

**Safety Institute of Australia Limited
trading as the Australian Institute of Health and Safety**

**By-Laws for the Administration
of the Institute 2023**

Approved by AIHS Board
April 2023

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Preface

This publication sets out the By-Laws of the Institute and should be read in conjunction with the current copy of the Constitution of the Safety Institute of Australia Ltd (trading as the Australian Institute of Health and Safety) and where required, the Corporations Act 2001 (Cth.).

These By-Laws represent overarching Board internal policy guiding the operations and governance of the Institute, as determined from time to time by the Board, in accordance with Section 5 of the Constitution. The Board also sets other policies relating to the governance of the Institute from time to time, which it keeps in a policy register.

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Glossary

The Institute refers to the Safety Institute of Australia Ltd trading from 1 July 2019 as the Australian Institute of Health and Safety (AIHS).

Board refers to the governing body of the Institute, the members of which are the directors of the Institute, as defined in Part 4 of the Constitution.

Branches refer to state/territory member groups as defined in Section 12 of the Constitution.

Branch Committees refer to the organising committees of the Branches.

Chief Executive is the person appointed and delegated by the Board to manage the affairs of the Institute, as set out in Section 49 of the Constitution.

1. The Board of the Institute

The affairs of the Institute are governed by the Board, the composition of which is defined by the Constitution.

1.1 The role of the Board

The Board is responsible for the management of the Institute's business and professional affairs, and is described in the Constitution. This role includes:

- Setting operational limitations for and monitoring the performance of the Chief Executive;
- Setting organisational strategy through the strategic plan, and monitoring progress toward that strategy through reports of the Chief Executive;
- Setting organisational policy from time to time, including maintaining these By-Laws;
- Identifying and overseeing the management of organisational risk;
- Monitoring legal compliance; and
- Setting financial policy and monitoring financial performance.

The Board will meet at least quarterly. Such meetings can include teleconferencing.

1.2 Individual Directors

1.2.1 Remuneration

Honorary positions.

1.2.2 Responsibilities

While serving as members of the Board, the member represents the Institute as a whole.

It is the responsibility of all Board members to:

- Ensure that decisions are made by the Board acting as a whole with no one person empowered to make binding decisions or allowed or held out to make binding decisions;
- Ensure that they are aware of and understand the Constitution, By-Laws, procedures and current activities of the Board and the Institute as a whole, by attending meetings, reviewing documents provided and generally acting in a diligent manner;
- Notify the Board when work or other responsibilities hinder their ability to act in such a diligent manner;
- Not consent to the incurring of a debt when there are objective grounds to consider that

the debt cannot be paid when it falls due for payment;

- To the best of their ability, act in the best interests of the Institute and its members, with consideration for the organisation's purpose, vision and mission;
- Act consistently with their duties under the Corporations Act 2001 (Cth).

1.2.3 Appointment

Members of the Board are appointed as per the requirements in the Constitution.

1.2.4 Specific Duties

- Attend meetings of the Board, having considered all relevant paperwork prior to those meetings;
- Liaise with other members of the Board for the purpose of advancing the aims and objectives of the Institute;
- Receive and consider recommendations from the Chief Executive and other Board members which deal with the governance of the Institute, discussing and passing resolutions in relation to those recommendations;
- Consider all issues pertinent to the effective governance of the Institute and carry out the role of Director with care and diligence, in the best interests of the Institute and its purpose;
- Represent the Institute from time to time as required on the reasonable request of the Chair and/or Chief Executive;
- Participate in setting Board policies, strategic plans, and budgets, and monitor performance against those.

1.3 Board Chair

1.3.1 Remuneration

Honorary position.

1.3.2 Responsibility

Oversee the administration and strategic direction of the Institute. To act as a spokesperson for the Institute in maintaining and advancing good relations with government, industry and professional bodies associated with health and safety.

1.3.3 Specific Duties

- Act as presiding officer at any Board and general meetings at which they are present;
- Delegate, when appropriate, duties of office to the Board Deputy Chair and to other members;
- As senior officer of the Institute, ensure that the administration and functions of the Institute are managed efficiently and within the confines of the Institute's Constitution and these By-Laws;

- Maintain a direct functional link with, and oversight of the Chief Executive;
- Ensure that the members remain informed about the affairs of the Institute;
- Sign all documents requiring the signature of the official head of the Institute;
- Advance the interests and objectives of the Institute, including working with the Chief Executive to maintain contact with relevant government officials, and other key organisations;
- Oversee the preparation and delivery of, at the Annual General Meeting, an annual report on the activities of the Institute, ensuring that all members have access to information about the activities of the Institute.

1.4 Board Deputy Chair

1.4.1 Remuneration

Honorary position.

1.4.2 Responsibility

To accept on behalf of the Board Chair such duties or activities as specified by the Board Chair and are relevant to the office of Deputy Chair.

1.4.3 Specific Duties

- To maintain a constant liaison with the Board Chair and to be held accountable for any duties delegated.
- To be prepared to act temporarily as, or assume the office of, Board Chair should the Board Chair be indisposed or vacate that office.

1.5 Sub-Committees: Finance, Risk, Audit, Performance and Compliance Committee (FRAPCC)

The Board shall form a Finance, Risk, Audit, Performance and Compliance Committee, and elect a Chair of that committee to assist the Board with its stewardship role. The committee should contain at least two Board members, and can also identify independent persons to provide advice to the committee.

The FRAPCC shall meet not less than once in every three months.

1.5.1 FRAPCC Role

- Oversee development of an annual budget for presentation to and approval by the Board.
- Oversee the ongoing financial performance of the Institute and associated external audit arrangements to ensure efficient and effective operation of the Institute and its ongoing economic and professional viability.

- Monitor and report to the Board on compliance with the Board’s Risk Management Strategy and review coverage of key risks, risk appetite and controls.
- Draft any policies relating to finance, risk, audit, organisational performance and compliance that it sees fit, for the consideration of the Board.

2. The Australian Occupational Health and Safety Education Accreditation Board (AOHSEAB)

In this section, the following terms have the meaning assigned below, unless the context otherwise requires:

Accreditation refers to the process whereby suitable education Programs are identified and recognised for the purposes of the certification of OHS professionals;

Certification refers to the process whereby individuals are assessed and recognised as being suitably qualified and meeting the stated requirements to practice as an OHS Practitioner or Professional;

OHS Practitioners are implementers of strategy and actions usually designed by an OHS Professional. They support a safe working environment by maintaining OHS administrative processes, conducting training and using a range of state-of-the-art tools, processes, and common practice solutions to OHS risks. They usually gain their OHS education through the vocational or technical sector

OHS Professional means a person possessing special knowledge, skills and appropriate university-based education (or equivalent), in a widely recognised body of learning derived from research, education and training at a high level who provides enterprises with advice on the organisational arrangements that will lead to the systemic and systematic management and reduction of fatality, injury, disease and ill-health;

Program means a sequence of study leading to a recognised qualification provided by a university or other recognised educational institution;

Registrar refers to the person who manages the activities of the AOHSEAB and the process of Accreditation.

2.1 Auspice

The Australian OHS Education Accreditation Board (AOHSEAB) has been established under the auspices of the Institute.

2.2 Purposes and Functions

The purposes and functions of the AOHSEAB are to:

- (a) independently and impartially identify and recognise through Accreditation suitable education Programs for the purpose of the Certification of OHS Practitioners and Professionals;
- (b) promote education objectives and graduate capabilities, educational design and review processes, and delivery of learning appropriate to develop graduates equipped with the knowledge and skills to enter the workplace as an entry-level OHS Professional;
- (c) develop co-operation, partnerships and alliances with OHS educators in pursuing common goals in relation to OHS and the profession;
- (d) manage the accreditation process in a manner that is open to external scrutiny, conducted in a consultative and consensus-building collegiate fashion, transparent and fair, and that balances academic priorities with those of the OHS profession;
- (e) determine, on the recommendation of the Registrar, fees to be charged for Program Accreditation;
- (f) provide industry feedback, knowledge and experience in curriculum development to ensure continued professional relevance;
- (g) promote OHS course development that enhances professional standing and recognition of OHS Professionals.

2.3 Activities

The activities of the AOHSEAB and the process of Accreditation are managed by the Registrar. The functions of the Registrar are to:

- (a) act as secretary of the AOHSEAB;
- (b) effectively administer the AOHSEAB's activities including manage the costs of the Board and Accreditation process, funding by the Institute and other parties, and recommend for approval by the Board, fees to be charged for Program Accreditation;
- (c) manage the administrative processes related to Program Accreditation including conducting initial assessment of adequacy of applications;
- (d) develop and maintain policies, procedures and documentation relating to the Program Accreditation process including Accreditation Criteria and promulgate same in a transparent manner;
- (e) liaise with universities on OHS Program Accreditation;
- (f) maintain an on-line register of Accredited Programs;
- (g) collate statistics on student numbers, graduates, etc. provided in the annual returns;
- (h) prepare an annual report covering the AOHSEAB's activities and including Accredited

Programs and student numbers;

- (i) such other tasks incidental or ancillary to the purposes or functions of the AOHSEAB or the Registrar.

2.4 Representation

In addition to the Registrar, the AOHSEAB has broad national representation including:

- Senior OHS professionals (min 2);
- Senior OHS academics (min 2, from different Australian universities)
- Senior education academic (min 1);
- Industry including employer and union (min 2);
- Representative of the Australian Institute of Health and Safety (AIHS) (1);
- Representative of the Australian Institute of Occupational Hygienists (AIOH) (1);
- Representative of the Human Factors and Ergonomics Society of Australia (HFESA) (1);
- Representative of the Australian New Zealand Society for Occupational Medicine (ANZSOM) (1);
- Representative of the Australian Faculty of Occupational and Environmental Medicine (AFOEM) (1);
- Representative of an OHS regulator/policy maker (min 1).

2.5 Appointments and Terms of Participation

- (a) Members of the AOHSEAB shall be appointed by the Board of the Institute, based on their expertise, knowledge and experience related to the activities and education of OHS professionals:
- i. People nominated to the AOHSEAB as representatives of the OHS professional bodies (AIHS, AIOH, HFESA and ANZSOM) shall have a role in education matters related to that body and also hold an OHS-related university-level qualification;
 - ii. People nominated to the AOHSEAB as representatives of the OHS professional bodies (AIHS, AIOH, HFESA and ANZSOM) set as individuals on the AOHSEAB, and represent their own professional views rather than the views of the nominating agency;
 - iii. Where practical, gender diversity and geographical location will be considered to ensure breadth of representation on the AOHSEAB;
- (b) AOHSEAB members shall be appointed for a term of three years with the option for renewal where agreed by the AOHSEAB and/or the Board of the Institute. To ensure continuity, appointment processes will be developed so that only 50% of the Board turnover at any one

time.

- (c) A member of the AOHSEAB shall cease to hold that position if:
 - i. the person resigns by written notice to the Registrar;
 - ii. the person is absent, without the consent of the AOHSEAB, from three consecutive meetings, or three meetings in the same financial year, of the AOHSEAB or a panel of the AOHSEAB as provided below;
 - iii. the person dies or becomes unfit to carry out the inherent tasks required of the position;
 - iv. the person ceases to be eligible under paragraph 5 above.
- (d) Membership of the AOHSEAB shall be an honorary non-executive position. The Institute will reimburse travelling and other expenses that a member of the AOHSEAB incurs on AOHSEAB business based on pre-approval from the AIHS CEO.
- (e) The Board of the Institute may appoint the Registrar for any period and on any terms (including as to remuneration) the Board of the Institute decides. Subject to any agreement between the Institute and the Registrar, the Board may remove or dismiss the Registrar from that office at any time. The Board of the Institute must consult with the AOHSEAB regarding the appointment, removal or re-appointment from time to time of the Registrar.
- (f) The AIHS Board elects a member as Chair for any period they decide.

2.6 Meetings

- (a) The AOHSEAB may meet, adjourn and otherwise regulate their meetings as they decide. The Board shall meet together not less than once in every six months. A meeting may be held using any technology consented to by all the members of the AOHSEAB. The consent may be a standing one. A member may only withdraw consent within a reasonable period before the meeting. If a meeting is held by telephone link-up or other contemporaneous audio or audio-visual communication, a member is taken to be present unless the member states to the Chair that the director is disconnecting his or her telephone or communication device.
- (b) The quorum for an AOHSEAB meeting is one half of the number of members (rounded up if not a whole number), unless the Board otherwise decides.
- (c) The Chair is entitled to chair each AOHSEAB meeting. If there is no Chair, or if the Chair is not present within 10 minutes after the time appointed for the meeting or is unable or unwilling to act, the Deputy Chair may chair the meeting. If there is no Deputy Chair, or if the Deputy Chair is not present within 10 minutes after the time appointed for the meeting or is unable or unwilling to act, the members present must elect one of themselves to chair the meeting.
- (d) A resolution of the AOHSEAB is passed by a majority of votes cast. If there is an equality of votes, the Chair does not have a casting vote in addition to the Chair's personal deliberative vote.

- (e) The AOHSEAB may pass a resolution without a meeting being held, if all the members entitled to vote on the resolution sign a document containing a statement that they are in favour of the resolution set out in the document. Separate copies of a document may be used for signing by members, if the wording of the resolution and statement is identical in each copy. The separate copies can be sent to the Registrar by facsimile or digital scan. The resolution is passed when the last member signs. An email with electronic signature is deemed acceptable for the purposes of signing.

2.7 Delegations

- (a) The AOHSEAB may delegate their power in relation to assessing applications for Accreditation to a panel of the AOHSEAB (**Assessment Panel**). The AOHSEAB must establish and promulgate procedures for the selection and operation of Assessment Panels.
- (b) The AOHSEAB may delegate their power in relation to reviewing objections or appeals from a decision of the Board in relation to Accreditation, to a panel of the Board (**Review Panel**). The Review Panel must not include any member of the Assessment Panel in relation to the decision under objection or appeal. The AOHSEAB must establish and promulgate procedures for the selection and operation of Review Panels. The Review Panel will make a recommendation to the AOHSEAB in relation to the outcome of the objection or appeal. The Review Panel and the AOHSEAB may inform themselves in relation to the matters under objection or appeal as they think fit and shall consider the objection or appeal in good faith but shall not be required to observe procedural fairness. The decision of the AOHSEAB shall be final.
- (c) The AOHSEAB may revoke or vary any delegation to an Assessment Panel or Review Panel either generally or in relation to a specific case.

2.8 Conflict of Interest

- (a) A member of the AOHSEAB shall not be disqualified by reason of any conflict of interest or duty but must disclose the conflict prior to AOHSEAB proceeding to deal with any matter in which the member has a conflict. A member who has disclosed a conflict of interest or duty in a matter that is being considered at an AOHSEAB meeting may be counted in a quorum for the meeting. Unless the other members of the AOHSEAB present resolve, having regard to the nature of the conflict and all other relevant matters, that the conflicted member may remain present and vote on the matter, the conflicted member must absent himself or herself from the deliberation on the matter and must not vote on the matter.

The provisions of this By-Law with respect to meetings and decisions of the AOHSEAB apply also (with the necessary changes) to meetings of an Assessment Panel and a Review Panel.

2.9 Governance and Links to the AIHS Board and Chief Executive

Notwithstanding the independence of the AOHSEAB in terms of its processes and decision-making, the Institute's board has overall legal governance responsibilities for the AOHSEAB through an auspicing arrangement. This requires that the AOHSEAB through the Chair and Registrar:

- (a) Works with the Chief Executive to prepare an annual budget for the operation of the AOHSEAB;
- (b) Provides quarterly reports to the Chief Executive on the operations of the Board and its accreditations, to be incorporated in the CEO's reports to the Institute's Board;
- (c) Where significant variations in work vs plans or finances vs budget occur, works co-operatively with the Chief Executive to resolve any performance issues, and if required re-plan and re-budget;
- (d) Provides an Annual Report to the Chief Executive;
- (e) Contributes to the Institute's annual strategic planning process;
- (f) Engages with the Chief Executive to progress the ongoing relationship between the AOHSEAB and the Institute's Board;
- (g) Monitors and provides feedback on the quality, relevance and currency of the OHS Body of Knowledge as a basis for providing quality OHS education;
- (h) Advocates for the development and review of chapters within the OHS Body of Knowledge to take account of priority topics for OHS education; and
- (i) Provides information, develops influence and advocates for OHS professional accreditation and education.
- (j) The AOHSEAB Chair shall prepare a report for the Institute's members published in the AIHS Annual Report.

3. The OHS Profession Certification Governance Committee (CGC)

3.1 CGC Background

The CGC is established by the Institute's Board to oversee the ongoing development and good governance of the Institute's OHS Profession Certification Program (**Program**), as a key contributing project to build the credibility and reputation of the profession. The program is articulated against "the OHS Professional Capability Framework: *A Global Framework for Practice*".

3.2 Establishment of CGC Committee

The Institute's Board appoints the Chair of the CGC and the Deputy Chair of the CGC, one of these members must also be a current Board member.

The Chair and Deputy Chair of the CGC establish the committee in line with the Board approved ToR, allowing for the positions to change from time to time. Please refer to CGC ToR for additional information.

3.3 Relationship with Institute's Board and delegations

The CGC is established by the Institute's Board with delegation to set standards and oversee decision-making related to the governance of OHS Profession Certification.

The Chair of the CGC provides regular reports on progress to the Institute's Board.

The Chair of the CGC shall prepare a report for the Institute's members published in the AIHS Annual Report.

3.4 Role of the CGC

The role of the CGC is outlined in the Board approved CGC ToR, which allows for changes from time to time as long as the Board approves the updates.

4. The Policy & Advocacy Committee (PAC)

4.1 Background

The Policy and Advocacy Committee is established by the Institute's Board to coordinate both proactive and responsive policy development, as a key contributor to a strong, respected professional association. Policy and research help guide the evidence-based advocacy work that the AIHS may undertake.

4.2 Establishment of the PAC

The Institute's Board appoints the Chair of the PAC.

The Institute's Board elects one of its own members as a member of the PAC.

The Chair of the PAC establishes the committee with consideration to representative roles from:

- AIHS Members across Australia with expertise and an interest in developing and promoting AIHS policy positions and submissions relating to their affiliated jurisdiction through their AIHS Branch Committee.
- College of Fellows members with expertise in health and safety and related matters, and an interest in developing and promoting AIHS policy positions and submissions.

Other representatives may be determined by the Chair of the Committee from time to time.

4.3 Relationship with Institute's Board and delegations

The PAC is established by the Institute's Board with delegation within a framework that aids in decision-making related to the areas of focus, aligning to the Institute's strategy.

The Chair of the PAC provides regular written progress reports to the Institute's Board.

The Chair shall prepare a report summarising the work of the PAC for the Institute's members published in the AIHS Annual Report.

4.4 Relationship with the College of Fellows

The PAC relationship with the College of Fellows' Chair, Executive Committee and relevant Sub-Committees is to engage and collaborate on research, standards and/or other related areas of focus for policy and advocacy matters, aligning to the Institute's strategy.

4.5 Role of the PAC

The role of the PAC is to:

- a) Assist with the development, review, and continuous improvement of the AIHS policy agenda, including position statements.
- b) Coordinate calls for input from Members as part of preparing national policy submissions.
- c) Review and compile Members' feedback and prepare submissions on behalf of the Institute in response to calls for comments/submissions, enquiries, etc on Australian health and safety policy issues.
- d) Assist State and Territory Branches and other areas of the Institute in preparing jurisdictional and/or locally focussed policy submissions.
- e) Promote and facilitate regular feedback to the broader membership about the Institute's policy work.
- f) Assist Institute members to maintain currency of knowledge in regard to health and safety policy.
- g) Report to the AIHS Board as per agreed reporting pro-forma and timeframes.

5. The College of Fellows (CoF)

5.1 College of Fellows Background

The College of Fellows (CoF) was established in 2002 by the Institute's Board to build a credible pool of expertise, at the peak of the OHS/WHS profession, that could be called upon to provide input into regulatory development and industry policy setting activities. Membership of the CoF recognises OHS/WHS professionals who are making a substantial ongoing contribution to and have a record of achievement in the field of OHS/WHS. Fellows are committed members of the AIHS and leaders within the profession.

5.2 Membership of the College of Fellows

New entry criteria to the College of Fellows and the application process are established and are held in the Board's policy and procedures schedule under the Institute's *College of Fellows Entry Criteria and Application Process*.

5.3 Establishment and Operation of CoF Chair, Executive Committee and Sub-Committees

The Chair of the Institute's Board appoints a Chair of the CoF for a three year term that can be renewed.

Sub-committees may be established or removed under the CoF Executive Committee as recommended by the CoF Chair and approved by the Institute's Board.

The Chair of the CoF appoints Fellows to the Executive committee and to roles within the Executive committee, including as chairs of any sub-committees, for terms that best assist the operation of the College.

Sub-committees established under the CoF are chaired by an appointed member of the College Executive. Members of the sub-committees are appointed by the sub-committee Chair and are members of the Institute. Decision-making by sub-committees will be flexible as to the best means to assist the sub-committee Chair to progress the agenda and outcomes of the sub-committee in a timely manner.

The role of the CoF and operations of the CoF Executive and any sub-committees are conducted in accordance with the *Terms of Reference, College of Fellows and its Executive Committee* in the Board's policy and procedures schedule.

5.4 Relationship with Institute's Board and Delegations

The Executive Committee and any sub-committees shall report directly to, and be accountable to, the Institute's Board through the CoF Chair. The CoF Chair shall provide a regular written or verbal status report to each Board meeting.

The CoF Chair shall prepare a report for the Institute's members published in the AIHS Annual Report.

5.5 Role of the College of Fellows

The role of the CoF includes:

- a. Advancing high OHS/WHS professional standards;
- b. Supporting College of Fellows members as leaders in safety and health in their communities and workplaces;
- c. Providing a mechanism for senior members to join and contribute to the work of the Institute;
- d. Contributing to the policy and advocacy efforts of the Institute;
- e. Assisting the AIHS in its support of research and sharing of knowledge;
- f. Assisting the AIHS in its program of activities, utilising the expertise of its members as volunteers, including the mentorship and CPD programs;

- g. Assisting the AIHS in its oversight of ethics and professional standards;
- h. Assisting with the provision of expert advice, through representation of the AIHS and coordination of others' representation of the AIHS (e.g. representatives on Standards Australia Committees);
- i. Assisting with the Institute's international engagement and liaison.

6. Other Board Standing Committees and Working Groups

Standing committees may be established by the Board from time to time.

The Board may delegate some of its powers or decision making to such committees as it sees fit, and when in accordance with section 47 of the Constitution.

The Board will establish terms of reference for committees and working groups that it creates. Secretariat and other support is generally provided to committees through the office of the Chief Executive/Secretariat.

7. Organisational policies and procedures

7.1 Internal Organisational *policies* relating to management and governance of the Institute

The Board may set internal organisational policies from time to time, to:

- Provide guidance to and place operational limitations on the Chief Executive in the management of the Institute;
- Provide further detail in regard to items within these By-laws; and/or
- Determine its own governance priorities relating to how the Institute should be governed.

Board policies include but are not restricted to these By-Laws.

Individual Board policies which are created shall be retained in a register of active Board policies which may contain but are not limited to the following:

- Financial management;
- Insurance;
- Governance;
- Provision of various services to members;
- College of Fellows' terms of reference and entry criteria;

- Policies which further define the delegations of the Chief Executive;
- Other internal organisational policies as the Board sees fit, within its governance powers under the Corporations Act 2001 (Cth).

7.2 Internal administration and management *procedures*.

Although the Board sets overarching policies when it sees fit, the Chief Executive is responsible for the maintenance of internal administration and management procedures. These are kept within an administration manual at the offices of the Institute and provide guidance to the staff in their day to day work.

7.3 External policies and position statements

Always taking into account the interests of its members and the purposes of the association, the Board sets from time to time *external* policy relating to the broader national affairs of health and safety practice, legislation and regulation (**Policy Agenda and Position Statements**) to express the views of the Institute in regard to these matters, and promoting them through stakeholder engagement.

The views expressed in external policy through the Policy Agenda and Position Statements are the expressed views of the Institute's Board at that time, and are always subject to review.

8. MEMBERSHIP

8.1 General Member of the Institute

General members are persons who have an interest in Health and Safety through working in the field at any level, or contributing to the field through an educational or other role. General members pay an annual subscription, the amount of which is determined by the Board and reviewed from time to time.

8.2 Life Member of the Institute

Life Members are persons who meet the criteria for general member, and have had the award of Life Membership bestowed on them by the Institute, in accordance with life membership criteria as assessed by the Board.

The Institute may either on its own initiative or on the recommendation of the College of Fellows Executive or a Branch Committee, grant the status of Life Member to a member who has rendered outstanding services over a long period of years in furthering the aims and objectives of the Institute.

A Life Member has the same rights as other members including voting rights and the ability to hold office, but shall not be required to pay any membership fees.

8.3 Retired Member of the Institute

Retired members are persons who have had ongoing membership of the Institute who are no longer practicing, but wish to remain members of the Institute.

Retired members pay a reduced fee in lieu of their retirement, as determined by the Chief Executive, and remain members of the Institute. They are voting members of the Institute and can hold office.

Until the move to the AIHS, retired members who wished to keep their Fellowship post-nominal could do so using either 'FSIA (ret.)' or 'CFSIA (ret.)' as appropriate. Following the AIHS rebranding, retired members who are members of the College of Fellows may use the post-nominal 'FAIHS (ret.)'.

8.4 Student Member of the Institute

Student members are persons who are studying full-time and who wish to be members of the Institute during those studies.

Student members pay a significantly reduced fee as determined by the Chief Executive, and gain access to events at student rates.

Students must provide evidence of eligibility for student membership. Student members are voting members of the Institute and can hold office.

8.5 Transitional Member of the Institute

Transitional members are persons who are in their first year from studying full-time and so are seen as transitioning from study to work.

Transitional membership may only be held for one year.

Transitional members are voting members of the Institute and can hold office.

8.6 Fellow of the Institute

Fellows are persons who meet the criteria for selection and have been appointed as Fellows of the Institute. Fellows are also members, so are voting members of the Institute and can hold office. The former category of Chartered Fellow is a legacy category and Chartered Fellows of the SIA become Fellows of the AIHS should they wish to maintain their membership.

8.7 Honorary Fellow of the Institute

Honorary Fellowship of the Institute is not a category of membership and so does not carry the right to vote or to hold office.

Honorary Fellowship of the Institute may be granted by the Board to a person who the Board sees fit to grant such status. Honorary Fellowships may be granted for life, or for a period of time, as deemed appropriate by the Institute's Board.

8.8 Certification as it Relates to Membership

Certification is the awarding of a status of capability, and not a category of membership, so does not carry the right to vote or to hold office.

People in all membership categories can seek Certification within the OHS Certification Program.

Certification is available to members only.

9. Corporate Membership

The Institute engages in many forms of partnerships, in a field where many commercial interests operate.

As an organisation committed to delivering on its vision and mission, the Institute will from time to time set categories and benefits for Corporate entities to become 'corporate members' of the Institute.

Corporate membership is a form of sponsorship which is one of the additional funding sources on which the Institute draws to invest in its core purposes. It is not a constitutional form of membership, and Corporate members do not have voting rights. They are not entered onto the register of members.

Corporate member rates and benefits are determined by the Chief Executive.

10. Behaviour of Members, Volunteers and Office Bearers

Behaviours of members, volunteers and office bearers, of the Institute in regard to respectful behavior, confidentiality, and conflict of interest are outlined in the Board policy 'Behaviour of members, volunteers and office bearers'. This includes:

- The signing of an ethics declaration by all members;
- The signing of respectful behavior and confidentiality documents by office bearers and committee members, and
- The signing of a declaration of interests form by office bearers.

These documents are contained in Board policies and may be amended by the Board from time to time.

11. Complaints

Complaints by all people with regard to individuals associated with the Institute or the processes of the Institute are dealt with through an AIHS Complaints Policy.

12. Privacy

The Institute collects information that is necessary for it to service its members, communicate within the health and safety marketplace, and to improve the profession in which members work.

The information collected includes but is not limited to name and relevant contact details, work and educational history and professional information of customers including members and service users. The Institute follows all regulatory requirements and laws associated with privacy. The Institute will not give personal information to another organisation but may circulate information to members on behalf of other organisations if it is seen in the interests of the profession and members to receive that information.

Any paid staff person, office holder or volunteer, such as branch chair, branch committee member or a person who is assisting the Institute and who has access to member information, is fully bound by the confidentiality of that information.

The Institute operates a web-based database for membership records. The security of the database is protected by software and processes which are regularly reviewed to ensure currency with industry accepted practices. Members online access to their own records is governed in part by the security of the password the individual member sets.

Members are able to review their own personal data at any time. If a member has a complaint about how their personal information is handled or require further information they may contact the National Office. If their concerns are not satisfied in the initial instance by staff or Chief Executive, they may lodge a complaint with the Company Secretary of the Institute.

13. Branches

12.1 Role of Branches

Branches are critically important networks of the Institute, which:

- Support and generate opportunities for members to interact and network;
- Assist in the development of an events program in each region;
- Provide advice to the Chief Executive about the member experience and how it can be improved;
- Provide opportunities for members to participate in leadership at the Institute;
- Contribute to policy work at the state/territory level;
- Assist in the maintenance of partnerships at the state and territory level; and
- Support the creation of sub-branches or regional networks where demand exists.

13.2 Appointments of Branch Committee Members

The Chief Executive has the overall responsibility to ensure the proper functioning of the Branches and has ultimate responsibility for setting the terms of appointments.

The Chief Executive generally delegates the task of Branch appointments to each Branch Committee, and allows local processes to vary, to meet the different needs of each Branch network.

The Chief Executive retains the right to mandate appointment processes for Branch representatives, or to veto any appointment which is considered not in the interests of the association. Branches must keep the Chief Executive apprised of pending appointments, which are generally taken as approved by the Chief Executive, unless by exception.

13.3 Role and Functions of Branches

Further detail on the role of Branches, the process of appointing members of a Branch Committee and meetings of committees of Branches is contained in the Policy document, 'The Role and Function of Branches.'

14. Honours and awards

The Institute offers a range of honours and awards, the criteria and requirements for which may be changed from time to time, and are outlined in Board policies.