



PROFESSIONAL AFFAIRS BOARD

RULES

28 October 2020

(Previous Version 23 November 2016)



Professional Affairs Board Rules

As approved by the Professional Affairs Board (PAB) of the Human Factors & Ergonomics Society of Australia Inc. following acceptance by a meeting of the Certified Professional Ergonomists (CPE) members of the Human Factors and Ergonomics Society of Australia Inc. (HFESA) on 27 October 2020.

1.0 PURPOSE

These rules provide an operational framework for the assessment and management of Certified Professional Ergonomists (CPEs) by the Professional Affairs Board (PAB) of the Human Factors & Ergonomics Society of Australia Inc. Note that the PAB works independently from the HFESA Board in the assessment, award and ongoing management of certified ergonomists.

2.0 CERTIFICATION

Award of the grade of Certified Professional Ergonomist takes place in accordance with procedures laid down in this manual by the Professional Affairs Board of the Human Factors and Ergonomics Society of Australia.

3.0 PROFESSIONAL AFFAIRS BOARD

The Professional Affairs Board, by delegation of the Human Factors & Ergonomics Society of Australia Inc. is fully 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 CPEs at annual meetings or extraordinary meetings of the CPEs certified by the PAB.

3.1 Professional Affairs Board Responsibilities

The responsibilities of the Professional Affairs Board are to:

- Certify 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 pertaining to human factors and ergonomics within and on behalf of the Human Factors & Ergonomics Society of Australia Inc
- So far as practicable, the PAB is to complete the certification within a three month period from receipt of the application.

3.2 Election to Professional Affairs Board

Elections shall be held for membership of the Professional Affairs Board to coincide with the Human Factors & Ergonomics Society of Australia's AGM and the election of office holders. The Professional Affairs Board shall comprise 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 Ergonomists working under the code of professional conduct of an International Ergonomics Association affiliated body such as the HFESA.

The Professional Affairs Board shall be elected only by current practicing CPEs working under the code of professional conduct of an International Ergonomics Association affiliated body. 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 should 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, where necessary, determine an annual budget based on any application fees. 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. The PAB finances are subject to audit and adequate records must be kept.

4.0 CRITERIA FOR ADMISSION TO CPE

For admission to Certified Professional Ergonomist, the applicant must:

- Have tertiary qualifications in human factors and ergonomics
- Be able to provide work samples as evidence of competence in human factors and ergonomics, including at least one major work sample completed within the last 5 years
- Have worked for a minimum of four years of full-time practice (or part-time equivalent) in human factors and ergonomics
- Have two referees who are familiar with the applicant's work and who can support the application.

4.1 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 (e.g. copy of current certification) and current curriculum vitae. A character reference from a current member of the other association shall be provided.

4.2 Evaluation

4.2.1 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 socio-technical systems, including their organisational structures, policies and processes.

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

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

University level qualification/s in a related field:

- c. University level qualification/s in a related field/s (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.

4.2.2 Work samples

Provision of an example of a major work sample is required to demonstrate the applicant's competence in the practice of human factors and ergonomics. The chosen project should include a case study where the applicant has provided human factors and 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 five years and be of at least 100 hours involvement so as to demonstrate a range of competencies. Single focus reports that limit the range of competencies that can be demonstrated will not be adequate. The PAB Chair will consider a number of minor reports where a good range of competencies can be demonstrated. The assessment takes a sampling approach as it is not practicable for all conceivable competencies to be demonstrated. However, a good size project will demonstrate a range of competencies where the currency, quality of work and the core competence can be seen.

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.

4.2.3 Experience

The minimum period of full time relevant human factors and ergonomics experience is four years. Experience may include:

- working as a human factors and ergonomics practitioner.
- educating others about human factors and ergonomics, or doing human factors and ergonomics research, where human factors and ergonomics practice also form part of the person's total activity.

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

5.0 CERTIFIED PROFESSIONAL ERGONOMIST APPLICATION PROCESS

Anyone who wishes to be considered for admission as a Certified Professional Ergonomist must apply to the Professional Affairs Board via the National Secretariat of the HFESA 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. This may also be a PAB member.

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 human factors and ergonomics courses and projects undertaken during the programme 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 human factors and ergonomics, showing relevant dates.

5.3.3 Work samples and projects

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

5.4 Referees

Applicants must include the names of two referees who can testify to the applicant's overall competence, experience and professional conduct in human factors and ergonomics, and ask each to provide a written reference. At least one referee should be a member in good standing of an IEA affiliated ergonomics society and preferably a CPE or equivalent. The second referee may be an employer or client not necessarily connected or affiliated with the HFESA. Where these criteria cannot practicably be met, the PAB may interview the referees to better understand their suitability to make a judgement about the adequacy of the applicants work.

5.5 Assessment

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

- The applicant satisfies the minimum criteria.
- The applicant does not satisfy the minimum criteria. Applicants that fail to meet the minimum requirements may be referred for mentoring, or the application deferred, pending receipt of additional material, or it may be rejected. In deferring an application, the Assessment Panel will advise the PAB 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 Chair of the PAB.

5.6 Appeal Mechanism

An appeal against the recommendation of the Assessment Panel shall be submitted to the PAB Chair 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 PAB chair will have a third CPE of long standing from a state other than the applicant provide advice to the PAB as to the suitability of the applicant as a CPE or advice on where additional competence may be needed. The PAB shall make its determination on the appeal and in addition, the PAB will make its determination accompanied by a full justification for that determination that must be provided in writing to the applicant within one month of receipt of the appeal. The decision of the PAB will be final. The applicant can then seek the additional competencies required and will be encouraged to accept the assistance of a mentor that the PAB will make available through its mentoring program.

6.0 RESPONSIBILITIES OF CERTIFIED PROFESSIONAL MEMBERS

Anyone who accepts the privileges of Certified Professional Ergonomist status also accepts a responsibility to actively and continuously contribute to the Aim of the profession i.e., “to advance the science of ergonomics by promoting research and education in ergonomics and the application of its principles” (See IEA general aims as guidance).

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

- Providing contributions to relevant professional journals
- Presenting at IEA affiliated society Branch Scientific meetings and professional development sessions
- Presenting at relevant National or international HFE conference and other appropriate conferences
- Publishing research in journals
- Providing contributions to educational institutions
- Providing mentorship to developing HFE Practitioners either formally or informally.
- Contributing to the functioning of the profession through serving in executive or other positions of IEA affiliated societies

6.1 Code of Practice

Certified Professional Ergonomists are required to formally accept and abide by a code of professional conduct. The code chosen by the PAB at this time is 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 profession has due regard for the professional integrity of the profession; that their 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 organisation(s) or their legal representative(s).
- Actively assist and encourage the ongoing development of human factors and ergonomics.
- Agree that non-compliance with the Code may be referred to the PAB for determination.

6.2 Breach of Code of Practice

Should any evidence or complaint be brought to the attention of the PAB 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 (Section under review – by Angela Summers)

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 approval or request for further consideration by the panel.

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 its posting of that decision. The Professional Affairs Board must make a final determination considering any errors of fact or new facts presented. The appellant is to be informed of the outcome accompanied by a full justification for that decision and it must be advised within a month of receipt of the appeal. The decision of the Professional Affairs Board is final.

7.0 TERMINATION

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

- Resign
- Fail to pay any annual certification or re-certification fee as determined by the PAB.
- Fail to meet the requirements for maintaining their certification
- Are expelled from the Certified Professional Ergonomist status by 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.

If there are extenuating circumstances such as, for example, loss of employment, health or family crisis that have impacted payment of fees or completion of maintenance of certification, the PAB may allow a suspension of status until the matters can be rectified.

8.0 DOCUMENT RETENTION AND PRIVACY

The PAB members and any external specialist assessors will be mindful of the potential for confidential and commercial information to be contained within applicant's submissions of major and minor works. When such sensitive documents are kept for long periods, there is an increased risk of the information being "hacked" (IT security breach) or both intentional and unintentional transfer of data. Accordingly, once the assessors have completed their assessment and a determination is made, the sensitive information should be deleted. Records may need to be kept a little longer in the case of an applicant being referred for mentoring and re-assessment. Applicants may have their major works assessed in person rather than via email where the PAB Chair is informed of highly sensitive material such that a copy cannot be transmitted.

The records that must be kept as evidence of the application, agreement to the code of conduct and the assessment and determination are the application form, the referees reports and the assessors report forms. The PAB Chair shall archive the documents in a PAB member only folder for completed certification assessments. The records should be kept on a HFESA secure server meeting contemporary IT security standards. The records should be kept for a period of 30 years or until the certified member retires or is deceased.

9.0 ANTI-DISCRIMINATION

The PAB takes an equal opportunity approach to its dealings with CPE members, non-members and applicants. The PAB will not tolerate discrimination on the any grounds including gender or gender history; marital status; family responsibility or family status; sexual orientation; race; religious or political conviction; impairment; age; nationality; any other grounds of discrimination prescribed by the laws. The PAB will address is- sues of discrimination under its professional code of ethics with discrimination being considered unprofessional and/or unlawful behaviour and will encourage and uphold these principles. The PAB requires that all applicants being assessed by the PAB are treated fairly and equitably. The PAB actively encourages the reporting of behaviour that is discriminatory. The PAB will practice in accordance with laws, standards and guidelines provided by the Australian Human Rights Commission or Australian State Human Rights Commissions.

10.0 CHANGES TO THESE RULES

Changes to these rules may be made by the PAB after consultation with current Certified Professional Members at a meeting of CPEs.



**PROFESSIONAL AFFAIRS BOARD MEMBERS
2020-2022**

Nominee	Position	Email
Jean Mangharam	Chair	pabchair@ergonomics.org.au

Name	Position
Ari Antonovsky	CPE Applications Committee
Claire Folland	CPE Applications Committee
Stephen Hehir	CPE Applications Committee
Gunther Paul	CPE Applications Committee
Valerie O'Keeffe	CPE Applications Committee
Helen Moody	MOC Chair mocchair@ergonomics.org.au
Margaret Cook	MOC Committee
Richard Sutherland	MOC Committee
Robin Burgess-Limerick	Mentoring Committee Chair