Māori, and safeguard Māori cultural concepts, values, and practices.

Previously, this important element was not recognised in any formal HFESNZ professional membership application processes or competencies. However, it is increasingly recognised as a critical area of knowledge for professionals working in New Zealand workplaces for delivery of effective workplace health and safety interventions. It has therefore been included in recent revisions of Professional Member Applications, targeting the applicants that have received HFE education, training, and work experience outside of New Zealand. These applicants are asked to *'discuss your learning regarding the Treaty of Waitangi and its application for HFE professionals'*.

4.5.2. New Zealand health and safety (and other) legislation and agencies

Recent changes (discussed in Appendix 1) have significantly altered the New Zealand health and safety system landscape. HFESNZ believes that it is important that HFE professionals are cognizant of these changes, and aware of the impacts that this may have on expected professional practice.

We therefore ask applicants new to New Zealand to *'evidence their learning about the New Zealand health and safety (and other relevant) legislation and agencies'*.

4.5.3. Links with New Zealand HFE Community

Again, linked with these recent changes (Appendix 1) to the New Zealand health and safety system and landscape, it is recognised that it is increasingly important that we encourage HFE professionals who are newcomers to New Zealand, to participate in our local professional activities. We ask that they play their part in the growth and development of the profession and its application in New Zealand, and work with the society to grow our numbers, knowledge, and professional strength from the small group that we are currently. We recognise the importance of learning from others and recognise that the society plays a critical part in developing HFE professional expertise.

We therefore ask applicants new to New Zealand to *'discuss what you have done to develop your professional links within the New Zealand HFE community'*.

4.6. Insurance

Through our work with peak health and safety professional body HASANZ, it is also recognised that HFE professionals should hold appropriate Professional Indemnity Insurances. It is therefore:

- **recommended** that Associate and Technical Professional Members should hold Professional Indemnity, Public Liability and Statutory Liability insurances, and
- **a requirement** that Certified Professional Members carry Professional Indemnity and Public Liability insurances sufficient to cover the nature of their duties, and Statutory Liability insurance is **recommended** for Certified Professional Members.

4.7. Duration of Certification, and Re-certification Requirements

Certified Professional Membership is valid for a period of 3 years from the date of certification. Re-Certification will be required at this point, via application on the Re-Certification Application Form, as will be provided via the Convenor. The PAB will determine whether the applicant continues to satisfy the 'General Conditions', and if approved, the applicant's Certified Professional Member status will continue for another 3 years. If a Certified Professional Member's application is deemed to not meet the General Conditions, they may revert to Associate Professional Membership.

Note that once an applicant's academic history, supervised training, and experience have been recognised as satisfactory by the PAB, then these will not be re-visited in subsequent Re-Certification assessments. The PAB will focus only on the applicant satisfactorily meeting the General Conditions at that time.

Associate and Technical Professional Members have no current requirement to complete CPD, but this is encouraged. On logging in on the HFESNZ website, any member can make CPD entries, under the CPD tab. These CPD logs can be viewed by PAB Assessors considering a Professional Membership application, including recertification.

4.8. Assessment processes

For the ease of managing workflows, PAB activity occurs primarily at the scheduled PAB meeting (3 per year). Application materials are required 3 weeks before each meeting. Applications will be received by the Convenor, and then forwarded to the Assessors for review, as part of the meeting agenda that is prepared by the Convenor.

Potential applicants are directed to the Convenor for information and the provision of the application forms. Usually a screening discussion occurs (telephone, video conference, or sometimes only via email). This enables consideration of the potential applicants' situation, educational background, work history etc, and determines their readiness to make an application for Professional Membership. This personalised discussion ensures that most applicants receive timely advice and support. It usually prevents anyone wasting energy by perhaps completing an application that is below standard or working through the form and becoming discouraged if they fall short. This process of ensuring personal contact appears crucial to maintaining good communications and encouraging those that could become Professional Members to do so. This is particularly important with the increasing awareness of the need for skilled HFE professionals, and the associated stage of society growth.

PAB Assessors use the 'Assessor Record' documents (Recertification, Cert/Associate, Technical, available within the PAB Dropbox) to track their thinking and decisions when reviewing application materials. Using these records promotes a consistent approach by all Assessors.

At the assessment meeting, the PAB Convenor records the feedback from each Assessor, and with the Assessors, determines the membership application outcome. Outcomes may include requesting (via email) more evidence or clarification, speaking with the applicant or referees for more information, and decisions pending the provision of additional and adequate information. It is noted that the onus is on the applicant to submit clear evidence of the Professional Membership requirements having been met – not on the PAB to certify an applicant on trust. Failure to provide evidence will not be successful, and further information will be requested.

It is the Convenor's role to ensure the process is recorded in a way that is transparent, factual, and trackable. Minutes of the meeting are used to record key findings and decisions, for feedback to the applicant and to track PAB actions.

The Convenor should respond to each applicant within two weeks of each PAB meeting. The Convenor follows up with each applicant via a formal letter, indicating their success or otherwise.

Sample template letters are available within the PAB Dropbox. If the applicant is unsuccessful the PAB may provide guidance on the activities that the applicant should focus on for future success.

Following the PAB meeting, the Convenor liaises with the Administrator. Actions completed in association with the Administrator include:

- Enacting any membership category changes in the membership database
- Ensuring the appropriate invoicing of adjusted membership fees and the application fee (if applicable)
- Commencement of the printing of a formal membership certificate
- The sending of the formal membership certificate hard copy, and digital copy.

Between meetings the Convenor responds to communications from current and potential members and may encourage other society members to consider applying for Professional Membership.

If a former Professional Member ceases to be an Associate, Technical or Certified Professional member because of resignation from the society or non-payment of fees, that person may reapply for Professional Membership. They should contact the PAB Convenor and complete any application process deemed appropriate under the circumstances.

4.9. Code of Conduct

Professional Members must abide by the [Code of Conduct](#). This Code of Conduct is taken from the IEA's 'Code of Conduct for Ergonomists' July 2006.

4.10. Professional Member Register

The [Register of Professional Members](#) is held on the HFESNZ website. It shall be updated within two weeks of any change to Professional Membership status. The Administrator and Convenor work with the member to ensure that the information given on the Register listing is as per the wishes of the member, and appropriate for the Register. The Register may be viewed per each membership category, or with all Professional Member categories displayed together. Colour-coding assists in identifying the category of Professional Membership held.

It is noted that some Certified Professional Members may wish to apply for the [HASANZ Register](#). The HASANZ Register (Section 6) is only currently accessible for Certified Professional Members of HFESNZ, and is a process managed by separate HASANZ processes, in association with the HFESNZ PAB.

4.11. Appeals

In the case of a Professional Member application or recertification being unsuccessful, the applicant may submit an Appeal by making a case in writing to the HFESNZ Chairperson. The Appeal must be lodged within 30 days of the date the (emailed) application decision was sent from the PAB to the applicant.

When an Appeal is received, the HFESNZ Chairperson will liaise with the PAB Convenor to determine an appropriate course of action. This might be:

- a) A review of the process carried out by the initial PAB Assessor panel, with the decisions/actions upheld. This might apply if the applicant had been asked to provide additional evidence but had failed to do so, so the application process was in fact stalled or incomplete.
- b) Re-assessment by a second/independent PAB Review Assessor panel, who would receive the same set of application material for consideration. The HFESNZ Chairperson and PAB Convenor would assemble the Review Assessors (possibly inclusive of another Convenor), ensuring that assessors were experienced with PAB duties and were preferably all Certified Professional Members. The PAB Review Assessors would be given 3 weeks to review the application

material, and then would meet to complete the application assessment. The HFESNZ Chairperson and Convenor/s would then meet to determine the decision of the HFESNZ/PAB, as an Appeal response. This decision will be final, and the HFESNZ Chairperson and Convenor/s will determine the required communications with the appellant.

The Appeal process might allow the identification of changes to improve PAB processes. The elected PAB will consider any such recommendations from an Appeal-initiated Review Assessor panel, enacting changes that may be indicated.

4.12. Professional Members working outside New Zealand

HFESNZ Professional Members may maintain Professional Membership when residing in another country, providing they continue to meet the requirements for Re-certification/Continuing Professional Development and remain members in good standing.

4.13. Cessation of Professional Membership

Professional Membership of HFESNZ may cease when:

- The member resigns in writing
- The member fails to pay the annual membership fee (due each 1 April, for Membership to the following 31 March), or
- Has their membership terminated as per 16.4 in the HFESNZ Rules.

Section 16.4 of the HFESNZ Rules apply if a member is breaching the Rules, or acting in a manner inconsistent with the purposes of the Society, or may bring the Society into disrepute, including professional conduct issues. In summary, The Committee's Notice must:

- Explain the breach, inconsistency, or risk of disrepute;
- State what the HFESNZ Member must do to remedy the situation, or state that the member must write to The Committee giving reasons why The Committee should not terminate membership;
- State that, if in 14 days from the HFESNZ Member receiving The Committee's Notice that if The Committee is not satisfied, The Committee may terminate the membership;
- State that, if HFESNZ membership is terminated (via a Termination Notice), the Member may appeal at the next committee meeting. This must be done by giving written notice to the Secretary, within 14 days of the Termination Notice being received. On appeal, the Member has the right to be fairly heard at a meeting within the following 28 days. Further, the Society's decision, following this fair hearing, will be final.

Those losing or relinquishing their membership must not claim ongoing Professional Member status, as per 19.1 of the Rules.

5 Complaints and Disciplinary

The HFESNZ's Professional Members must abide the Code of Conduct. Complaints of unprofessional conduct or breaches of the Code of Conduct will be referred to the Professional Affairs Board, acting on behalf of the HFESNZ Committee as per 16.3 of the HFESNZ Rules. The [Complaints Policy and Disciplinary Procedures](#) provide further guidance for complaints that may be made against Professional Members with regard to the Code of Conduct. The Society has a responsibility to advance human factors/ergonomics professional standards in New Zealand, and thus has the authority to address such complaints. This policy will help Society members, and other interested parties, understand how the code will be enforced.

At the time of writing, it is noted that whilst some discussions have occurred regarding a range of professional conduct issues, that few formal complaints or disciplinary events have been recorded, and none since the initiation of the 'Complaints Policy and Disciplinary Procedures' in September 2016. Thus, it is acknowledged that this procedure is as yet untested. Should a formal professional misconduct complaint be raised against an HFESNZ member, additional guidance and support for the management of this could also be sought via HASANZ.

5.1. The Complaints Policy and Disciplinary Procedures

The policy is intended to provide practical guidance to establish fair, impartial, and reasonable processes. It is not, in itself, a legal commitment by HFESNZ or The Committee. This process may be changed if experience and external circumstances indicate it is necessary. The Committee acknowledges that this procedure may not be appropriate in all circumstances and reserves the right (at its absolute discretion) to change the procedure as appropriate.

The Committee has the right to exercise all other powers it considers necessary to deal with an allegation of unprofessional conduct, with the following principles:

- a) **Timeliness** – The Committee will seek to expedite issues or specific cases with as much speed as possible. This will occur with due regard to fair process and other demands on the time of The Committee Members involved.
- b) **Objectivity** – Each person involved, in any of the process, will deal with the information as presented. They will not be unduly affected by any prior knowledge or pre-judgements.
- c) **Confidentiality** – Each person involved is committed to maintaining confidentiality of privileged information, conforming to the principles of the Privacy Act 1993. The Committee will release information about steps taken, information received, Committee and Investigating Committee (see below for more details) discussions, findings etc. only in a controlled way by those persons duly authorised by Committee.
- d) **Records** – All records of case processes will be held in secure and confidential storage in the Society's files. They will not be retained by individuals as long-term private records.
- e) **Indemnification** – The Committee will indemnify Investigating Committee Members serving in official capacities in the furtherance of the implementation of the Code of Conduct, providing they have acted in good faith and with reasonable care.
- f) **Report** – The Committee will report on the development of the issues relating to the Code of Conduct and any summary or in full outcomes at the next Society AGM.
- g) **Overseas Cases** – The payment for expenses for overseas cases will be decided upon by The Committee on a case by case basis, bearing in mind the practicalities and the cost burden on The Society.
- h) **Exclusions** – If any Committee Member is the subject of Code of Ethics case, or has a significant interest in the outcome of the process, then that person will exclude themselves from any process or discussion related to the case.
- i) **Applicability** – The Code of Conduct is applicable to all Professional Members of the Society and one of the strengths of the professional body is that it is able to advertise this fact. However, the appropriateness of formal actions (and the severity of any outcomes) will be conditioned by considerations of the level of membership and motivations of the person concerned.

Systems enquiries

It is likely that all HFESNZ Members may receive general enquiries about the Code of Conduct, and its application to various circumstances that may arise. These enquiries, and the way in which they are handled, are very important. They will sometimes enable The Committee to deal promptly with matters which otherwise would have to be submitted to the more formal procedures. 'System enquiries' may come from consultancies or other institutions or from the general public.

Enquiries of this nature must have the following characteristics to be accepted:

- Must be from an identifiable source,
- Must not relate to easily identifiable members,
- Must be written, and addressed to the HFESNZ Administrator or HFESNZ Secretary (and will be readdressed, if initially sent to other members of the Committee).

The Administrator/Secretary will reply to an enquiry promptly. If they cannot deal with the issues alone, they may seek advice from The Committee, before answering the enquiry. In all cases, it will be reported to The Committee, via the Chairperson, that an enquiry was made and answered. Further, records of all lodged enquires will be minuted.

Replies to system enquiries will be made in good faith, based on the limited information presented. They are not made with the fuller considerations that would be part of any Investigating Committee process. They do not prejudice specific cases that may arise later, or limit The Committee's decisions or actions. Although every attempt will be made to maintain consistency, replies to system enquiries cannot bind current or future Committees. They do not establish binding precedents.

Allegations of unprofessional conduct

Issues under this category relate to particular cases involving named individuals. They may come from individuals, bodies or the general public. They must be from identifiable sources and in writing to the Administrator/Secretary. The Administrator/Secretary will direct the correspondence to the Chairperson and inform The Committee that an allegation has been made, but will not pass on any more details. The allegations must relate to the provisions of the Code of Conduct, although this need not be explicitly stated.

The Chairperson will first inform the individual named of the allegation, and the identity of the complainant if the complainant has consented (in writing) to this, and will open a complaints file. The Chairperson will keep the interested parties informed of developments.

If any of the Committee (including the Chairperson) has a significant interest in the outcome of a process, they will exclude themselves from discussion or other involvement in the process. If necessary, The Committee may co-opt other Members of the Society to assist them in their deliberations and handling of the process.

The Committee will set up an Investigating Committee, unless the allegation does not relate to the Code of Conduct. Where the Committee decide that the allegation does not relate to the Code of Conduct, the matter will be closed and the Chairperson will write to the interested parties.

If the allegation does relate to the Code of Conduct then the following process is started.

Investigating Committee

Following notification from the Chairperson that a specific allegation of unprofessional conduct has been made about a HFESNZ Member, the Committee will set up an Investigating Committee.

The initial purpose of the Investigating Committee is to decide whether a prima facie case (evidence that is sufficient to establish the fact or raise a presumption of the truth unless rebutted) exists and that matter is of sufficient gravity for processing to a full hearing.

The Committee will set up the Investigating Committee of three current Members of the Society and nominate one of them as Chair (the Chair must hold HFESNZ Professional Membership, preferably Certified). If any Members have a significant interest in the outcome of the process, then they will exclude themselves from selection.

The Investigating Committee will meet as soon as is practicable. Initially it will not call witnesses, but may ask interested parties for more information to supplement that which was included in the written allegation. Discussions and proceedings of the Investigating Committee will be confidential and not recorded. If it wishes to, the Investigating Committee may seek advice in confidence from other sources. Papers will be placed on a confidential file, which in due course will be stored by the Society.

The Investigating Committee will decide whether there is a prima facie case. It will inform the Chairperson of its decision, but will communicate the decision to no other party. The Chairperson will inform The Committee. No detailed reasons for the decision will be given.

If there is no prima facie case for further processing, the Chairperson will inform the HFESNZ Member and the party making the allegation. The Chairperson will give that Member the option of The Committee publishing the outcome of the Investigating Committee. The fact that there has been an Investigating Committee that found no prima facie case to be answered will be reported by the Chairperson to Committee at the time and to the Society Membership at the next AGM.

If the Investigating Committee has decided that there is a prima facie case for further investigation, the Chairperson will inform the HFESNZ Member and the party making the allegation, but not publicise the outcome. Avoidance of undue publicity, at this stage, preserves the interests of all parties involved.

Where a case is not sustained by an Investigating Committee, then it cannot be reopened at a future date without substantial new evidence that was not available at the time of the original allegation.

Prima facie case

The purpose of the Investigating Committee at this stage is to make the fullest enquiry about the case. Further, it will report its findings to The Committee, with recommendations for consequent actions.

The Investigating Committee shall seek to establish the facts of the case by investigative, rather than adversarial, processes. It will use balance of probabilities, rather than beyond reasonable doubt, as the criterion for judging evidence submitted to it. Evidence will not be taken on oath.

The Investigating Committee shall reach its decisions by majority voting, if unable to reach decisions unanimously. In all cases, the procedures adopted will not be released outside the Investigating Committee, even to The Committee.

When a prima facie case requires investigation, the Chairperson will write to the HFESNZ Member and the party making the allegations of professional misconduct. This correspondence will provide the relevant parts of the Code of Conduct being considered, and explaining the procedures.

The Investigating Committee will fix the date for a hearing, giving at least 30 days clear notice to the HFESNZ Member and others concerned. The Investigating Committee will go to reasonable lengths in choosing dates to enable the HFESNZ Member to appear, taking into account the member's personal circumstances. The HFESNZ member is entitled to know as much as possible about the issue being raised, and may submit to the Investigating Committee any prior comments he or she may wish to make.

At the hearing, the HFESNZ Member has the opportunity to attend and speak to the Investigating Committee and answer its questions. The HFESNZ Member may be accompanied by another Member of the Society, and may be represented by a solicitor. The HFESNZ Member may call witnesses to give evidence, but may not examine or cross-examine witnesses (nor may the representatives, if chosen). The HFESNZ Member may present evidence or call witnesses from a variety of sources, including those outside the profession. The HFESNZ Member shall give The Investigating Committee as much advanced information as is practicable about the witnesses and the evidence they may present.

It is the purpose of the hearing to establish the facts surrounding the allegation. It is expected that each and every Member of the Society called to give it information will cooperate to the best of their abilities. The Investigating Committee will examine each witness separately, without other people

being present (except in the special case of the member and their representatives as described above). The Investigating Committee may seek further information, not presented by the witnesses who attend.

The Investigating Committee will decide upon its procedures; in particular it will decide upon the sequence of witnesses and the time it needs to consider the facts it has gathered. It will consider its decisions in private and not record the contents of its discussions and deliberations.

Following its deliberations, the Investigating Committee will report in writing, on its findings and any recommendations for penalties. This will be done in confidence, and corresponded to The Committee. If the issue of non-compliance within the Code of Conduct is not sustained, the Chairperson will write to the HFESNZ Member, giving him or her option of no publicity, although the general fact that an Investigating Committee had been set up and done its work will be reported at the next AGM.

If the complaint is sustained, the Society's Committee will decide upon the measures that it will take and the method of releasing decisions. In particular, the highest priority will be given to informing the HFESNZ Member concerned promptly that the complaint has been sustained, and has been passed to The Committee for action. The recommendation to The Committee about any publication of the details of the non-compliance with the Code of Conduct will be considered, in relation to the importance of the issue and the need for likely interested parties to know. The Committee will also consider the need to publicise the penalties that The Committee may implement.

All papers relating to the case will be put into a confidential file in due course. These may relate to the evidence submitted and the outcomes of the Investigating Committees' deliberations, but not to the deliberations themselves. Any document relating to the deliberations will be destroyed.

6 HASANZ Register

The Health and Safety Association of New Zealand (HASANZ) is a peak body that is an alliance of the organisations that represent the different health and safety disciplines. This important agency was formed in 2014 out of system changes that came about in New Zealand following the Pike River Mine tragedy in November 2010. More information can be found at <https://www.hasanz.org.nz/>.

With the goal to lift professional standards across the disciplines to improve the quality of health and safety advice to New Zealand businesses, HASANZ in July 2018 launched the HASANZ Register. The HASANZ Register is a publically searchable listing of professionals that have met the high standards of HASANZ full member organisations for recognised professional certification. HFESNZ has met the HASANZ standards for HASANZ Register listing for Certified Professional Members. Work is underway for the introduction of Continuing Professional Development requirements for Associate and Technical Professional Members, so that in the future these members will also be able to list on the HASANZ Register. The HASANZ Register is separate from the HFESNZ website's Professional Member list at <https://www.hfesnz.org.nz/find-a-professional/>.

Those who are able to list on the HASANZ Register may use the trademarked 'HASANZ Registered' logo as part of their advertising and on business cards as verification of their competence. It is applicable to both in-house employees and those providing consultancy services, as a means of demonstrating your meeting the competency standards of the profession.



Certified Professional Members of HFESNZ may join the HASANZ register at <https://register.hasanz.org.nz/>. The registration process requires HFESNZ Professional Affairs Board verification of currency of membership and competencies claimed. There is a one-off application fee, and an ongoing HASANZ Register annual fee of \$114.75 plus GST (November 2020). HFESNZ Members that are listed on the HASANZ Register are able to be found by businesses looking for specific HFE competencies and services, among the wide variety of health and safety service offerings. HASANZ Register listing and use of the trademarked 'HASANZ Registered' logo verifies your unique professional skillset.

It is noted that HASANZ Registration only applies to individuals – it cannot be associated more broadly with your business, or to those who you work alongside.

The Professional Affairs Board keeps a close monitor on the hits that come from HASANZ Register searches for 'human factors' and 'ergonomics' (and specific competencies associate with our field). The HFESNZ and PAB work closely with the HASANZ Register team to ensure that only those people with recognised HFE qualifications and experience can be found on 'human factors' and 'ergonomics' searches. This requires considerable coordination and communication with other professional bodies. If any HFESNZ member notices irregularities with HASANZ Register functions around HFE related searches, please communicate directly with the PAB Convenor (profmember@hfesnz.org.nz). It has been a complex task to create the HASANZ Register and ensure that it functions effectively across all the health and safety disciplines - with many quality improvements still occurring. Your observations and feedback are important.

Appendix 1 - Recent Society Changes

Over the last decade and a half, a number of important changes have occurred within the Human Factors and Ergonomics Society and in the broader political, business and health and safety landscape in New Zealand. This sees a period of change and growth occurring in the country, and the HFESNZ and the PAB are developing aligned with this broader system change.

- From around 2010 the society was in decline. Overall member numbers were dropping, and there was little growth in the numbers of Associate and Certified human factors and ergonomics (HFE) professionals. Nationally, there was little recognition for the work of HFE professionals, and few advertised jobs in the field.
- In 2012 the New Zealand Ergonomics Society changed its name to become the Human Factors and Ergonomics Society of New Zealand (<https://www.hfesnz.org.nz/about-us/>); as other societies around the globe have done to better represent professionals working in the human factors and ergonomics (HFE) discipline.
- The HFESNZ has articulated (<https://www.hfesnz.org.nz/about-us/about-human-factors-and-ergonomics/>) that we see 'human factors' and 'ergonomics' as different titles for the same profession or discipline. We promote the use of 'human factors/ergonomics' (HFE) to identify the discipline, our professionals, and our field of expertise. This is even more important in a small country such as New Zealand (with a population of 5 million) where splitting into smaller groups is simply unhelpful as we have exceedingly small numbers of professionals.
- The original Board for Certification of New Zealand Ergonomists (BCNZE) was administered by a separate elected Board and kept separate financial records. The revision of HFESNZ Rules in October 2015 resulted in the 'certification arm' of the society being integrate into the HFESNZ committee's core duties. This simplified and streamlined the financial processes, which was important because of the declining membership numbers. The previously separate registration system for Certified and Associate professionals is now part of the core membership structure (under the direction of the PAB), and a new Technical Professional Member category has been added (<https://www.hfesnz.org.nz/about-us/membership/>). The three Professional Membership categories - Certified, Associate and Technical - require adherence to a Professional Code of Conduct, and the gaining of Professional Membership is determined via the PAB's criteria and application processes. The remaining society members - *'those with an interest in ergonomics and human factors'* - are Student or General Members, with some General Members also recognised as being 'Life Members' as they were founding members of the society.
- The goals of HFESNZ now state that the *advancement of professional standards* is a core focus, alongside promoting the application of human factors/ergonomics knowledge, and advancing human factors/ergonomics research, education, and public awareness (<https://www.hfesnz.org.nz/>).
- Following the 29 workplace deaths in the Pike River Coal Mine Tragedy of 19 November 2010, a number of significant government investigations have occurred and resulted in considerable change within the health and safety landscape in New Zealand. From recommendations in *'The Report of the Independent Taskforce on Workplace Health and Safety/He Korowai Whakaruruhau'*³ (April 2013), failings were identified within many elements of the broader health and safety system. Specifically, 'capacity and capability shortcomings' were identified for health and safety practitioners and the workplace health and safety regulatory bodies. Consequent to the Taskforce report, New Zealand now has a new health and safety lead

³ The Report of the Independent Taskforce on Workplace Health and Safety/He Korowai Whakaruruhau. April 2013. Taskforce on Workplace Health and Safety, NZ Government.

regulatory agency (WorkSafe New Zealand), new health and safety legislation (Health and Safety at Work Act 2015), and a new peak body that is an alliance of the organisations that represent different health and safety disciplines. This important agency is the Health and Safety Association of New Zealand (HASANZ), formed in 2014 (<https://www.hasanz.org.nz/>).

- HFESNZ is a full (and founding) member of HASANZ, with active engagement with the activities of this body (<https://www.hasanz.org.nz/our-members/>). HASANZ has several important roles:
 - raising the profile of all disciplines engaged in health and safety, including HFE
 - working to improve the recognition and demand for all health and safety disciplines
 - setting recognised standards for the qualification of health and safety professionals across all disciplines, including HFE
 - creating a searchable public register of certified professionals (this includes HFESNZ Certified Professional Members)
 - Carrying out important workforce development activities.
- A report on the capability, capacity and demand issues affecting the health and safety disciplines was published by HASANZ in November 2019 - *'Building the Professions – HASANZ Health and Safety Workforce Pipeline Report'*⁴. For HFE, this specifies that our competence framework is incomplete (and is due for review), that our HFE education and training is fragmented and difficult to access, and that we have challenges meeting the expected increase in demand for HFE professionals, with demographic and skill-mix issues.
- In May 2020, HFESNZ submitted a proposal⁵ for government funding for HFE-specific Workforce Development action (<https://www.hfesnz.org.nz/society-activity/hfe-workforce-development-project/>). In late August 2020 HFESNZ and HASANZ were advised of the granting of a funding package supporting a 3-year HFE Workforce Development program, which commenced on 1 September 2020. HFESNZ looks forward to the changes in both the supply of, and demand for, HFE professionals that such resourcing will make possible.

Importantly, HFESNZ is once more experiencing growth in membership numbers, including in Professional Member numbers. From our 2019/2020 [Annual Report](#) *'We continue to experience steady membership growth (totalling 41% growth over the last 5 years), including growth in Professional Member numbers (64% growth over the last 5 years)'*. This represents a period of clear focus and hard work within the society and in our associated professional networks - and bodes well for the future.

These system changes represent a period of considerable growth and maturity in New Zealand's health and safety system. We are part of government conversations around increased professionalism within the health and safety workforce, and we are recognised as one of the important and specialist groups within this workforce. We are now beginning to see government agency employment of HFE professionals with HFE-specific job titles, as a result of these changes. HFESNZ is confident that we are on the cusp of changes for the better for the HFE profession and professionals in New Zealand. This will have further impacts on the systems and processes used for assessing and recognising New Zealand Certified HFE professionals, and we expect that the next decade will bring further change and development.

New Zealand does not have legislated protection of the public from HFE professionals, who are working in the health and safety disciplines. Medical and associated professions have protections

⁴ Building the Professions – HASANZ Health and Safety Workforce Pipeline Report. November 2019. HASANZ

⁵ A Proposal for New Zealand Human Factors/Ergonomics Workforce Development. 7 May 2020. HFESNZ. <https://www.hfesnz.org.nz/assets/Uploads/HFESNZ-Workforce-Development-Proposal-7-May-2020-FINAL2.pdf>

linked with the Health Practitioners Competence Assurance Act 2003 and its Amendments⁶. Legislated requirements such as this provide protection for the professional titles, clarity regarding scopes of practice, and lay out the requirements for registration and complaints and disciplinary actions. It is recognised that the HFESNZ professional standards and processes are a step towards such clarity and standard setting but in this country, are outside of formally legislated requirements.

⁶ <https://www.health.govt.nz/our-work/regulation-health-and-disability-system/health-practitioners-competence-assurance-act>

Appendix 2 – Core Documents stored in Dropbox

Core documents are stored in the society's PAB Dropbox, accessible only by PAB personnel. Core documents include:

- Application form for Associate and Certified Professional Members
- Recertification Application Form
- Application form for Associate to Certified Professional Member
- Application form for Technical Professional Member
- Assessor documentation forms for recording decision-making for applications:
 - Associate
 - Technical
 - Certified