

## HASANZ REGISTER FAQs

### FOR HEALTH AND SAFETY PROFESSIONALS

#### **Why do I need to be on the HASANZ Register?**

Being listed on the HASANZ Register is like having a warrant of fitness to practise as a workplace health and safety professional. Businesses can be confident that people on the HASANZ Register have met the standard of competence required by their professional association.

#### **What's the benefit of being on the HASANZ Register?**

It makes you more employable. Businesses are looking for workplace health and safety professionals with proven, relevant, knowledge and experience. The Register is a tool to help people find you. If you are not on the HASANZ Register, you may miss out on business.

#### **If I have enough clients already, why pay to be on the HASANZ Register?**

The HASANZ Register is about demonstrating your skills and experience to the market, and ensuring your good standing among your professional peers. Being on the Register also helps lift professional standards across the sector and increase demand for qualified workplace health and safety advisers who meet competency standards.

#### **I'm already employed as a health and safety professional – why would I bother registering?**

Listing on the HASANZ Register is the bona fide way of demonstrating your value to your employer. It provides assurance that you meet stringent competency standards for your profession.

#### **If I'm on the Register, can I say I'm "HASANZ Registered"?**

Yes. Health and safety professionals listed on the Register will be able to use this "HASANZ Registered" quality mark on their business card, letterhead and promotional material to show they have the qualifications and authority to provide reliable advice to businesses.



#### **If I am working for someone who is on the HASANZ Register, am I "HASANZ Registered" too?**

No. Each workplace health and safety professional has to be registered as an individual in their own right and meet the required standard of competence to be listed.

## **Can businesses use the HASANZ Registered quality mark?**

The HASANZ Registered quality mark can only be used by individual practitioners because the person, not the business, is registered. Sole practitioners who have met the required standard to be on the Register can use the HASANZ Registered quality mark in association with their business name.

## **APPLICATIONS**

### **How do I apply to be on the HASANZ Register?**

Once the Register is live you will be able to apply online. However, you can only join the HASANZ Register if you belong to a professional association that is a Full Member of HASANZ. To be eligible to list on the Register you will have to meet the registration standard set by that professional association. Contact your professional association for information on their registration standard.

### **What is a registration standard?**

The registration standard comprises the requirements to list on the HASANZ Register as a workplace health and safety professional. These requirements cover qualifications, experience, continuing professional development, ethics, good character and insurance. They include application requirements (which need to be met by individuals at the time of applying) and ongoing requirements (which need to be met on an ongoing basis to maintain HASANZ registration).

### **How do I get to the standard required to be on the HASANZ Register?**

The registration standard is particular to each member association, recognising that the knowledge and skills of its members are distinct from those offered by other professions. Talk to your member association about the process for achieving the required standard.

### **How are you ensuring consistency of standards across the different associations?**

HASANZ member associations check the competence of the individual, and HASANZ checks the systems used by the member associations to do so.

The HASANZ Leadership Team, including representatives of all of our member associations, has jointly agreed a common framework for registration standards. However, the diversity of professions means we can't have a "one size fits all" approach to measuring competence. Within the common framework, each Full Member association is determining a set of registration standards that specifies the particular level of qualifications, experience, continuing professional development, ethics, good character and insurance that is required for an individual member of their association to list on the HASANZ Register. These are jointly reviewed and approved by the HASANZ Leadership Team.

For quality assurance, HASANZ has checked that our associations with Full Membership have suitable systems and processes in place to assess the competence of their members, manage complaints and take required disciplinary action when things go wrong.

All of these measures together ensure a consistent approach to registration standards across member associations.

### **Does HASANZ have any expectations regarding experience?**

Yes. Hands-on application of knowledge and skills in your profession or area of practice is required to meet the registration standard for your member association.

### **What insurance do I need to be on the HASANZ Register?**

Consultants will need professional indemnity insurance and public liability insurance for their application to be accepted. Statutory liability insurance is also recommended. In-house health and safety advisers should be covered by their employers' insurance – please check what is in place with them.

### **Which professional associations are Full Members of HASANZ?**

Current Full Members are: Human Factors and Ergonomics Society of New Zealand (HFESNZ), Occupational Therapy New Zealand Whakaora - Ngangahau Aotearoa (OTNZ-WNA), New Zealand Institute of Safety Management (NZISM), Physiotherapy New Zealand (Occupational Health Group) (PNZ), New Zealand Occupational Health Nurses Association (NZOHNA) and the New Zealand Occupational Hygiene Society (NZOHS). HASANZ is working with each of its member associations to help them meet the criteria required for Full Membership.

### **What if my professional body isn't a Full Member of HASANZ?**

You will have to wait until your association has Full Membership before you can apply to be on the Register.

### **What happens if I belong to more than one member association?**

You should apply to be on the HASANZ Register through one association. We suggest you choose the association representing the profession that most closely matches your day to day work. It's possible to make multiple applications if you belong to more than one HASANZ member association, but you will pay multiple application and annual registration fees and have multiple profiles on the Register.

## **FEES**

### **What will it cost to be on the HASANZ Register?**

There are two types of fees to be paid when you apply to list on the HASANZ Register: a one-off application fee and an annual registration fee.

The application fee is set by each member association and may vary to reflect their administration costs, but is not expected to be more than \$250 plus GST. It is non-refundable.

The annual registration fee is \$100 plus GST. The annual registration fee is refundable if your application is declined because it does not meet the registration standard. Additional processing fees of around \$15-\$20 will apply to cover the cost of HASANZ providing the online payment facility.

## **FOR BUSINESSES**

### **Do businesses have to pay to use the HASANZ Register?**

No. The HASANZ Register is a free, online publicly accessible database. We want to make it easy for businesses to find reliable, quality health and safety advice and services.

## **How will businesses find health and safety professionals with the skills they need?**

Businesses will be able to search the HASANZ Register in three easy ways:

- 1 Entering a key word, e.g., asbestos.
- 2 Selecting one item from one of these three topic areas:
  - *general and specialist services* (e.g., H&S management systems or health monitoring)
  - *a specific illness or injury* (e.g., crushing injuries or poisoning)
  - *a specific area of concern* (e.g., bullying or asbestos).
- 3 Answering a series of triage questions that will guide them to a suitable starting point.

The HASANZ Register search will yield a list of professionals who can provide the required skills and professional services, including a short profile for each. Business can filter these results by business size, location and industry. By clicking on the short profile of the people on their shortlist, users will be able to see the long profile for each individual to check out their full credentials and compare their skills and capabilities.

However, the Register is not a replacement for businesses undertaking their own due diligence. Businesses must still check that the person they wish to engage is right for them, as they would before engaging or hiring any new employee or consultant, for instance, by checking references and making preliminary calls to prospects to talk through their service offering.

## **How does the HASANZ Register differentiate between different kinds of health and safety professionals?**

The Register clearly lists the areas of expertise of the professionals on it and states which HASANZ member association they belong to. You can easily see if they are a member of a professional body or an organisation whose members provide either specialist or general services.

## **How do you verify that professionals on the register are capable of doing what they claim?**

There is a robust application process that all applicants must go through. As part of the online application process their profile and credentials are checked by the relevant HASANZ member association against records.

Workplace health and safety professionals must meet a stringent registration standard to be listed on the HASANZ Register. Criteria cover qualifications, experience, continuing professional development, ethics, good character and insurance. They include application requirements (which need to be met by individuals at the time of applying) and ongoing requirements (which need to be met on an ongoing basis to maintain HASANZ registration).

## **How does HASANZ ensure the quality and consistent standard of different listings?**

A person must meet strict criteria to be listed on the HASANZ Register. Every person on the register must be up to the professional standard imposed by the HASANZ member association they belong to. The information they submit for their profile will be checked by their professional association. HASANZ will ensure that there is consistency across its member associations in their approach to developing their registration standards as this underpins the credibility of the Register. However, the Register is not a replacement for businesses undertaking their own due diligence, in the same way they would before engaging or hiring any new employee or consultant.