



Board Decision Making

This policy statement explains how the SafePlus Accreditation Board will make decisions when deciding whether to accredit SafePlus Assessors.

The Board of the SafePlus Accreditation Body ('Board') makes decisions regarding the accreditation of assessors. All decision making will be considered, reasonable, consistent, and reasoned.

The purpose of accrediting assessors is to:

- *to provide workplaces with assessors who can use the SafePlus tool.*
- *to lift the performance of workplace health and safety in New Zealand businesses.*

The two purposes are always the touchstone for decision-making.

Purpose of this Policy

The purpose of this policy is to ensure that the procedures of Board decision making are transparent. It outlines the principles, responsibilities and processes associated with Board decision making.

The Board's approach to decision making

The Board is the key decision maker regarding the accreditation of assessors. In order to achieve the purposes of accreditation, it is important accredited assessors are people:

- in whom the public can have trust and confidence; and
- who can use the SafePlus tool safely and effectively.

The Board will consult, from time to time, with key stakeholders, to ensure its decision-making is in keeping with acceptable and reasonable standards. This will include consultation with WorkSafe, other accredited assessors, the health and safety industry, public, employers, educators/ trainers and consumers.

Principles

When making decisions the Board will observe the following key principles:

- the highest ethical standards will be applied;
- decisions will be evidenced based, factually correct and take into account individual circumstances;
- all relevant considerations will be taken into account / irrelevant considerations will not be taken into account;
- conflicts of interest will be managed;
- public trust and confidence in SafePlus accredited assessors is upheld;
- policy and guidelines will be accurately applied;
- transparent, reasonable and fair criteria will be applied;
- reasons for the decision will be well articulated, full and frank and recorded;
- decisions will be consistent with other comparable decisions;
- rights to seek a review or appeal of a decision will be notified including the time frame within which it must be requested or lodged.

Giving reasons for decisions

The Board is committed to giving reasons for its decisions because:

- It allows the person affected to understand why a certain decision has been made;
- It can make decisions that adversely affect people's lives;
- If a decision is appealed, reasons allow the Appeal Committee to understand the rationale for a decision and the Appeal Committee can exercise its supervisory function;
- The exercise of articulating reasons provides discipline for the decision maker. For example, if a decision maker is struggling to provide a cogent reason, it may re-focus and/or alter their position; and
- It is the best protection against wrong, inconsistent or arbitrary decisions.

References:

1. *Waitakere City Council v Lovelock* [1997] 2 NZLR 385
2. *Breen v Amalgamated Engineering Union* [1971] 2 QB 175
3. *Dawood v The Dental Council Of New Zealand* AP 209/99 [2001] NZHC 659, para 55