

24 January 2019

**NEW ZEALAND SEARCH AND RESCUE STRATEGIC OCCUPATIONAL HEALTH,  
SAFETY AND WELLBEING COMMITTEE**

**TERMS OF REFERENCE**

1. The SAR sector is diverse both geographically and in terms of operations and expertise. With a large number of organisations (formal and informal) providing SAR expertise and people during coordinated SAROPs, ensuring the health and safety performance of the sector is complex.
2. To provide oversight of health and safety performance, and to ensure consistency, continual improvement and support, an NZSAR Strategic Occupational Health, Safety and Wellbeing steering committee has been implemented.
3. The Terms of Reference (ToR) sets out the operating processes for the Committee including:
  - a. How representatives are identified.
  - b. The roles and responsibilities of the representatives with respect to the committee.
  - c. The roles and responsibilities of the committee.
  - d. Meeting procedures including the agenda and minutes.
  - e. Reports to be sent to the committee prior to the meetings.
  - f. Outputs from the committee
4. The ToR document for the committee is reviewed on an annual basis.

**Purpose**

5. The purpose of the Committee is to encourage a planned and structured discussion about health and safety management across the sector, enabling opportunities for improvement to be identified.
6. The aim is to encourage a cooperative approach between the coordinating authorities and the SAR organisations, their volunteers and employees.
7. The members of the committee are ambassadors for health, safety and wellbeing. They work in partnership with the NZSAR Secretariat to endorse and provide feedback on the strategic direction of health, safety and wellbeing in the sector, and assist to plan and implement health, safety and wellbeing actions and initiatives.
8. The Committee will consider and make recommendations to the NZSAR Council and to SAR Organisations on:

- a. Methods for improving the way health, safety and wellbeing is managed in the SAR Sector, or within specific SAR organisations.
  - b. Any matter relevant to health, safety and wellbeing raised by employees, volunteers or others.
  - c. Ways to communicate health, safety and wellbeing issues to the sector.
  - d. Any incidents or near miss events.
  - e. Health, safety and wellbeing training requirements.
  - f. Potential health, safety and wellbeing issues associated with changes to operational practices or new equipment / assets.
  - g. Actual or potential issues relating to hazard management.
9. Where necessary, ensure that an appropriate representative be asked to address specific health, safety and wellbeing related issues.

### **Membership of the committee**

10. The number and composition of the committee is agreed with the SAR organisations and modified from time to time to reflect operational or sector changes. The members of the committee include:
- a. NZSAR Secretariat
  - b. Rescue Coordination Centre New Zealand (RCCNZ)
  - c. New Zealand Police
  - d. Surf Life Saving New Zealand
  - e. Coastguard New Zealand
  - f. LandSAR New Zealand
  - g. Ambulance New Zealand
  - h. Department of Conservation
  - i. Aviation provider representative
  - j. Amateur Radio Emergency Communications (AREC)
  - k. Fire and Emergency New Zealand (FENZ)

### **Observers:**

- l. Ministry of Civil Defence & Emergency Management (MCDEM)
  - m. WorkSafe New Zealand
11. Other representatives may be invited to a meeting by the NZSAR Secretariat, or as agreed at the previous meeting. The Committee has the authority to establish ad hoc working group(s) as required.

## **Meeting procedures**

12. The Committee will meet twice per calendar year.
13. Three representatives must be present to make up a quorum for meetings.
14. An agenda will be sent out two weeks prior to the meeting by the NZSAR Secretariat. The agenda will include as a minimum:
  - a. The sectors health, safety and wellbeing performance.
  - b. Health, safety and wellbeing objectives.
  - c. Actions and resources required to improve health, safety and wellbeing performance.
15. Prior to each meeting agency progress and performance reports will be shared with all representatives. This report will outline:
  - a. The health, safety and wellbeing performance information required through SLA / MoU agreements, as well as from those organisations specifically requested to provide data.
  - b. Results of health, safety and wellbeing visits or audits undertaken since the previous meeting.
  - c. Health, safety and wellbeing incident reports for the sector.
  - d. Progress against agreed objectives.
  - e. Progress against methods for improving the way health, safety and wellbeing is managed in the SAR sector, or within SAR organisations.
16. Minutes will be taken at each meeting, and these will be sent out to all representatives within 4 weeks of the meeting.
17. The minutes of each meeting will be shared with the NZSAR Council at its next available meeting.
18. The committee will review the health, safety and wellbeing committees' terms of reference each year.
19. If there is a failure to agree on any item brought before the committee, or where the proposed resolution of any matter has cost implications beyond the authority of those present, the committee will refer the matter to the Council for determination and the Councils' decision on the matter will be final.

## **Responsibilities of SAR organisation representatives:**

20. The roles and responsibilities for the representatives are:
  - a. Promoting a safe and healthy working environment by championing the health, safety and wellbeing message throughout their organisations.
  - b. Disseminating information from the strategic health, safety and wellbeing committee to their organisations.
  - c. Being an essential point of contact for NZSAR Secretariat and the strategic

health, safety and wellbeing committee to discuss their health, safety and wellbeing concerns and ideas relating to their SAR organisation.

- d. Attending the strategic health, safety and wellbeing committee meetings and arranging a replacement in their absence.
- e. Assisting or participating in health, safety and wellbeing management system reviews and audits where required.
- f. Setting health, safety and wellbeing objectives for the sector.
- g. Preparation and readiness for committee meetings to ensure constructive contribution.
- h. Completion of agreed action points assigned to them.



Mike Hill  
Manager  
RCCNZ & Safety  
Services  
Maritime New Zealand



Duncan Ferner  
Secretariat Manager  
NZ Search and Rescue



John Pine  
Manager Emergency  
Management  
NZ Police

