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GENERAL PROCEDURE			
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APPLICABLE TO: Anyone attending NZOHS Training Courses	PROCEDURE NO: NZOHS/PR/011/001	REVISION NO: 001	PAGE 8 Pages
Membership Criteria Bylaw			
Compiled by: NZOHS Council			

Introduction

Background

The New Zealand Occupational Hygiene Society Incorporated (NZOHS) is a non profit organization with a constitution (Rules of the New Zealand Occupational Hygiene Society) held with the New Zealand Incorporated Societies – Companies Office.

This bylaw provides further information on the implementation of the objectives of the NZOHS.

The Objective of NZOHS

To further the practice, professionalism and recognition of Occupational Hygiene in New Zealand. (note: refer further details in Constitution)

The Activities of NZOHS (From Constitution)

The society may:

- Engage in any lawful activity that contributes to the attainment of its objectives;
- Set standards of professional competence and maintain a register of those members who meet its standards;
- Prepare and publish standards relating to the teaching and training of occupational hygienists;
- Make representations on matters within the competence of its members to governments, industry and trade unions;
- Promote, research, publish scientific and technical papers;
- Collect, order and disseminate information on any or all aspects of occupational hygiene and allied subjects;
- Conduct conferences, public meetings, exhibitions and courses of instruction.

Code of Ethics

All members must abide by Code of Ethics which are found here:
<https://nzohs.org.nz/membership/nzohs-code-of-ethics/>

Membership committee and ratification

The membership sub-committee (MC) is made up of Full, Fellow, or Retired NZOHS members; one of whom must be a current serving council member. The MC is responsible for reviewing all technical and full membership applications and making a determination on whether the application meets the required standards for that grade and hence whether the application is accepted or rejected.

Once a determination is made by the MC this is then discussed at the next council meeting and ratified. During the ratification all council members are asked if there are any objections. If there are not any objections the membership determination response can be sent out. If there are objections these will be further discussed by council and a decision made on whether the membership progresses or not.

Membership Criteria

Associate membership

Fees Application fee: \$25 + GST

Annual membership fee: \$75 + GST

Requirements

A candidate for admission as an associate of the society shall be required:

- To provide a description of their activities in occupational hygiene, or related fields. If not working in occupational hygiene or a related field, they must describe how their activities and/or interests are consistent with some or all of the objectives of the society.
- At the time of the application must be working in the field of occupational hygiene, or in a closely allied field or scientific endeavour; or have an interest in occupational hygiene; or demonstrate that their activities and/or interests are consistent with some or all of the society.

Associate members can:

- Attend the member's meetings
- Attend the annual general meeting
- Have access to the members only area of the website which includes the forums
- Get the NZOHS newsletter and email updates
- Get reduced pricing on all NZOHS run training courses

Comment

An associate cannot claim or use the post nominal 'NZOHS' titles.

An associate member does not have voting rights.

Technician membership

Fees Application fee: \$50 + GST

Annual membership fee: \$100 + GST

Requirements

A candidate for admission as a Technician member of the society shall be required:

- To have a degree or diploma in Science or Engineering acceptable to the Membership Committee, or have successfully completed an OHLearning module (passed course practical and exam) – a photocopy of your academic records and/or OHLearning module results are required.
- At the time application is made, to be working in the field of occupational hygiene or in a closely allied field of scientific endeavour and have worked for at least one year in the field of occupational hygiene, including its specialist branches.
- To provide to the Membership Committee a description of your activities in occupational hygiene, or related fields and demonstrate to the Membership Committee that an acceptable level of understanding of the basic principles of occupational hygiene ideally covering anticipation, recognition, evaluation and control aspects) has been achieved by providing a copy of one report conducted and written by the applicant in an occupational hygiene field.
- To provide a letter from one referee, who shall testify to their professional competence, duties and responsibilities, work performance and length of experience working in occupational hygiene or one of its specialist branches.

Technician members can:

- Use postnominals as detailed below
- Attend the member's meetings
- Attend and vote at the annual general meeting
- Have access to the members only area of the website which includes the forums
- Get the NZOHS newsletter and email updates
- Get reduced pricing on all NZOHS run training courses
- Apply for scholarships, subject to selection criteria
- Get voted in as an ordinary council member
- Participate in selected sub-committees

Postnominals

Technician members of the Society shall be entitled to use the initials TNZOHS.

- If the applicant specializes in only one specific field of occupational hygiene, this must be specified in the post nominal – the TNZOHS must always be followed by the specialty for which the membership has been approved e.g. TNZOHS (noise) or TNZOHS (asbestos).

Comments

Technician members can opt in to the NZOHS continuing professional development system but are not required to do so.

Technician members may not list on the HASANZ register, except by separate application. They will only be considered if they have >5yrs experience and be specifically approved under a specialist area.

Full membership

Fees Application fee: \$100 + GST

Annual membership fee: \$150 + GST

Requirements

A candidate for admission as full member shall be required:

- To have a degree or diploma in Science or Engineering acceptable to the Membership Committee, or an equivalent qualification acceptable to the Membership Committee – a photocopy of your academic records will be required.
- At the time of application, to be working in the field of occupational hygiene or one of its specialised branches and to have worked for more than five years in a professional capacity in the field of occupational hygiene, including specialised branches.
- To provide a letter from two referees, who shall testify to your professional competence, duties, responsibilities, work performance and length of experience working in occupational hygiene or one of its specialist branches.
- To provide a current CV.
- To demonstrate to the Membership Committee the professional level of hygiene work they conduct by providing two reports (<https://nzohs.org.nz/wpcontent/uploads/2019/01/NZOHS-Report-Writing-Guide-V1.pdf>) of occupational hygiene assessments, surveys, papers or lectures conducted and written by the applicant. Professional level indicates a high level of occupational hygiene, advice or assessment covering anticipation, recognition, evaluation and control of work related health risks. At least one report shall be less than one year old.
- To sit an oral examination to demonstrate to the Membership Committee a satisfactory level of professional competence, at the discretion of the Membership Committee.

A person can be eligible for full membership if they are internationally certified as an occupational hygienist. Evidence of the certification, and what scheme it is under will be required (e.g. AIOH, ABIH, BOHS, SAIOH etc).

Full members can:

- Use postnominals as detailed below
- Attend the member's meetings
- Attend and vote at the annual general meeting
- Have access to the members only area of the website which includes the forums
- Get the NZOHS newsletter and email updates
- Get reduced pricing on all NZOHS run training courses
- Apply for scholarships, subject to selection criteria
- Get voted in for any position of the council
- Participate in selected sub-committees
- Be eligible to be considered for a representative role on international occupational hygiene organisations

Postnominals

Full members of the Society shall be entitled to use the initials MNZOHS.

- If the applicant specializes in only one specific field of occupational hygiene, this must be specified in the post nominal – the MNZOHS must always be followed by the specialty for which the membership has been approved – e.g., MNZOH (asbestos); or TNZOHS (noise). Note: Although experience may be predominantly in one specialist area, Full Members of NZOHS (regardless of specialty) must be able to provide evidence of understanding and experience in general occupational hygiene (i.e. recognition, identification, assessment and control of risks to worker health).

Comment

Full Members will have undergone some specific occupational hygiene training courses and/or worked under mentorship.

Full members are required to abide by the NZOHS continuing professional development system and maintain the required points in the required time period (<https://nzohs.org.nz/wpcontent/uploads/2016/11/NZOHS-CPD-rulebook-Jan-2016.pdf>).

Fellow membership

Fees Application fee: NA

Annual membership fee: \$150 + GST

Requirements

An applicant may be considered as a 'Fellow' where they meet the following:

Have been a Full Member of NZOHS for at least five years; and

- Have worked for more than fifteen years in a professional capacity in the field of occupational hygiene or one of its specialist branches; and
- Have made a distinguished contribution to the advancement of the profession of occupational hygiene and NZOHS; and
- Have actively participated in the Council of NZOHS; and
- Are nominated by a full or Fellow member of NZOHS and seconded by a Full or Fellow member of NZOHS.

Fellow members can:

- Use postnominals as detailed below
- Attend the member's meetings
- Attend and vote at the annual general meeting
- Have access to the members only area of the website which includes the forums
- Get the NZOHS newsletter and email updates
- Get reduced pricing on all NZOHS run training courses
- Apply for scholarships, subject to selection criteria
- Get voted in for any position of the council
- Participate in selected sub-committees
- Be eligible to be considered for a representative role on international occupational hygiene organisations

Postnominals

Fellow members of the Society shall be entitled to use the initials FNZOHS.

- If the applicant specializes in only one specific field of occupational hygiene, this must be specified in the post nominal – the FNZOHS must always be followed by the specialty for which the membership has been approved – e.g., FNZOH (asbestos); or FNZOHS (noise). Note: Although experience may be predominantly in one specialist area, Full Members of NZOHS (regardless of specialty) must be able to provide evidence of understanding and experience in general occupational hygiene (i.e. recognition, identification, assessment and control of risks to worker health).

Comment

Fellow members are required to abide by the NZOHS continuing professional development system and maintain the required points in the required time period (<https://nzohs.org.nz/wpcontent/uploads/2016/11/NZOHS-CPD-rulebook-Jan-2016.pdf>).

Retired membership

Fees Application fee: NA

Annual membership fee: \$75 + GST

Requirements

Full or Fellow members who retire from employment can apply for retired membership. Members who retire on grounds of ill health, regardless of age, and will not be returning to any paid employment can also apply. Retired status allows for continuation of all rights and privileges of NZOHS membership at a reduced rate.

To apply for a retired membership the member must send a formal request to the President with accompanying reasons for the change in membership status. This will then be discussed at the next council meeting and a decision made on whether the request will be accepted. There will be no reimbursement of paid membership fees but the fees will reduce during the next fee period.

Retired members can:

- Use postnominals as detailed below
- Attend the member's meetings
- Attend the annual general meeting
- Have access to the members only area of the website which includes the forums
- Get the NZOHS newsletter and email updates
- Get reduced pricing on all NZOHS run training courses
- Participate in selected sub-committees

Postnominals

Retired Full or Fellow members will not be required to maintain CPD points and will not be eligible to list on the HASANZ register. Retired members will be entitled to use MNZOHS(Ret) or FNZOHS(Ret)

Comments

Retired membership is only available to those who have retired from employment. If you return to any type of employment (greater than 20% employment) where you are paid, whether this be salaried employment or for providing "occupational hygiene services" you will no longer be eligible for retired membership.

Retired members do not have voting rights.

REVIEW HISTORY			
REV NO.	DATE	PAGE No.	DETAILS: (Comprehensive details on changes done)
01	September 2023	All	Update to new NZOHS Branding, and DMS.

APPROVAL			
POSITION	NAME	DATE	SIGN
NZOHS President:			
NZOHS Council:			