

# Securing the professional health and safety advice your business needs



## NZISM professional members are competent and capable

### Are you serious about finding a professional?

If you are recruiting for a health and safety role, ask if potential candidates are professional members of the NZISM. This shows that you are serious about finding competent advice.

### Getting competent advice is good for your business and your people

We know you don't want to harm your people. We also know that getting health and safety management right will not only help to protect your people, but it also makes good business sense.

You can get advice; in-house, from a professional outside your organisation, or a combination of both. What's important is that the advice you receive comes from someone who has the knowledge, skills and experience to help you.

Securing competent advice can save you money in the long run.

#### NZISM Professional Members:

- **Verified knowledge, skills and experience**
- **Current up to date advice**
- **Bound by a code of professional ethics**
- **Assurance for you**

### We verify our professional members' competence and capability - for you, for free.

When you recruit an NZISM professional member, you can be sure that you are getting competent, capable advice.

We have verified the health and safety knowledge, skills and experience of our professional members for you - through our professional accreditation programme.



## NZISM professional members are ethical and current

### Our professional members' knowledge and skills are current

As well as having entry requirements, we enrol our professional members in a continuing professional development programme. They are required to plan and record their professional development through an internationally aligned database that is subject to random audit and peer review. You can be sure that, if you recruit a professional member of NZISM, they will be able to advise you on the most up to date methods for keeping your people healthy and safe.

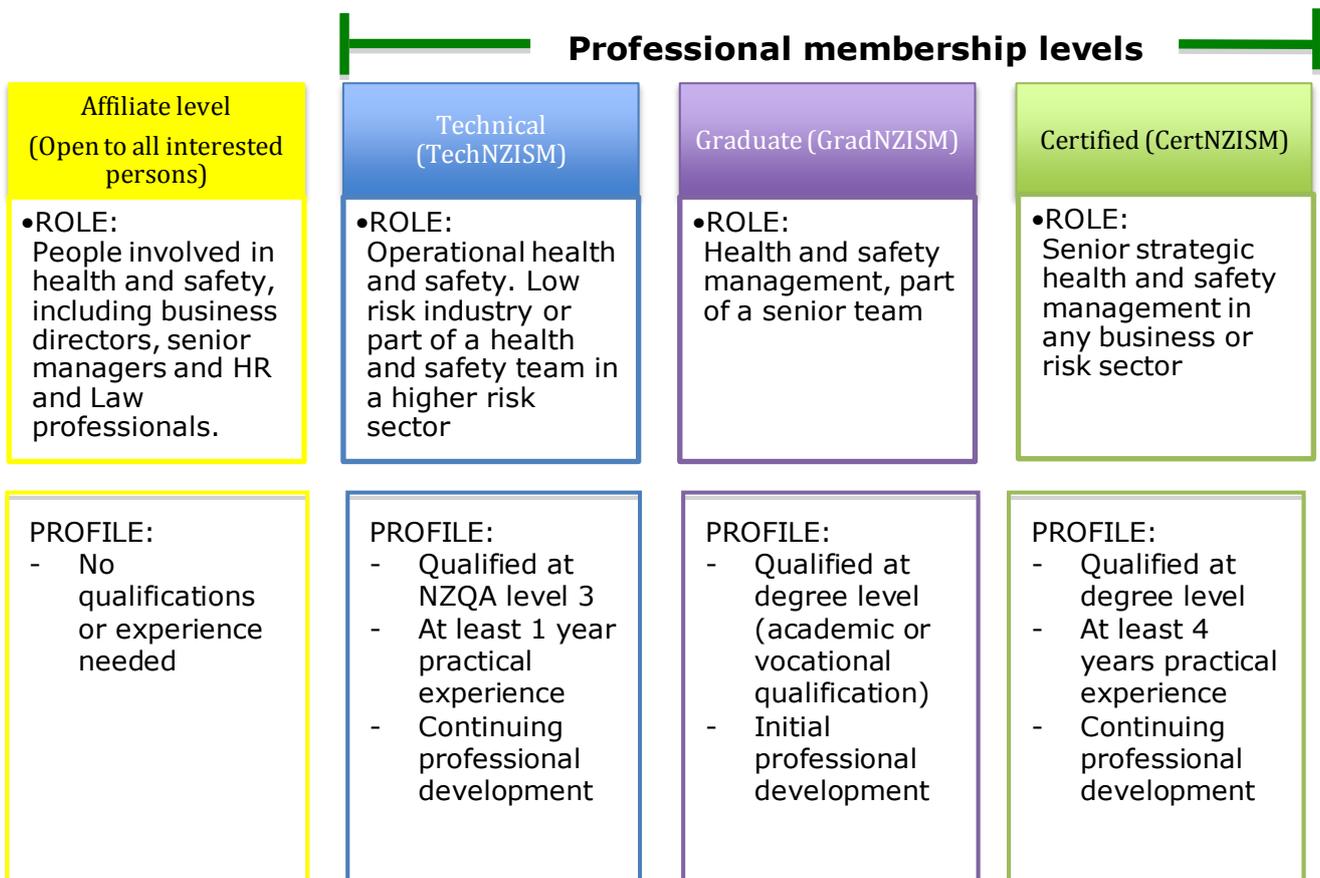
### Our professional members follow a code of professional ethics

All of our professional members are required to follow our code of professional ethics. This means they will only work within the boundaries of their capability and competence. Our members act with integrity at all times.

Also, if you have any concerns about a professional NZISM member you can call us - this gives you an extra level of assurance that you can trust their advice.

## Our membership levels

The type of practitioner you need depends on the role you need them for. We have one general membership level and three professional membership levels:



### Sources of expertise

Information about where to go to find help can be found in the back of this leaflet.

## Securing the support that is right for you and your business

### **You can recruit an in-house resource or use a consultant**

It's usually best to get someone in-house to support you with health and safety. When you recruit and develop an in-house resource there are long-term benefits for your organisation. An in-house resource gets to know your business and is able to use this knowledge to develop positive solutions for you long term.

However in small organisations it is not always possible to have someone in-house employed to look after health and safety and you may find that you need to use a consultant. A consultant provides you with flexibility – you can change consultants in relation to the different skill sets and knowledge that might be required over time.

Even if you do have in-house help, getting independent advice from an external consultant can be invaluable, whatever the size of your organisation. For example there could be times when you need help to cover areas outside the skills, experience or resources of your in-house expertise – e.g. if you want to have an independent audit carried out or test samples for asbestos or legionella.

### **You can recruit a generalist or a specialist**

Before you begin looking for help, you first have to decide what sort of help you need – you will need to decide whether you require a generalist practitioner or a specialist

#### **Generalist health and safety practitioners**

Generalist practitioners can help you with most health and safety issues. Generalist practitioners have a broad base of skill and knowledge and they will tell you if you need to bring a specialist in for a particular task or activity. The NZISM is the professional body for generalist practitioners.

Whether you are recruiting an in-house resource or a consultant you can be confident that if you recruit a practitioner who is a professional member of the NZISM – you will be taking on someone with high standards of professional practice

#### **Specialist health and safety practitioners**

There will be times when you know you need a specialist – for example a lawyer, an occupational hygienist, an occupational therapist or an occupational health nurse. Specialist practitioners can advise you on issues including:

- Health related issues
- Legal questions and challenges
- Noise and vibration problems
- Designing a safe workplace
- Sample testing
- Helping people back to work after they've been off with a serious injury or illness.

Some specialists are legally required to be registered or licensed to practice. If you think you need a specialist you can find out if they need to be licensed by contacting the relevant professional body for advice. A list of relevant professional bodies can be found at the back of this leaflet.



## Choosing and hiring a consultant – one size doesn't fit all

If you have decided to engage a consultant be careful that you don't end up paying for a generic manual or pack of information that isn't tailored to your business. One size doesn't fit all.

Any information the consultant gives you should be specific to you – you shouldn't feel like you have been left in the lurch with a pile of blank forms to fill in and no idea what to do.

Look beyond general information that will merely help you 'tick the box'. A good consultant will provide you with practical and proportionate ways to manage health and safety in your business.

A consultant won't and can't take on your responsibilities for health and safety - it is important that you understand their recommendations and their activities.

The list below will help you to secure the right advice for your business:



## Who to go to for advice

The list below will help to point you in the right direction to get advice. Inclusion on this list doesn't imply any endorsement by NZISM.

### Finding an NZISM professional member

**New Zealand Institute of Safety Management (NZISM)** [www.nzism.co.nz](http://www.nzism.co.nz)

When you recruit a health and safety practitioner you can verify that they are a professional member of the NZISM by looking on our website. The website lists the professional members name and their professional membership level.

Areas of work – occupational safety and health advice, guidance on management systems, hazard identification, risk assessment and effective controls, audit, inspection, investigation, benchmarking, performance monitoring and analysis and training

### Finding a specialist

#### Maintenance Engineers

**Maintenance Engineering Society of New Zealand (MESNZ)** [www.mesnz.org.nz](http://www.mesnz.org.nz)

Areas of work – air conditioning, energy, fire detection, heating, lighting, plumbing, refrigeration, security and ventilation.

#### Engineers

**Institute of Professional Engineers (IPENZ)** [www.ipenz.org.nz](http://www.ipenz.org.nz)

Areas of work – professional engineering across a range of disciplines.

#### Occupational Doctors (medicine)

Areas of work – diagnosis, monitoring and treatment of occupational ill health. Advice on rehabilitation and early return to work.

**Australia/NZ Society of Occupational Medicine (ANZSOM)** [www.anzsom.org.nz](http://www.anzsom.org.nz)

#### Occupational Therapists

**New Zealand Association of Occupational Therapists (NZAOT)** [www.nzaot.com](http://www.nzaot.com)

Areas of work – The application of knowledge, principles, methods and procedures related to understanding, predicting, or influencing peoples' participation in work, community, social and civic life.

#### Physiotherapists

**New Zealand Society of Physiotherapists (NZSP)** [www.physiotherapy.org.nz](http://www.physiotherapy.org.nz)

Areas of work – assessment, diagnosis and treatment for symptoms of illness, injury or disability.

#### Ergonomists

**Human Factors and Ergonomics Society (HFESNZ)** [www.ergonomics.org.nz](http://www.ergonomics.org.nz)

Areas of work – human factors and ergonomic design of equipment, tasks and systems

#### Occupational Health Nurses

**New Zealand Occupational Health Nurses Association (NZOHNA)** [www.nzohna.org.nz](http://www.nzohna.org.nz)

Areas of work – occupational health monitoring and screening, return to work assessments, rehabilitation programmes, injury treatment

#### Occupational Hygienists

**New Zealand Occupational Hygiene Society (NZOHS)** [www.nzohs.org.nz](http://www.nzohs.org.nz)

Areas of work – measuring the significance of work-related exposure to chemical, biological, physical, ergonomic and psychosocial health hazards and recommending controls

#### Risk Managers

**NZ Risk Management Society** [www.risksociety.org.nz](http://www.risksociety.org.nz)

Areas of work – risk management, business continuity and contingency planning

#### Lawyers

**NZ Law Society** [www.lawsociety.co.nz](http://www.lawsociety.co.nz)

Areas of work – legal advice

## What we do



The NZISM is the leading body for health and safety professionals in New Zealand.

The NZISM was founded in 1972 and is an independent, not-for-profit organisation that sets professional standards, supports and develops members as well as providing advice and guidance on health and safety issues.

The NZISM has an agreement with IOSH, the world's largest professional body for health and safety professionals with over 40,000 members worldwide, to use their accreditation pathway for health and safety professionals. This means our accreditation process has been tested and embedded in over 100 countries.

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**We acknowledge the following documents have been referenced and referred to in the production of this leaflet:**

IOSH Get the Best: How to get the expert health and safety advice your business deserves.  
IOSH Getting help with health and safety: Practical guidance on working with a consultant.