



AIOH Guidelines for Membership Applicants

Association number: A0017462L

ABN: 50 423 289 752

Approved by Council: October 2020

Scheduled review date: October 2025

Table of Content

1.0	INTRODUCTION	3
2.0	MEMBERSHIP GRADES AND REQUIREMENTS	3
2.1	Full Member	3
2.2	Provisional Member	3
2.3	Associate Member	4
2.4	Student Membership	4
2.5	Membership Applications	4
3.0	GUIDANCE FOR EVALUATION – QUALIFICATIONS CRITERIA	5
3.1	Provisional and Full Membership	5
3.2	Provisional Member Upgrades to Full Member	6
3.3	Associate Membership	6
4.0	EXPERIENCE & WORKING IN THE FIELD OF OCCUPATIONAL HYGIENE	7
5.0	PROFESSIONAL EXPERIENCE	7
6.0	PROFESSIONAL COMPETENCE	8
6.1	Full Membership	8
6.2	Provisional Membership	9
7.0	PROFESSIONAL REFERENCES	10
8.0	REPORT REQUIREMENTS	10
8.1	Full Membership	10
8.2	Provisional Membership	10
9.0	APPENDIX 1	11

1.0 INTRODUCTION

The Australian Institute of Occupational Hygienists (AIOH) is committed to improve the practice of occupational hygiene, knowledge and competence of practitioners in this field. We welcome new members and have prepared this document about the various grades to assist applicants who wish to join.

The levels of membership which applicants can apply for are Full, Provisional, Associate and Student. Full and Provisional are professional grades while the Associate and Student grades are available for applicant with a general interest in occupational hygiene. Applicants for Full and Provisional Membership are assessed against the following categories:

- Professional Qualifications
- Working in the Field
- Professional Experience
- Professional Competence

The requirements for these membership categories have been detailed below.

The AIOH Rules and Statement of Purpose has been used as the guiding document to prepare this membership requirements publication. Applications are assessed by the Membership and Qualification (M&Q) Committee on behalf of the Council.

2.0 MEMBERSHIP GRADES AND REQUIREMENTS

2.1 Full Member

A candidate for admission as Full Member shall be required:

- a. To have a first degree or diploma in Science or Engineering acceptable to the Council, or an equivalent qualification acceptable to the Council; (**see Section 3**) and
- b. At the time application for membership is made, to be working in the field of occupational hygiene or one of its specialist branches; (**see Section 4**) and
- c. To have worked for more than five years in a professional capacity in the field of occupational hygiene or one of its specialist branches; (**see Section 5**) and
- d. To demonstrate to the Council that a satisfactory level of professional competence has been achieved (**see Section 6**).

2.2 Provisional Member

A candidate for admission as Provisional Member of the Institute shall be required:

- a. To have a first degree or diploma in Science or Engineering acceptable to the Council, or an equivalent qualification acceptable to the Council; (**see Section 3**) and
- b. At the time application of membership to be working in the field of occupational hygiene or one of its specialist branches; (**see Section 4**) and
- c. To have worked for at least one year in a professional capacity in the field of occupational hygiene or one of its specialist branches; (**see Section 5**) and

- d. To demonstrate to the Council that an acceptable level of understanding of the basic principles of occupational hygiene has been achieved (*see Section 6*).

2.3 Associate Member

A candidate for admission as an Associate Member shall be required at the time of application working in the field or have a professional interest in one or more of the following fields: occupational hygiene, occupational medicine, occupational health and safety, environmental health or in a closely allied field acceptable to Council.

2.4 Student Membership

The application must be accompanied by proof of a relevant full-time course of study by the applicant in occupational hygiene or in a related discipline acceptable to the Council, and proof of work that is not full-time in occupational hygiene.

Student membership is considered the same as Associate but given special financial status.

2.5 Membership Applications and Processes

Application forms are available on-line <https://www.aioh.org.au/membership/aioh-membership>.

Associate and Student memberships are processed on line.

The professional membership grades, Provisional and Full membership, applications are processed by the M&Q Committee. Each application is reviewed and then recommendations are made to the Council to ratify and complete the application.

In cases, where the information provided is not adequate to assess the experience and competency of the applicant for Provisional or Full membership from the reports, then an interview will be arranged. These are virtual meetings with two interviewers who are Full or Fellow members. The duration of the interview is about 1 hour. The report from the interviewers is then evaluated by the Chair of M&Q Committee and a recommendation is made to Council.

Finally, the Membership Co-ordinator will contact the applicant to complete the process.

For further enquiries about membership please contact membership@aioh.org.au.

The following Sections 3-8 are comprehensive and detailed. They have been included to provide guidance and transparency for applicants preparing their submission and selection of reports. The expectation is not that “you tick every box”, to have your membership approved but appreciate the diversity and breath of issues that can be considered for professional membership.

3.0 GUIDANCE FOR EVALUATION – QUALIFICATIONS CRITERIA

3.1 Provisional and Full Membership

Applications for Provisional and Full Membership of the AIOH must satisfy the qualifications criteria in Rules 6.2.1(a) and 6.2.2(a) - *a first degree or diploma in Science or Engineering acceptable to the Council, or an equivalent qualification acceptable to the Council*. It should be noted that a “first” degree refers to any undergraduate degree an applicant may hold, but applicants may have completed an accredited post graduate degree, which has been approved by council.

3.1.1 Undergraduate Qualifications Acceptable to Council

The following criteria shall be used to assess the suitability of *Undergraduate* qualifications:

- The degree must be based in science, applied science, or engineering; and
- The qualification, must have at least one-year full-time equivalent of subjects studied based on quantitative science or occupational hygiene:
 - Quantitative science subjects would include chemistry, biochemistry, microbiology, physics, mathematics, statistics, biology, physiology, and anatomy but would exclude science subjects which are largely descriptive/qualitative or social sciences e.g. botany, zoology, psychology, and environmental management.
 - Occupational hygiene subjects would include occupational toxicology, occupational epidemiology, physical hazards, chemical hazards, biological hazards, and ergonomics. But would exclude occupational health and safety law, and general occupational health and safety subjects such as safety science.

Where no occupational hygiene subjects have been studied in the undergraduate and/or postgraduate degree, applicants are required to have also completed the OHTA Basic Principles Course, including passing the W201 exam.

3.1.2 Postgraduate Qualifications Acceptable to Council

Qualifications considered acceptable to Council under Rules 6.2.1(a) and 6.2.2(a) as satisfying the requirements for Full or Provisional Membership are:

- Edith Cowan University, Master of Occupational Hygiene and Toxicology
- RMIT University Master of Occupational Health and Safety (major in Occupational Hygiene)
- University of Wollongong Master of Science (Occupational Hygiene Practice)
- University of Wollongong Master of Work Health and Safety (Occupational Hygiene Specialisation)
- University of Wollongong Master of Occupational Hygiene

- Graduate Diploma of Occupational Hygiene offered by Deakin University (who commenced studies between 1993 and 2013)

3.1.3 Equivalent Qualifications/ Pathways Acceptable to Council

The following are recognised as alternative pathways:

- Certification as a hygienist under any IOHA recognised certification scheme.

An applicant who does not have an acceptable qualification, as listed above, may be considered if they have completed one of the following courses in conjunction with appropriate experience, demonstrated competence, and an interview:

- Graduate Certificate of Occupational Hygiene offered by Deakin University
- Graduate Certificate of Occupational Hygiene offered by University of Wollongong
- Graduate Certificate of Occupational Hygiene offered by Edith Cowan University
- The International Certificate in Occupational Hygiene (ICertOH)
- The BOHS (British Occupational Hygiene Society) Certificate of Operational Competence in Occupational Hygiene
- International IOHA recognised accredited program.

3.2 Provisional Member Upgrades to Full Member

With respect to Rule 6.2.2(a), when a member applies for an upgrade from Provisional to Full membership, the application should not be rejected on the grounds of inadequate formal qualifications if those formal qualifications have previously been acceptable for provisional membership. This means that should someone, whose qualifications are deficient and who has been granted Provisional membership in the past, applies for an upgrade to Full, then their qualifications shall be considered adequate for Full Membership. This is for those individuals only, and their situation is not to be applied to any other applicants.

3.3 Associate Membership

There are no qualification requirements for applicant's for Associate Membership of the AIOH. Applicant's need to be working in or have a professional interest in occupational hygiene, occupational medicine, occupational health and safety, environmental health or in a closely allied field acceptable to Council.

4.0 EXPERIENCE & WORKING IN THE FIELD OF OCCUPATIONAL HYGIENE

For the purposes of qualifications for membership, the term "work in the field of occupational hygiene" shall be taken to mean that at least fifty per cent (50%) of the candidate's working time is, **or has been as the case may be**, directly involved with occupational hygiene including, for example:

- a. The design and implementation of occupational hygiene programs.
- b. The performance of industrial hygiene surveys, the interpretation of survey results and the making of recommendations for hazard control.
- c. Teaching and research in occupational hygiene.
- d. The writing of codes of safe working practice and of regulations and standards governing health and safety in the workplace.
- e. The performance of work which is accepted by professional occupational hygienists as being within their special field of interest and competence.

The phrase, "**or has been as the case may be**", is taken to mean that the applicant may not necessarily be fulfilling the 50% requirement at the time of application, but may have done so in the past.

5.0 PROFESSIONAL EXPERIENCE

Applications for admission to Full Member of the AIOH must have 5 years of professional experience.

Applications for admission to Provisional Member of the AIOH must have 1 year of professional experience.

The following principles should be used to determine the relevance of an applicant's occupation and experience in terms of occupational hygiene:-

- The recognition of environmental factors and stressors associated with work and work operations and the understanding of their effects on health and well-being in the workplace and the community.
- The evaluation of these factors and stressors in terms of their ability to impair health and well-being.
- The prescription of methods to eliminate, control or reduce such factors and stressors, when necessary, to alleviate their effects.

There is no requirement for professional experience for admission to Associate Membership.

6.0 PROFESSIONAL COMPETENCE

6.1 Full Membership

Full Member applicants must demonstrate a satisfactory level of professional competence has been achieved. The process for establishing professional competence is summarised below.

Any one of the following classes of evidence shall satisfy the requirements of this rule:

- Two (2) professional references complying with the conditions of Section 7 or
- Certification from another NAR Accredited IOHA Member Society; or
- Two reports prepared by the applicant that comply with the requirements of Section 7.

Where the applicant cannot satisfy the above-mentioned requirements, an interview may be recommended to assess the applicant's knowledge and experience at the level required for a Full Member of the AIOH.

Where the interview identifies a minor competency gap, the applicant will be required to successfully complete additional training before Full Member status will be granted. Additional training will include a suitable OTHA module, short course (TAFE or university module), or AIOH seminar. Documentary evidence of attendance / completion of the additional training will be required. A further interview will not be required.

Where the general level of competence suitable for admission as a Full Member has not been demonstrated by the applicant, additional training / mentoring will be recommended and the applicant offered Provisional Membership or Associate Membership as appropriate to the applicant's level of expertise.

An applicant for admission as a Full Member would be expected to demonstrate reasonable experience across a broad range of the major occupational hygiene areas, or considerable experience in a nominated specialist area.

The professional experience of the occupational hygienist may be demonstrated by the following responsibilities:

- Examining and evaluating (by measurement if necessary) the workplace environment for any hazards that may arise from work operations and processes, materials and equipment used, products, by-products and effluents.
- Interpretation of results of the examination and evaluation of the work environment in terms of the ability to impair health, workers' efficiency and community nuisance and/or damage, and present specific conclusions and recommendations to the appropriate parties.
- Make specific decisions as to the need for, or effectiveness of, control measures and where necessary advice as to the procedures which will be suitable and effective for the work environment.
- Determine the need for, and appropriateness of, biological monitoring in hazard assessment.

Other duties might also include:

- the preparation of rules, regulations, standards and procedures for the healthful conduct of work and the prevention of nuisance in the community.
- the preparation of Safety Data Sheets and precautionary information for materials and products used by workers and the public.
- conducting programmes for the education of workers and the public in the prevention of occupational diseases and community nuisances.
- participation in epidemiological studies of workers and industries to discover possibilities of the presence of occupational disease, and to establish or improve occupational exposure standards as guides for the maintenance of health and efficiency.
- conducting research to advance knowledge concerning the effects of occupation on health and means of preventing health impairment.

6.2 Provisional Membership

A Provisional Member must demonstrate an acceptable level of understanding of the basic principles of occupational hygiene. The process for establishing professional competence for is summarised below.

Either one of the following shall satisfy the requirements of this rule:

- One professional reference complying with the conditions of Section 7
- Successfully complete the AIOH Basic Principles Course, or equivalent.

Where the applicant cannot satisfy the abovementioned requirements, the applicant will be required to submit one report prepared by the applicant.

Where review of the report identifies a minor competency gap, the applicant will be required to successfully complete additional training before Provisional Member status will be granted. Additional training shall include a suitable OTHA module, short course (TAFE or university module), or AIOH seminar. Documentary evidence of attendance / completion of the additional training will be required.

Where an appropriate level has not been demonstrated by the applicant, additional training / mentoring will be recommended and the applicant offered Associate Membership.

An applicant for admission as a Provisional Member would be expected to demonstrate limited experience and knowledge in some of the following areas, or in a nominated specialist area:

- Occupational Health and Safety legislation.
- Recognition and evaluation of hazards likely to be encountered in the workplace.
- An understanding of the principles of hazard control, at least sufficient to allow the selection and assessment of appropriate control measures.

7.0 PROFESSIONAL REFERENCES

Full or Provisional Membership applications must be accompanied by letters from two (2) referees. At least one of references will be familiar with the work performed by the applicant and will testify as to the applicant's duties, responsibilities, work performance and length of experience. If two (2) references are not provided, the application is considered incomplete and will not be processed.

Where professional references be provided in writing by a referee who:

- is a Full Member, Fellow, Retired Full Member, or Retired Fellow of the AIOH in good standing; or
- holds Certification from a NAR Accredited IOHA member society; or
- is acceptable to Council; and
- has direct knowledge of the applicant's work in Occupational Hygiene for at least:
 - (i) two (2) years in the last five (5) years; or
 - (ii) four (4) years in the last ten (10) years; and
- can attest to the applicant's:
 - (i) professional competence for Full Member applications; or
 - (ii) understanding of the basic principles of occupational hygiene for Provisional Member applications; and
- outline the nature and duration of the relationship between the applicant and the referee; and
- confirm there is no conflict of interest in the referee supporting the application. Where a potential or perceived conflict of interest may exist, outline the nature of the conflict of interest; and
- describe the applicant's skills and experience in occupational hygiene, using specific examples; and
- confirm the applicant meets the high professional and ethical standards required by the Institute; and
- provide a summary that explains why the referee supports the application and to what degree they would recommend them.

Representatives from the M&Q Committee will contact the Referees to validate the information provided in professional references.

8.0 REPORT REQUIREMENTS

Reports submitted by the applicant will be used to assess the professional competence. This is particularly important where the following supporting evidence cannot be provided.

8.1 Full Membership

- two (2) professional references complying with the conditions of Section 7 or
- certification from another NAR Accredited IOHA Member Society.

8.2 Provisional Membership

- one (1) professional reference complying with the conditions of Section 7 or
- certificate of successful completion of the AIOH Basic Principles Course, or equivalent.

A guideline for the reports has been included in Appendix 1 from BOHS and MHSC. Reports submitted should be technically based and cover a comprehensive risk assessment at a work site. Please note that the following detail in Appendix 1 is a guideline and not an expectation that the applicant's reports must meet every detail described.

9.0 APPENDIX 1

Guidance for assessing adequacy of Occupational Hygiene reports for Full and Provisional Membership

Adapted from the British Occupational Hygiene Society and the MHSC
Handbook on Mine Occupational Hygiene Measurements

Section of Report	Yes	No
Report Title		
Does the title accurately describe the contents of the report?		
Is the title specific enough (i.e., give enough information)?		
Is the title concise enough (i.e., not give too much information)?		
Does the title enable easy electronic and manual filing, referencing and indexing?		
Is there a name and signature of the person who prepared the report?		
Is the date of the report identified?		
Executive Summary		
Is it shorter than one page in length?		
Does it contain a statement of the problem if there is one		
Does it contain information on who was monitored and where?		
Does it contain a statement of the methods used?		
Does it contain the most important results relative to applicable occupational exposure or other limits?		
Does it contain a statement of the conclusion(s) if found to be necessary?		
Does it contain the essential recommendation(s)?		
Introduction		
Is the problem clearly stated?		
Are the aims/objectives of the survey/report clearly stated?		
Is the history/ background included, and in sufficient detail?		
Does it reflect who did it, where and how it was done, and what workers were monitored?		
Does it include a summary of the operations and/or processes conducted during the survey?		
Are number of employees, duration of workshift(s) and task frequency and duration identified?		
Are the conditions at the time of the survey identified? (i.e. personnel, process, conditions, risk controls in place e.g. "usual operator unavailable", "shutdown", "worst-case situation with no controls", "as normal, believed to be a representative		
Are the date(s) of visit(s) and the site(s) visited clearly identified?		
Materials and Methods		
Are materials and equipment described in sufficient detail necessary?		
Are methods for determining SEG's identified?		
If a laboratory manual was used as a reference, was it paraphrased and properly cited?		
Is the laboratory utilised identified?		
Have data quality objectives been considered such as controls, blanks, replicate, etc?		
Are methods of statistical analysis included here?		
Have methods for adjusting exposure standards for extended shifts been considered?		
Have limitations and assumptions been described?		

Are locations, times and duration of personal sampling and the names of the individuals concerned documented? If area/static sampling was conducted similar details along with the reasons would be provided		
Results		
Have all of the results been described in the text of the results section?		
Have only the most relevant data been selected and reported in the tables and figures?		
Have all figures and tables been cited in the text of the results section?		
Have the most effective graphical or tabular formats been chosen to present important data?		
Can all figures and tables be understood without having to refer to the text?		
Are figures properly titled and captioned (below figure)?		
Are tables properly titled and captioned (above table)?		
Where applicable, does the dependent variable appear on the vertical axis and the Independent variable on the horizontal axis?		
Are tables and figures numbered independently, and are they numbered according to the sequence in which they are cited in the text?		
Have appropriate statistics been reported, and are they correct?		
Is the results section free of methodology or interpretation?		
Is the results section well-organised?		
Discussion		
Have all possible conclusions been drawn from the data, i.e., have all of the implications of the data been discussed?		
Where applicable, have anomalies been reported and addressed?		
Have assumptions been identified and justified?		
Have results been compared with any previous surveys at the premises and data from similar premises if available?		
Where applicable, has the relationship between these and previous findings been discussed?		
What would be the implications of non-compliance with the report in terms of potential health and legal endpoints?		
Has the level of risk been determined (preferably quantitatively) to allow for the adequacy of controls to be assessed and the prioritization of control options?		
Are control measures, and the efficiency of these control measures and any deficiencies in control measures discussed in this section?		
Is compliance with legal requirements highlighted in this section?		
Is there a discussion whether or not the relevant exposure standard(s) have been exceeded and if the work could harm employee health?		
Is there a discussion regarding the adequacy of existing controls?		
Is the discussion section well organised?		
Recommendations		
Are preventive measures included if employee exposures require to be reduced?		
Are required sampling strategies and programs or additional required measurements listed?		
Are required actions to improve preventive measures and the persons responsible for carrying them out recorded along with action dates?		
Is the recommendations section well-organised?		

Acknowledgements		
Where applicable, are persons who assisted with the survey work identified?		
Are sources of borrowed equipment and supplies identified?		
Where applicable, are contributors of donated services (i.e., reviewing and editing) identified?		
Literature Cited		
Do all references cited appear in the text?		
Are all citations consistently presented in the same format?		
Are citations presented in an established format, including Internet citations?		
General		
Is the report consistently written in the past tense?		
Have typing errors and misspellings been eliminated?		
Does the entire report exhibit stylistic consistency?		
Did the authors use citations rather than footnotes?		
Does the report include a table of contents?		
Does the report need a listing of tables and figures?		
Does the report need a list of abbreviations and acronyms or a glossary?		
Does the report have provision for the official review or signing off by the relevant person(s)?		
Is the version of the report correctly indicated? e.g. Draft or Final.		

General Notes

1. The reports should demonstrate that you can approach a practical occupational hygiene problem using the occupational hygiene principles of recognition, evaluation and control that are appropriate to the level of membership for which you are applying.
2. Applicants for Full membership are expected to be able to demonstrate a high level of expertise in applying the occupational hygiene principles.
3. Brief reports with little or no explanation or interpretation do not meet the requirements.
4. Hazardous materials audit reports and asbestos survey reports are not acceptable as it is very difficult to use such reports to assess professional knowledge and skills.
5. Please refer to the AIOH's Guideline for Writing Occupational Hygiene Report: (http://www.aioh.org.au/downloads/documents/AIOH_OHReportGuideline.pdf)