



# New Zealand Search and Rescue Strategic Occupational Health and Safety Committee Meeting

Thursday 8 February 2018

1:00 pm – 3:00 pm

James Cook Hotel

147 The Terrace, Wellington

## MINUTES

### Attendees:

Stephen Ross – NZSAR (Chair)  
Mike Ambrose – LandSAR NZ  
Dave Comber – Council  
Ian Coard - Council  
Paul Dalton – SLSNZ  
Rhett Emery - NZSAR  
Peter Healy – Coastguard NZ  
Jo Holden – NZ Police  
Simon Humphries – WorkSafe  
Harry Maher – DOC (via video link)  
David Waters – Ambulance NZ  
Paul Craven – RCCNZ (Left at 2.00pm)  
Helen Parkes – CosmanParkes (Left at 2.00pm)  
John Kingsbury – FENZ

### 1. Welcome and introduction

Stephen opened the meeting and welcomed attendees, including new Council member Ian Coard.

### 2. Apologies

Duncan Ferner – NZSAR  
Jo Guard - MCDEM  
John Nicholson – Aviation NZ  
Jo Pugh – WorkSafe

Mike Hill – RCCNZ  
 John Pine – NZ Police  
 Shane Bayley – DPMC  
 Kevin Banaghan - RCCNZ

**3. Previous minutes (meeting of 23 August 2017)**

Agreed that they represent a true and accurate record.

**4. Matters arising:**

4 e)1 NZSAR to work with the two co-ordinating authorities to further explore the capture of consolidated health and safety-related incident information, and report back at the next meeting.	Agenda #9
4 f NZSAR to develop a revised version for the process to capture near-miss events and good practice, and distribute for out-of-session consideration	Agenda #10
5b) NZSAR to re-write the draft SAR Media Plan and circulate for consideration out of session. Attendees to refer this draft to their media staff for feedback.	Agenda #11
NZSAR to develop as soon as possible a standard tasking notice for Police, that can be used for tasking assets during an operation	Agenda #12
NZSAR to update and distribute the Strategic Health and Safety Committee’s TOR with the addition of WorkSafe representation to the list of observers and formalising agency names (eg Coastguard to Coastguard NZ).	Completed

**5. The SAR sector’s health and safety performance (past 6 months)**

**a) LandSAR (Report by Mike Ambrose)**

Taken as read.

**b) Coastguard NZ (Report by Peter Healy)**

Taken as read.

**c) SLSNZ (Report by Paul Dalton)**

Taken as read.

**d) DOC (Report by Harry Maher)**

- Three recent incidents – 2 involving rock fall (one person hit), and a climbing fall during practice.

## **6. Police H&S update**

- The functionality for 'My Police' is not currently able to provide information on volunteers. This is currently being worked on.
- Work is underway on a contractor H&S management process, which involves an individual survey of all contractors who provide service to the Police. This is ongoing.

## **7. MNZ/RCCNZ H&S update**

- Work underway to improve the visibility and information from assets used in operations. The Aviation Framework will provide an opportunity to improve information from aviation assets.

## **8. WorkSafe H&S update (Report by Simon Humphries)**

Key points discussed:

- The new Hazardous Substances law change is significant with subsequent responsibilities on organisations. Both Coastguard and DoC identified actions they are undertaking in response to the law change.
- WorkSafe endorses the focus on near miss reporting and the lessons that can be learnt from this.
- Discussion took place on how to ensure information can be shared across coordinating agencies to better manage the risks associated with some operational sites – the example used was a top dressing plane crash and the risks associated with the chemicals. Ambo/Fire/Police have a system to link; RCCNZ to look at how they can link into this.
- Mental health and fatigue continue to be areas of concern, as well as vehicle accidents. Discussion took place on the risk of fatigue in volunteers coming into an operation on completion of their normal day's work, and the need for this to be recognised in tasking and post-operation. Fatigue was also raised as an ongoing concern with Ambulance staff. The need for a fatigue management strategy was identified.

### **Action:**

NZSAR to develop a draft fatigue management strategy for consideration by the Committee.

## **9. H&S Reporting by Coordinating Authorities**

This paper was accepted, and discussion took place on the further opportunities:

- Ideally, an agency would be able to make a single report that then went to multiple recipients, rather than duplicating reports.
- An extension within SARdonyx to enable the capture of more H&S information was discussed. LandSAR have an extra field in their reporting where if 'yes' is selected to a reportable incident, there is then a prompt to add information

such as a reference number. It was acknowledged that an extra field within SARdonyx is unlikely due to the desire to keep fields at a minimum.

- Need to clarify between 'reportable incident' and H&S incident'. Aviation providers have a responsibility in regard to reportable incidents, which includes H&S.
- CAA would not have the capability to report to the NZSAR H&S Committee.

**Action:**

Thoughts of the committee regarding the data capture of H&S incidents to be summarised and passed on to the SARdonyx Project.

## **10. Process to capture near-miss events**

This paper was accepted, and discussion took place:

- Confirmation that this meeting provides an opportunity for sharing near miss learnings, and this forum can enable and facilitate discussion.
- Near-miss will be added as a standing agenda item.

**Action:**

Include Near Miss Events as a standing agenda item.

## **11 SAR Media Plan**

This paper was accepted. The Contact details will be reviewed and confirmed at each meeting.

**Action:**

Include the Media Spokesperson Contact Details as a standing agenda item.

## **12. Police tasking of unknown assets**

This paper was presented and discussed:

- The Aviation and Marine verbal messages were supported. It was noted that these messages align Police with MOC / RCCNZ.
- The message for Individual / Spontaneous Volunteers will be further adjusted based on feedback, and then reviewed at the SAR Coordinators workshop in April.

**Action:**

The verbal message for Individual / Spontaneous Volunteers to be updated and discussed at the SAR Coordinators workshop in April.

## **13. Grief support for volunteers - counselling**

Discussion confirmed that personnel and volunteers faced with critical incident stress need a support process.

- Agencies identified that they have processes in place for this, or are working on strategies and/or improvements to existing processes.
- The potential for alignment was identified, with the opportunity to develop some generic processes. Agencies agreed to share their current approaches for handling this.

**Action:**

NZSAR will approach each agency to gather existing documentation for 'volunteer grief support' and share with the wider group.

**14. Wellbeing of volunteers – health standards and checks**

Discussion agreed that organisations need to address the wellbeing of volunteers and their fitness to perform, particularly with respect to the time operational demands occur.

- Agencies identified the current requirements currently in place, primarily focussed on physical aspects of preparedness.
- FENZ is bringing in specific health standards and associated assessments.
- Agencies also use self-assessment processes.

**15. Hazardous Substance – new law introduced Dec 2017**

This was discussed in Item 8.

**16. Health & Safety Objectives**

No action required

**17. Actions and/or resources required to improve H&S performance**

No further actions required, beyond those identified within the meeting.

**18. Other business**

- Ambulance reported that the revision of the Air Ambulance standard is close to completion, and that this feeds into the new Air Ambulance contracting process.
- FENZ reported that the transition and integration following the July 1 merger supports the focus on H&S.

**Meeting ended 2.45pm.**

**Next Meeting: 8 August 2018**

Stephen Ross

Chair

NZSAR Strategic Occupational H&S Committee

**Action Table:**

<b><i>Agenda item</i></b>	<b><i>Action</i></b>	<b><i>Responsibility</i></b>
8	NZSAR to develop a draft fatigue management strategy for consideration by the Committee.	Stephen R.
9	Thoughts of the committee regarding the data capture of H&S incidents to be summarised and passed on to the SARdonyx Project.	Stephen R.
10	Include Near Miss Events as a standing agenda item.	Stephen R.
11	Include the Media Spokesperson Contact Details as a standing agenda item.	Stephen R.
12	The verbal message for Individual / Spontaneous Volunteers to be updated and discussed at the SAR Coordinators workshop in April.	Stephen/Jo H.
13	NZSAR will approach each agency to gather existing documentation for 'volunteer grief support' and share with the wider group.	Stephen R.