

Safety Institute of Australia Organisational Internal Policy

SUBJECT: SIA College of Fellows - Entry Criteria and Application Process

1. Introduction and Background

Since the creation of the SIA College of Fellows in 2002, entry to the College has been automatic upon successfully obtaining the member grading of Fellow or Chartered Fellow or, alternatively, via an Honorary Fellowship award. With the introduction of the SIA's certification program in 2015, the previous member grading process ceased and therefore the entry pathway for the College also ceased, at least temporarily.

The College of Fellows has since undergone an extensive review undertaken jointly by the SIA Board and the College of Fellows Executive. Part of the review included considering a new entry criteria and application process.

This document presents SIA's new criteria for entry to its College of Fellows. There are two pathways for entry to the College:

1. Entry via successful application to the College of Fellows Executive
2. Being bestowed with an SIA Award of 'Honorary Fellow'.

The introduction of SIA's certification program has also prompted a simplification of the Fellow status. There will now be two SIA Fellow categories – Fellow and Honorary Fellow. Those members holding Chartered Fellow membership will continue to hold this membership and continue to use the post-nominals (CFSIA) but there will be no new Chartered Fellows. This will aid with the distinction between member categories and certification levels, which include the Chartered title.

2. SIA College of Fellows Member Criteria

2.1 Fellow

Membership of the SIA College of Fellows (Fellow member of the SIA) recognises health and safety professionals who are making a substantial ongoing contribution to and have a record of achievement in the field of health and safety. Fellows are committed members of the SIA and leaders within the profession.

A Fellow member of the SIA may use the post-nominals - **FSIA**.

The criteria for membership of the SIA College of Fellows includes:

1. Current financial membership of the SIA; and
2. Ten (10) or more years' full time equivalent experience in health and safety related positions; and

3. A minimum of five (5) years in senior leadership position/s, involving strategic influencing and management of substantial programs, activities and resources OR alternative demonstration of leadership skills and attributes (e.g. position descriptions / role titles and referee reports); and
4. Recognised standing within the health and safety profession, including known to be of good character and to act in a professional and ethical manner.

The Awards and College Membership Committee (a sub-committee of the College of Fellows Executive) will also consider the following additional criteria in making an assessment of eligibility for entry to the College:

5. Completion of an undergraduate and / or postgraduate university qualification in health and safety or a related discipline (e.g. engineering, science, health science, allied health, occupational hygiene);
6. Service to the SIA over a reasonable period (at least 3 years), including a commitment to continue this service (e.g. service may include membership of SIA branch or other committees, representing the SIA on Standards Committees, participation in the mentor program, holding a Board position, etc.);
7. Demonstrated substantial service to the field of health and safety. This may include, but is not limited to:
 - Provision of expert advice to government and / or other bodies (e.g. Standards Australia committees, enquiries, industry groups, policy development work, etc.)
 - Presenting / lecturing / tutoring at universities and / or conferences
 - Performance of mentoring roles
 - Involvement in health and safety research and / or production of peer reviewed writing / publications
 - Accomplishments that have contributed to the advancement of the health and safety profession or to the advancement of scientific knowledge or that have added significant value to organisations or society.

2.2 FSIA Application Procedure

2.2.1 Key steps

Application to the SIA College of Fellows involves the following steps:

- The applicant will complete the online application process demonstrating that they meet the entry criteria (detailed above). The application will include:
 - Completion of the application form
 - Attaching copies of two (2) referee reports from existing SIA members to whom the applicant is personally known
 - Attaching a current resume.
- Completion of an interview with representatives from the College of Fellows, Awards and College Membership committee.

2.2.2 Assessment of the Application

Assessment Procedure

Once received, the application for entry to the College will be assessed by the Awards and College Membership committee. The committee members must be satisfied that the applicant is a fit and proper person from a professional and ethical point of view and that they meet the entry criteria.

Interview

The committee members will schedule an interview with the applicant to finalise the application. The interview may either be performed in person, via teleconference or similar arrangement. The timing of the interview shall be suitable to the committee representatives and the applicant.

Timing

Applications made to the College of Fellows will be assessed in a timely manner and should be finalised within 3 months of receiving a complete application.

2.3 Maintenance of Fellow Status

In order to maintain the member status of Fellow, the member must undertake the SIA CPD program on an annual basis.

3. Honorary Fellow Award

3.1 Criteria

Honorary Fellowship of the SIA is awarded annually at the discretion of the Board of the SIA, based on recommendations from the Awards and College Membership Committee. Honorary Fellowship is bestowed on persons who have the following qualities:

- persons with recognised eminence in the field of health and safety; and/or
- persons with experience in the field of health and safety, whose experience has resulted in exceptional outcomes; and/or
- persons with suitable academic and/or professional qualification; and/or
- persons who have made outstanding contributions to the profession of health and safety; and/or;
- persons who have demonstrated outstanding leadership in the area of health and safety; and/or
- persons who have made significant ongoing voluntary contributions to the field of health and safety.

Individuals do not need to meet all criteria to be awarded Honorary Fellowship but they should ordinarily meet at least two. In addition, the person needs to exhibit the highest professional standards and should have made a substantial contribution to the work of the SIA and/or the profession.

3.2 Eligibility

The award is open to, and is primarily designed for, **non-members of the SIA** who have made an extraordinary contribution to the field of health and safety.

The award is not open to General Members or Certified Members of the SIA.

3.3 Other Matters

- **Honorary Fellow - designation** – in order to distinguish between Fellows and Honorary Fellows, a successful candidate should be referred to as an ‘Honorary Fellow’ and is entitled to use the FSIA designatory initials but with an “(Hon)” suffix i.e. FSIA (Hon).
- **Duration of membership as an Honorary Fellow** – Honorary Fellows are members of the SIA and retain Honorary Fellowship for life. However, they are subject to the usual rules of membership (e.g. if they commit a serious crime or other disciplinary offence then they will be subject to the normal disciplinary procedures and are subject to the sanctions permitted therein such as suspension or expulsion). Ceasing to be a member acts automatically to cancel the Honorary Fellowship.
- **Resignation** - Honorary Fellows may resign from the SIA at any time upon notice. On resigning the Honorary Fellow must return the certificate conferring on him or her, the Honorary Fellowship.
- **Limitation on the annual number conferred** – The number of Honorary Fellowships awarded in any one year should be kept to a minimum to preserve the award’s due exclusivity and gravitas. Normally, no more than two awards would be given in a calendar year.
- **Annual award** – Awards are to be made on a single occasion annually. However, the Board is not obliged to make such an award annually.
- **Honorary Fellowships and Member Fees** – Honorary Fellows do not pay member fees. However, annual communication with the National Office is required to ensure currency of the Honorary Fellow’s personal and contact details.
- **Process for Awarding Honorary Fellowship** – The award of Honorary Fellowship is delegated for consideration to the SIA Awards and College Membership Committee. Following consideration of the Committee, any recommendations are then made to the SIA Board, which makes the final decision.