



## PROFESSIONAL AFFAIRS BOARD MEMBERS 2010

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## Professional Affairs Board Rules

As approved by the Board of The Ergonomics Society of Australia Inc. on 23 November 2002 (including criteria for membership approved by the 2002 AGM of the ESA Inc.)

### 1.0 PURPOSE

These rules provide an operational framework for the management of Certified Professional Members of the Human Factors & Ergonomics Society of Australia Inc.

### 2.0 MEMBERSHIP GRADES

The Human Factors & Ergonomics Society of Australia Inc. offers six levels of membership. They are:

- Affiliate
- Member (MHFESA)
- Certified Professional Ergonomist (CPE)
- Fellow (FESA)
- Retired Member (MHFESA)
- Corporate Affiliate

Election to the grade of Certified Professional Ergonomist takes place in accordance with procedures laid down by the HFESA Board in conjunction with the Professional Affairs Board of the society.

### 3.0 PROFESSIONAL AFFAIRS BOARD

The Professional Affairs Board of the Human Factors & Ergonomics Society of Australia Inc. is responsible for the management of affairs associated with the Certified Professional Members of the Human Factors & Ergonomics Society of Australia Inc.

The composition of the Professional Affairs Board, its powers, and the rules of its conduct, are determined by the HFESA Board.

#### 3.1 Professional Affairs Board Responsibilities

The responsibilities of the Professional Affairs Board are to:

- Recommend to the Human Factors & Ergonomics Society of Australia Inc. Board those members who have applied for Certified Professional Membership and who have satisfied the minimum criteria for admission to the grade of Certified Professional Ergonomist.
- Provide leadership in professional matters within the The Human Factors & Ergonomics Society of Australia Inc.

#### 3.2 Election to Professional Affairs Board

Elections shall be held for membership of the Professional Affairs Board to coincide with the The Human Factors & Ergonomics Society of Australia's AGM and the election of office holders. The Professional Affairs

Board shall comprise of Chair, Vice Chair, Secretary, and up to five (5) additional Certified Professional Ergonomists.

Members elected to the Professional Affairs Board hold office for two (2) years. There is no restriction to the number of terms that a member may hold office. All Professional Affairs Board members shall be current Certified Professional Members of the HFESA Inc.

The Professional Affairs Board shall be elected only by current financial Certified Professional Members of the HFESA Inc. Notices of election and the calling of nominations for the position on the Professional Affairs Board shall be circulated by the Secretariat six weeks before the date set for the election.

Nominations proposed and seconded by Certified Professional Members, and accepted by the Nominee, (by signature) must be sent to the Secretariat 30 days before the election. Each election shall be decided by a simple majority of the votes cast. In the event of a tie, election shall be decided by drawing of lots in the presence of the Human Factors & Ergonomics Society of Australia Executive representative.

### **3.3 Professional Affairs Board Meetings and Activities**

The Professional Affairs Board shall meet at least twice a year. Meetings may occur by teleconference, or by personal attendance. A quorum shall consist of three members of the Professional Affairs Board of whom one is to be an office-holder.

The Professional Affairs Board shall report to the Board of the Human Factors & Ergonomics Society of Australia half-yearly and to the AGM of the Human Factors & Ergonomics Society of Australia on activities of the Professional Affairs Board. The Board may delegate certain functions to parties that will be responsible to and appointed by the Professional Affairs Board.

### **3.4 Professional Affairs Board Finance**

The Professional Affairs Board will provide an annual budget to the Treasurer of the HFESA Inc. for approval by the HFSA Board. The Professional Affairs Board budget will be used to defray the costs of administering the business of the Professional Affairs Board. This includes any reasonable expenses incurred by persons engaged on the business of the Professional Affairs Board.

## **4.0 CRITERIA FOR ADMISSION TO CPE**

For admission to Certified Professional Ergonomist, the applicant must have:

- Been an active member of the HFESA (or other IEA affiliated society) for the past two years
- Completed an education program which provides a comprehensive set of ergonomics competencies
- Expertise in ergonomics demonstrated through the provision of at least one major work sample, supported by one or more work samples or products of smaller magnitude
- A minimum of four years of full-time practice in human factors & ergonomics or the part-time equivalent

### ***4.0.1 Recognition of members of other associations of equivalent standing***

Members of similar standing in other ergonomics associations may apply for recognition by the Professional Affairs Board of the HFESA. Such applicants should provide the Professional Affairs Board with details of the criteria used to assess their current membership status, evidence of that status, and current curriculum vitae.

## **4.1 Evaluation**

#### **4.1.1 Active membership**

The applicant should indicate in their application the duration of their membership of the HFESA and/or other IEA affiliated associations, and provide evidence of their participation in society activities. This should include, at a minimum, attendance at branch and national scientific meetings.

#### **4.1.2 Educational Qualifications**

An applicant for Certified Professional Ergonomist must have knowledge of all domains of ergonomics, that is, physical, cognitive, and organisational ergonomics. Physical ergonomics is concerned with human anatomical, anthropometric, physiological and biomechanical characteristics as they relate to physical activity. Cognitive ergonomics is concerned with mental processes, such as perception, memory, reasoning, and motor response, as they affect interactions among humans and other elements of a system. Organisational ergonomics is concerned with the optimisation of sociotechnical systems, including their organisational structures, policies, and processes.

Applicants must demonstrate the acquisition of this knowledge in one of the following ways:

1. Ergonomics qualification conferred by a University:
  - a. Undergraduate degree in Ergonomics of no less than three years duration
  - b. Postgraduate Diploma or Coursework Masters degree in Ergonomics
2. University level qualification/s in a related field:
  - a. University level qualification/s in a related field (of minimum four year duration), including a major component of ergonomics (minimum 1 year equivalent). This major component must have included the successful completion of a comprehensive set of ergonomics competencies covering the three domains of ergonomics and a major ergonomics project.

An applicant who otherwise does not meet the minimum educational criteria may apply to the Professional Affairs Board for special consideration on the basis of a combination of tertiary study and other professional development experiences. In this case the applicant must demonstrate the achievement of competencies covering the three domains of ergonomics.

#### **4.1.3 Work samples**

Provision of an example of a major work sample is required to demonstrate the applicant's expertise in the practice of ergonomics. The chosen project should include a case study where the applicant has provided ergonomics expertise in:

- the analysis of a system,
- the design of a system involving human-machine, human-product, or human-environment interaction, and
- the evaluation of a system.

All applicants are required to submit at least one major work project. This project must have been completed within the last two years.

At least one additional work sample should also be provided. Additional materials may include such items as an analysis or evaluation reports, designs, trial or deposition testimony, patent applications or patents granted forensic reports, books or book chapters published by commercial publishing houses, scientific articles published in refereed journals.

#### **4.1.4 Experience**

The minimum period of full time relevant ergonomics experience is four years.

Experience may include:

- working as an ergonomics practitioner.
- educating others about ergonomics, or doing ergonomics research, where ergonomics practice also forms part of the person's total activity.

The nominated referees will be expected to verify the applicant's experience in ergonomics.

## **5.0 CERTIFIED PROFESSIONAL ERGONOMIST APPLICATION PROCESS**

Members of the Human Factors & Ergonomics Society of Australia who wish to be considered for admission as a Certified Professional Ergonomist must apply to the Professional Affairs Board via the National Secretariat using the appropriate form.

### **5.1 Assessment Panel**

The Assessment Panel for each application shall comprise:

- The Chair of the Professional Affairs Board who is the panel convenor.
- One Professional Affairs Board member, appointed by the panel convenor, who resides in a State or Territory other than the domicile of the applicant.
- One Certified Professional Ergonomist, appointed by the panel convenor, who resides in a State or Territory other than the domicile of the applicant.

### **5.2 The Evaluation Process**

The Assessment Panel may call for further information or material from an applicant, and may, with the applicant's permission, consult other persons with regard to an applicant's educational background, experience, competence and conduct.

### **5.3 Evidence**

#### **5.3.1 Qualifications**

All applicants must provide:

- A certified copy of their educational qualification/s.
- Applicants with qualifications under Education Category 4.2.1 (2) must provide details of the ergonomics courses and projects undertaken during the program of study.

#### **5.3.2 Experience and Professional Conduct**

Applicants must provide a summary of the nature and extent of their experience. This may be in either log or diary format and must include a detailed outline of their experience in ergonomics, showing relevant dates.

#### **5.3.3 Work products and projects**

All applicants must explain how their work products and projects have addressed specific competencies relating to ergonomic analysis, design and evaluation of outcome.

#### **5.3.4 Referees**

Applicants must include the names of at least two referees who can testify to the applicant's overall competence, experience and professional conduct in ergonomics. A referee shall be a professional

member of the HFESA or a person suitably qualified to provide an opinion on the applicant's ergonomics skills and competences.

#### **5.4 Assessment**

The Assessment Panel of the Professional Affairs Board makes a recommendation to the HFESA Board. The recommendation may be one of the following:

- The applicant satisfies the minimum criteria.
- The applicant does not satisfy the minimum criteria. Applications that fail to meet the minimum requirements may be deferred, pending receipt of additional material, or rejected. In deferring an application, the Assessment Panel will advise the HFESA Board, and the applicant, of any further experience or qualifications deemed necessary. The applicant need only submit evidence of fulfilment of such additional requirements in order to have the application re-considered. In the case of rejection, the applicant may submit an appeal to the Board of the Human Factors & Ergonomics Society of Australia.

#### **5.5 Appeal Mechanism**

An appeal against the recommendation of the Assessment Panel shall be submitted through the Society's Secretariat by stating the case in writing and is to be delivered to the Professional Affairs Board within one month of the posting of that decision. The Professional Affairs Board submits to the Board of the Human Factors & Ergonomics Society of Australia its recommendation, accompanied by a full justification for that recommendation, and must be made to the HFESA Board within one month of receipt of the appeal. The decision of the HFESA Board will be final.

### **6.0 RESPONSIBILITIES OF CERTIFIED PROFESSIONAL MEMBERS**

Members who accept the privileges of Certified Professional Membership also accept a responsibility to actively, and continuously, contribute to the Aim of the Society i.e., "to advance the science of ergonomics in Australia by promoting research and education in ergonomics and the application of its principles" (HFESA Inc. Constitution).

Activities which Certified Professional Members are expected to undertake in order to meet this responsibility may include:

- Providing contributions to *Ergonomics Australia*
- Presenting at Branch Scientific meetings
- Presenting at the HFESA National conference and other appropriate conferences
- Publishing research in journals
- Providing contributions to educational institutions
- Providing mentorship to HFESA Members, either formally or informally
- Contributing to the functioning of the HFESA through serving in executive or other positions

#### **6.1 Code of Practice**

Certified Professional Ergonomists are required to formally accept and abide by the Human Factors & Ergonomics Society of Australia Code of Practice.

Members shall, at all times:

- Ensure that the community and clients' well being take precedence over their responsibility to sectional or private interests;
- Uphold and enhance the honour, integrity and dignity of the profession and of the members of the Society;
- Ensure that their responsibility for the ethical conduct of any behaviour involving representation of the Society has due regard for the professional integrity of the Society; that his responsibility is not used to abuse the privilege: and this responsibility takes precedence over any concern for the sectional, private or commercial interests or advantage;
- Express opinions on the work or reputation of fellow members in an honest, objective and responsible manner, giving due credit where necessary;
- Provide advice, express opinions or make statements honestly, objectively, impartially, expeditiously and reporting on the positive and the negative consequences of that advice;
- Perform work only in the areas of competence and to the best of their ability;
- Disclose to their employers or clients promptly and effectively all significant financial and other relevant interests with potential for providing conflict of interest or influencing the impartiality of any reports, advice or decisions;
- Respect the confidentiality of the information obtained in the course of their work as Ergonomists, revealing such information to others only with the consent of the person(s) or organization(s) or their legal representative(s);
- Actively assist and encourage the ongoing development of ergonomics;
- Agree that non-compliance with the Code may be referred to the HFESA Board for determination.

## **6.2 Breach of Code of Practice**

Should any evidence or complaint be brought to the attention of the Human Factors & Ergonomics Society of Australia indicating that a Certified Professional Ergonomist has breached the Code of Practice, then that evidence or complaint shall go before the Professional Affairs Board for investigation and review. After investigation, should any such breach be deemed to have occurred, the Professional Affairs Board may recommend termination of Professional Membership.

On receiving such a request, the Professional Affairs Board shall:

- Assign the investigation to one of its members who will form an investigation panel. These actions shall be completed within one month of receipt of the complaint or evidence.
- Notify the Certified Professional Ergonomist of the request to investigate the complaint; and the membership of the investigation panel.

## **6.3 The Investigation Panel**

Shall comprise:

- The chair of the Professional Affairs Board who is the panel convenor;
- At least two members of the Professional Affairs Board nominated by the convenor, at least one of whom resides in a State or Territory other than the domicile of the subject of the complaint.

For each complaint, the nominated investigation panel will conduct the investigation.

The results of the investigation will be forwarded to the Professional Affairs Board for their review and recommendation. This recommendation shall be forwarded to the Board of the Human Factors & Ergonomics Society of Australia for their approval.

## **6.4 Appeal**

An appeal against a recommendation of the investigation panel shall be submitted through the Society's Secretariat by stating the case in writing and forwarded to the Professional Affairs Board within one month of it's posting of that decision. The Professional Affairs Board submits to the Board of the Human Factors & Ergonomics Society of Australia the recommendation, accompanied by a full justification for that recommendation, and it must be made to the Board within a month of receipt of the appeal. The decision of the Board is final.

## **7.0 TERMINATION**

A person ceases to be a Certified Professional Ergonomist if they:

- Resign
- Fail to maintain financial membership of the Human Factors & Ergonomics Society of Australia
- Are expelled from the Certified Professional Ergonomist grade by the HFESA Board on recommendation of the Professional Affairs Board. Those losing or relinquishing their status as a Certified Professional Ergonomist:
- Must no longer claim in any way to be a Certified Professional Ergonomist, either verbally or in writing.
- Will have their names removed from the Register of Certified Professional Ergonomists.
- If a former Certified Professional Ergonomist ceases to be one because of resignation, non-payment of fees, or termination, that person may re-apply for admission in accordance with the Certified Professional Ergonomist Certification Requirements.

## **8.0 CHANGES TO THESE RULES**

Changes to these rules may be made by the HFESA Board after consultation with current Certified Professional Members.