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All members	NZOHS/PR/011/002	002	15 Pages
Membership Criteria Bylaw			
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Introduction

Background and Purpose

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

This bylaw provides additional detail regarding the implementation and administration of NZOHS membership pathways, membership criteria, and associated membership processes in support of the objectives of NZOHS.

The Objective of NZOHS

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

Review of this Bylaw

Council may review and update this bylaw periodically to ensure ongoing alignment with:

- NZOHS strategic objectives;
- professional standards and competency expectations;
- HASANZ member association obligations;
- comparable international occupational hygiene organisations pathways; and
- evolving industry and professional practice expectations.

As part of the 2025–2026 review process, Council undertook a comprehensive review of the Membership Criteria Bylaw, with input from the Membership Committee and feedback received through formal member consultation.

Implementation of this Bylaw

The revised Membership Criteria Bylaw will come into effect from **1 July 2026**.

To support implementation:

- existing members will be retained under the criteria applicable at the time of their membership approval and will not be required to reapply;
- a transition period will apply until 1 July 2028 for new applications and membership progression pathways;
- applications submitted before 1 July 2028 may apply under either the previous or revised criteria;
- applications submitted after 1 July 2028 must meet the revised criteria; and

Supporting documents, guidance material, and online application processes may be updated from time to time to support implementation of this bylaw.

For further information regarding this bylaw or associated membership processes, members may contact Council via admin@nzohs.org.nz.

Code of Ethics

All members (including Associate members) must abide by Code of Ethics, which is found here: <https://nzohs.org.nz/membership/nzohs-code-of-ethics/>

Membership Sub-committee and application process

The Membership Sub-committee (MC) is made up of at least three Full, Fellow, or Retired NZOHS members. A selected Council member at the time will have oversight of this sub-committee and will serve as the liaison between Council and the MC. The Council representative may choose to be part of the MC and can undertake membership reviews if deemed necessary. The MC is responsible for reviewing all technical and full membership applications and deciding on whether the application meets the required standards for that grade, and hence whether the applicant is accepted or declined membership, or if an alternative grade of membership other than the one requested should be offered.

Once an application has been reviewed by the Membership Committee (MC), the MC will make a recommendation to Council to either approve or decline the application. Council holds the final authority to accept or reject the MC's recommendation.

For Associate Membership applications, the administrator will review the application to ensure all required criteria have been met. Once the review is complete, the administrator will notify Council accordingly.

If Council raises no objections, the membership outcome can be communicated to the applicant. If there are objections, the matter will be discussed further by Council before a final decision is made on whether the application will progress. Council may also request that the MC revise or refine the notification letter to ensure clarity and appropriate context before it is issued.

Council decisions on membership applications may be made during formal voting at Council meetings, or, where an application falls outside the Council meeting schedule, through an approved online voting platform or other approved electronic decision-making process.

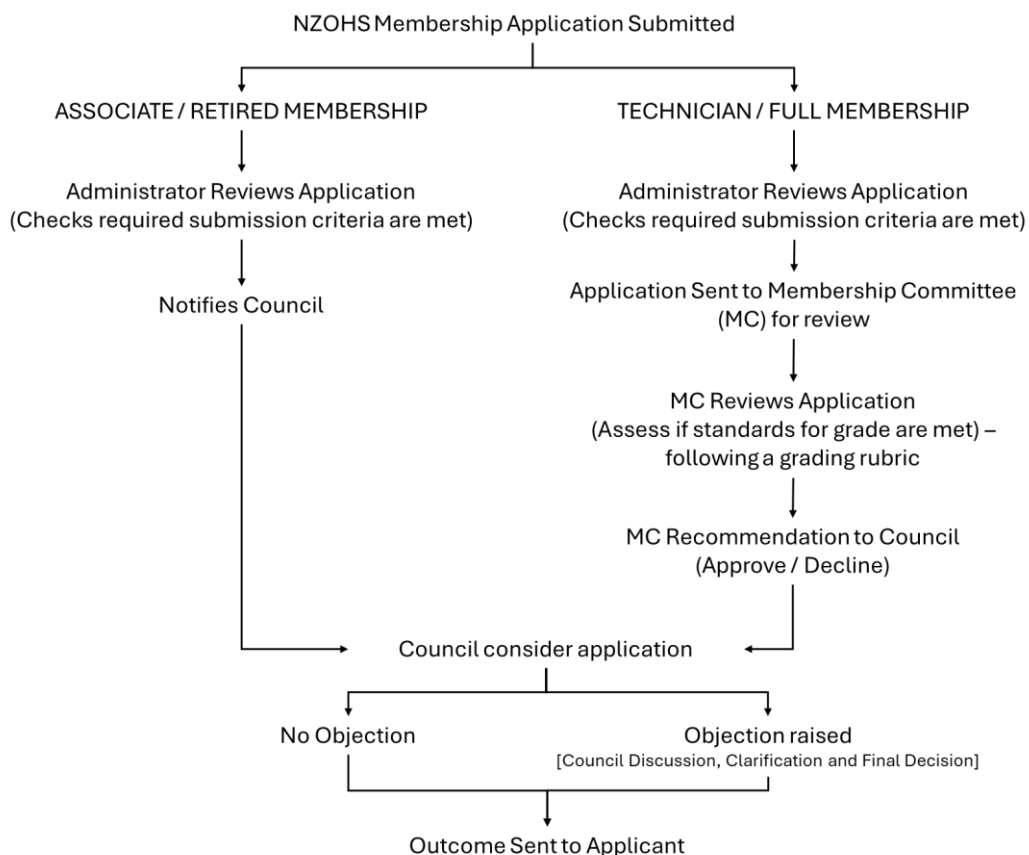
Membership Committee Term and Conflicts of Interest

Members of the MC are selected by the Council for an unspecified term. The Membership Committee (MC) will operate on an ongoing basis, with members remaining in their roles for as long as they are deemed fit and able to contribute effectively or until they decide to resign. If an MC member chooses to step down, they will formally resign from the committee. In situations where concerns arise regarding a member’s ability to continue in the role, these will be managed through a fair and transparent process, with the member given an opportunity to respond. Any decision regarding removal will be made by Council, based on clear and objective considerations and in line with good governance practice. In such cases, Council will nominate and appoint a replacement member.

The Council representative (also referred to as the liaison) will automatically cease to serve on the MC once they no longer hold a position on Council. Where a Council member’s term extends beyond two years, Council may choose to rotate the MC Council liaison at that point and nominate a new Council liaison to the committee.

A minimum of 2 MC members will assess any application. If 2 MC members are unable to participate in the assessment of a membership application (for example, due to a conflict of interest), the matter will be referred to Council for consideration and determination.

Refer to the high-level process flow below.



For Fellow Membership, candidates must be nominated and are therefore not managed through the standard application process described above. Refer to the Fellow and/or other relevant membership sections below for further details.

Membership Criteria

Associate membership

Fees

Fees are determined as outlined in the Financial Report presented and agreed upon at the Society's Annual General Meeting (AGM).

Current membership fees can be found on the NZOHS website.

Requirements

A candidate for admission as an Associate member of the Society shall be requested:

- 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 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 the Society.

Eligibility and Additional Information

Associate members can:

- Attend the members' meetings
- Attend the AGM and vote on applicable society matters as determined by Council at the time and/or as per constitution where voting activities are described
- Have access to the members only area of the website, which includes the forums
- Get the NZOHS newsletter and email updates
- Enjoy NZOHS member benefits such as:
 - Get reduced pricing on all NZOHS-run training courses
 - Get reduced pricing on NZOHS conference fees
- Participate in selected sub-committees as defined by the Subcommittee requirements

Associate members cannot:

- Practice occupational hygiene without supervision of a Full or Fellow member or an IOHA NAR certified occupational hygienist.
- List on the HASANZ register as an Occupational Hygienist.
- Claim or use the society post nominal 'NZOHS' titles.

Technician membership

Fees

Fees are determined as outlined in the Financial Report presented and agreed upon at the Society's Annual General Meeting (AGM).

Current membership fees can be found on the NZOHS website.

Requirements

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

- To hold the following qualification or certification:

Either an **Appropriate Certificate/Degree/Diploma minimum NZQA L6 (or NZQA L6 equivalent) with 1-year full time equivalent** of subjects studied based on **quantitative science**:

- Quantitative science subjects would include chemistry, biochemistry, microbiology, physics, mathematics, statistics, biology, physiology, and anatomy but would exclude science subjects which are largely descriptive/qualitative or social sciences e.g. botany, zoology, psychology, and environmental management.

OR

Have successfully completed **at least two of the four core OH Learning 500 series modules (501, 503, 505 and 507)** (passed course practical and exam) **plus the OH Learning 201 module.**

For equivalent training, applicants must present course training outlines for MC consideration.

A photocopy of candidate's academic records, certificates and/or OH Learning module results are required. **AND**

- At the time of application, to **be working (at least 50%** of working time ^{Refer Appendix 1}) **in the field** of occupational hygiene. **AND**
- To have worked for **at least two years** in the field of occupational hygiene **under supervision** ^{Refer Appendix 2} of a Full or Fellow NZOHS member or an IOHA-NAR accredited occupational hygienist. **AND**
- To provide to the Membership Committee a **description of their 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. **AND**
- To provide the contact details of **one referee** ^{Refer Appendix 3}, who agree to testify to their professional competence, duties and responsibilities, work performance and

length of experience working in occupational hygiene or one of its specialist branches.

If either of the above (report or referees) cannot be fully satisfied, then an interview with the Membership Committee may be required.

Eligibility and Additional Information

Technician members:

Are eligible for all benefits listed under Associate membership

As well as:

- Apply for NZOHS awards and scholarships, subject to selection criteria
- Be eligible for election as an ordinary Council member
- Opt in to the NZOHS continuing professional development system but it is not mandatory to do so.

Post nominals

- Technician members of the Society shall be entitled to use the post-nominals, 'TNZOHS'.

Technician members cannot:

- Practice occupational hygiene without supervision ^{Refer Appendix 2} of a Full or Fellow member or an IOHA-NAR accredited occupational hygienist.
- List on the HASANZ register as an Occupational Hygienist.
- Claim or use the post nominal 'MNZOHS' or 'FNZOHS' titles.

Full membership**Fees**

Fees are determined as outlined in the Financial Report presented and agreed upon at the Society's Annual General Meeting (AGM).

Current membership fees can be found on the NZOHS website.

Requirements

A candidate for admission as Full member shall be required:

- To hold the following qualification or certification:

<p>Occupational Hygiene Masters or Occupational Hygiene Graduate Diploma, with a pre-requisite of a Degree/diploma (NZQA L6) including 1-year full time equivalent of subjects studied based on quantitative science.</p>
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<p>OR</p>

<p>An Appropriate Certificate/Degree/Diploma minimum NZQA L6 (or NZQA L6 equivalent) with 1-year full time equivalent of subjects studied based on quantitative science:</p>
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- | |
|---|
| <ul style="list-style-type: none"> Quantitative science subjects would include chemistry, biochemistry, microbiology, physics, mathematics, statistics, biology, physiology, and anatomy but would exclude science subjects which are largely descriptive/qualitative or social sciences e.g. botany, zoology, psychology, and environmental management. |
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<p>AND</p>

<p>Have successfully completed the ICertOHTA or CertOH</p>

A photocopy of candidates academic records and/or certificates are required.

AND

- At the time of application, to **be working (at least 50%** of working time ^{Refer Appendix 1}) **in the field** of occupational hygiene. **AND**
- To have worked for **more than five years** in a professional capacity in the field of occupational hygiene. **AND**
- To provide to the Membership Committee a **description of their 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. **AND**
- To provide the contact details of **two referees** ^{Refer Appendix 3}, who agree to testify to their professional competence, duties and responsibilities, work performance and

length of experience working in occupational hygiene or one of its specialist branches.

If either of the above (report or referees) cannot be fully satisfied, then an interview with the Membership Committee will be required.

Eligibility and Additional Information

Alternative to the above listed requirements, a candidate can be eligible for full membership if they are accredited as an occupational hygienist under an IOHA NAR scheme. Evidence of the current certification, and what scheme it is under will be required (e.g. AIOH, ABIH, BOHS, SAIOH etc).

Full members:

Are eligible for all benefits listed under Associate and Technician membership

As well as:

- Be eligible for election for any position of the Council.
- Be eligible for consideration to represent NZOHS on national or international occupational hygiene organisations or forums.
- Be eligible to list on the HASANZ Register.

Post nominals

Full members of the Society shall be entitled to use the post-nominals, 'MNZOHS'.

Comment

Full members are required to abide by the NZOHS continuing professional development (CPD) system and maintain the required points in the required time period.

Fellow membership

Fees

Fees are determined as outlined in the Financial Report presented and agreed upon at the Society's Annual General Meeting (AGM).

Current membership fees can be found on the NZOHS website.

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; 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.

Eligibility and Additional Information

Fellow members:

Are eligible for all benefits listed under Full membership

Post nominals

Fellow members of the Society shall be entitled to use the post-nominals, 'FNZOHS'.

Comment

Fellow members are required to abide by the NZOHS continuing professional development system and maintain the required points in the required time period.

Fellow members may be called upon from time to time by Council or subcommittees to contribute their expertise in support of NZOHS' broader objectives and to mentor and support emerging members within the Society.

Retired membership

Fees

Fees are determined as outlined in the Financial Report presented and agreed upon at the Society's Annual General Meeting (AGM).

Current membership fees can be found on the NZOHS website.

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 not expected to be returning to paid employment in the foreseeable future, can also apply. Retired status allows for continuation of most of the rights and privileges of NZOHS membership at a reduced rate.

To apply for a retired membership the member must complete the Retirement Application Form and submit it to the administrator. The administrator will check that all required submission criteria is met and will notify Council of the application. Council will review the application and has the final authority to accept or decline the request.

Should the application be accepted, there will be no reimbursement of already paid membership fees, but the fees will reduce to the retired member rate during the next fee period.

Eligibility and Additional Information

Retired Members or Retired Fellows:

Are eligible for most benefits listed under Full and Fellow membership (refer to the comments below for exclusions)

Note pertaining to Council position and NZOHS representation on national or international occupational hygiene organisations or forums:

Eligibility is subject to Council approval. In considering eligibility, Council will expect retired individuals to be current with New Zealand occupational hygiene developments, do some professional development (without needing to actively maintain CPD), and maintain an appropriate level of engagement and awareness within the profession.

Post nominals

- Retired Members will be entitled to use the post-nominal, 'MNZOHS(Ret)'.
- Retired Fellows will be entitled to use the post-nominal, 'FNZOHS(Ret)'.

Comments

- Retired Members or Retired Fellows will not be required to maintain CPD points.
- Retired Members or Retired Fellows will not be eligible to list on the HASANZ register.
- Retired membership is only available to those who have retired from employment. If the member return to any type of employment (greater than 8 hours of employment per week) where they are paid, whether this be salaried employment or contracted services they will no longer be eligible for retired membership.

Temporary Membership Hold

A member may apply to place their NZOHS membership on temporary hold for a period of up to 12 months without requiring reapplication upon return. Requests must be submitted in writing to Council via admin@nzohs.org.nz and supported by appropriate non-confidential information outlining the reason for the request. Council may request additional supporting information where the information initially provided is considered insufficient to support the request.

Examples of acceptable reasons may include:

- parental leave;
- extended leave due to sickness or ill health; or
- other exceptional circumstances, to be considered at Council's discretion.

During the approved hold period:

- the member's status will be recorded as such;
- the member will not be charged membership fees for the approved hold period;
- the member will not be eligible for applicable NZOHS member benefits;
- the member will not be eligible to be listed on the HASANZ Register (where applicable);
- the member will not be disadvantaged from a Continuing Professional Development (CPD) perspective for any reduction or inability to obtain CPD activities or points while their membership is on hold; and
- the member will not be required to reapply for their previous membership grade, provided they return within the approved hold period.

Where a membership is placed on hold, membership fees will be adjusted on a pro rata monthly basis. Members will be charged only for the portion of the membership year during which their membership was active and not on hold.

A request to place membership on hold solely due to taking a general break from membership or profession-related activities will generally not be considered sufficient grounds for approval.

Appendix 1: Working in the field

For the purposes of qualifications for membership, the term "work in the field of occupational hygiene" shall be taken to mean that at least fifty per cent (50%) of the candidate's working time is, or **has been as the case may be**, directly involved with occupational hygiene including, for example:

- a. The design and implementation of occupational hygiene programs.
- b. The performance of industrial hygiene surveys, the interpretation of survey results and the making of recommendations for hazard control.
- c. Teaching and research in occupational hygiene.
- d. The writing of codes of safe working practice and of regulations and standards governing health and safety in the workplace.
- e. The performance of work which is accepted by professional occupational hygienists as being within their special field of interest and competence.

The phrase, "or has been as the case may be", is taken to mean that the applicant may not necessarily be fulfilling the 50% requirement at the time of application, but may have done so in the past.

Appendix 2: Under supervision

For the purpose of this requirement, “under supervision” does not necessarily mean that the applicant must work directly alongside, shadow, or be employed by a Full or Fellow NZOHS member or an IOHA-NAR accredited occupational hygienist. Rather, the intent is that the applicant has access to an appropriately qualified and experienced occupational hygienist who can provide professional oversight, guidance, peer review, and technical support during the development of their occupational hygiene practice and progression toward more independent practice expectations.

This may include activities such as reviewing sampling strategies, interpreting results, reviewing reports, discussing recommendations, and providing broader professional guidance and support. The supervising occupational hygienist does not need to be employed within the same organisation, nor located within the same town or region, and may provide this support through a formal or informal external arrangement between the parties.

The purpose of this requirement is to help ensure technicians do not work in complete professional isolation, recognising that developing occupational hygienists may not always know what they do not yet know. It is intended to support ongoing technical development, encourage professional discussion and peer review, and strengthen the quality and consistency of occupational hygiene practice. Peer review and professional oversight are considered valuable at all levels of practice, including for experienced and senior occupational hygienists.

It is also important to distinguish supervision from mentoring. While mentoring is generally focused on broader professional development and career support and is often provided voluntarily, supervision in this context relates more specifically to technical oversight, peer review, and support relating to occupational hygiene practice and decision-making. Such supervision or peer review arrangements may be provided externally and may occur at a cost, as agreed between the relevant parties.

Appendix 3: Reference Requirements

For Technician Membership, the referee must, and for Full Membership, at least one of the two referees must, meet at least one of the following criteria:

- Be a full, fellow, retired full or retired fellow member of NZOHS in good standing **OR**
- Holds Accreditation from an IOHA-NAR Member Association.

The reference must include the following:

- Direct knowledge of applicant work in Occupational Hygiene for two in the last five years or four in the last ten years **AND**
- Can attest to professional competence of applicant **AND**
- Outline nature and duration of relationship **AND**
- Confirm no conflict of interest **AND**
- Describe the applicant's skills using specific examples **AND**
- Confirm applicant meets profession and ethical standards **AND**
- Why the referee supports the application and to what degree they would recommend them.

REVIEW HISTORY			
REV NO.	DATE	PAGE No.	DETAILS: (Comprehensive details on changes done)
01	September 2023	All	Update to new NZOHS Branding, and DMS.
02	June 2026	All	Full rewrite, with specific updates to 'Membership Sub-committee structure, approval process, complete rewrite of the technician and full membership criteria, membership benefits as well as the removal of specific fee values.

APPROVAL			
POSITION	NAME	DATE	SIGN
NZOHS President:	Miriska Gerber	08 June 2026	
NZOHS President-Elect:	Lucre Pfefferman	24 June 2026	
NZOHS Secretary:	Kerry Cheung	29 June 2026	