



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

Thursday 25 August 2016
10:00 am – 12:00 pm
Meetings on the Terrace
152 The Terrace, Wellington

MINUTES

Attendees:

Duncan Ferner – NZSAR
Jo Holden – NZ Police
Mike Hill – RCCNZ
Charlie Cordwell – SLSNZ
Steve Caldwell – LandSAR
Harry Maher – DOC
Helen Parkes - Health and Safety Consultant CosmanParkes
Dave Comber – Council

Present:

Alison Barnes – NZFS
Lauren James (Minutes)

1. Welcome and introduction

Duncan opened the meeting and welcomed attendees.

2. Apologies

Paul Dalton – SLNZ
Peter Healey – Coastguard NZ
Patrick Holmes – Coastguard NZ
David Waters – Ambulance NZ

3. Previous minutes (meeting of 10 February 2016)

Agreed they represent a true and accurate record.

Matters arising from minutes

Item 3a) RCCNZ SARO script developed; Police script yet to be developed.

Action:

- Mike H to send tasking script to NZSAR and Police for consideration and adaptation for all of sector use.

Item 3d) Forum for H&S representatives of each agency.

Action:

- Mike H to develop sub group TOR and continue discussion regarding what it looks like.

Item 3e) Standardisation of H&S forms.

- In view of Peter's absence the item was deferred.

Item 3h) Top level SAR training is incorporating H&S focus.

Item 3i) No change in RCCNZ legal opinion and framework.

Item 5 Views on Health and Safety risk in the Risk Matrix to be passed on to Council.

Item 7 Council endorsed the H&S Seminar for 17&18 September.

4. The SAR sector's health and safety performance (past 6 months).

a) SLSNZ (Report by Charlie Cordwell)

Taken as read.

Key points discussed:

- In process of putting together a new database to support reporting.
- Each year doing an equipment audit to ensure that they meet all requirements.
- Operational briefing addresses personal health and safety.

The recent LandSAR diabetic incident and travel to and from training courses raised discussion about agency policies on approval and disclosure of medical conditions.

b) LandSAR (Report by Steve Caldwell)

Taken as read.

Key points discussed:

- Increase in reporting with new system: 10 incidents recorded in the last 6 months. There are different standards for different types of incidents – within 24 hours for some and others within 3 days.
- There is a concern around dog handlers being isolated from the team and work is being done around that issue.

c) Coastguard (Report by Pete Healy)

Taken as read. No representative was present to speak to the report.

Key points discussed:

- Noted the reference to the formation of a National Safety Committee (CNZ NSC).

d) DOC (Report by Harry Maher)

Taken as read.

Key points discussed:

- The focus has been on Aoraki/Mt Cook working around visitor safety.
- Noted this morning's report of a Czech woman who had been stuck in the Routeburn hut for a month after her partner died after falling. The hut had been well stocked with supplies.
- Noted that DOC had commissioned a 'health check' of the Aoraki/Mt Cook ACR programme and H&S management.

e) Discussion on the ability and usefulness of RCCNZ and Police to provide reports in line with other agency reports.

Action:

- Police and RCCNZ to report back at next meeting on their ability to provide a Health and Safety report for the committee.
- Rhett to request from David Waters if Ambulance NZ can provide a Health and Safety report for the committee.

f) Discussion on how to capture near misses events - is there capability to record good practice.

Action:

- Harry to work with Rhett on the capture of near miss events and talk with David Waters.

5. Health and Safety developments update:

a) Agency developments and approaches

Updates covered in other reports.

b) NZSAR Council H&S Risk item and treatments

Risk Matrix #2016/08/B:

Discussion on the need to agree on a frame of action when communicating with the media, how it should be co-ordinated, and making sure that a spokesperson can speak on behalf of an agency/agencies.

Risk Treatment endorsed.

Action:

- Rhett to work with Rachel and Helen P to develop media contingency plans for use in the event of a SAR related severe H&S event.

c) Proposed SAR Operations involving aviation study

Duncan reported there were gaps in the assurance process and areas where simple relationships are ineffective. NZSAR looking at stewardship and coordination of leadership guidance. Practical engagement is very different between the two coordinating aviation authorities; suggestion that we should work with them to develop not a standard form but more a competency form. This will be discussed at the Consultative Committee meeting and then a draft report to Council in September.

d) LandSAR's legal opinion regarding PCBU status

Steve gave a précis of the legal opinion which LandSAR has commissioned.

- Each LandSAR individual is a member of their local LandSAR group, but not of NZ LandSAR.
- The local LandSAR group in almost all cases is a voluntary organisation and is not a PCBU.
- As a national entity, NZ LandSAR was not usually a PCBU.
- An honoraria that covers reimbursement of expenses does not equate to employment, but if it exceeds this then it may be seen as remuneration; LandSAR's policy is to avoid payments that form remuneration.
- While NZ LandSAR does not have a legal role in protecting individuals under the Act, NZ LandSAR has a moral obligation to ensure safety.

Now have 3 legal opinions in regard to the H&S Act – LandSAR, RCCNZ and Coastguard Taupo.

e) NZSAR Council H&S discussion

The extract from the 23 February Council meeting re Health and Safety was discussed; noted the need to avoid over-reacting and to get the pendulum in the right place.

6. Update of Health and Safety legislation implementation

Helen reported that senior leaders and boards were taking notice of the legislation. NZFS had been involved in a couple of investigations

7. SAR H&S Seminar 17&18 September 2016.

The Committee noted that it is expected there will be seventy attendees predominantly from Police, LandSAR, Surf Life Saving and Coastguard.

8. Review of Health and Safety Terms of Reference.

The committee's terms of reference (TOR) have not been reviewed for some years. Agreed for the following changes to be made:

Membership of the committee:

Add DOC and Aviation Provider.
Add Observer status for FENZ and Civil Defence

1.1.1 Meeting procedures

At least two meetings a year.

Fourth bullet point, 4th sub point - amend to "Progress against agreed objectives.

Add 5th subpoint: Progress against methods for improving the way health and safety is managed in the SAR sector, or within specific SAR organisations.

1.1.3 Responsibilities of the strategic health and safety committee

Chairperson

As part of the committee evolution Duncan has asked Rhett to chair this fora.

1.2 Training for the health and safety committee members – to be removed.

Noted that the signatories representing Maritime New Zealand and NZ Police require updating.

Action:

- Secretariat to update the TOR and distribute for out of session consideration.

9. Review of Health and Safety objectives. (Includes Item 10)

The objectives were seen as an operational item, better discussed within the new operational group.

Action:

- Mike to take the lead on establishing an Operational H&S group and to draft TOR and bring to the committee.

10. Health and safety objectives for next 6 months

Refer to Item 9.

11. Actions and/or resources required to improve Health and Safety performance.

No discussion.

12. Other Business.

Mike reported that RCCNZ were refocusing CIMS organisational chart to have safety specified within each aspect of the IMT.

Noted that the NZ Fire Service does use CIMS.

Meeting ended midday.

Next Meeting: 22 February 2017 (am)

Duncan Ferner
Chair
NZSAR Strategic H&S Committee

Action Table: TO UPDATE

<i>Item</i>	<i>Action</i>	<i>Responsibility</i>
3a)	Distribute RCCNZ tasking script to NZSAR and Police for consideration and adaptation for all of sector use.	Mike H.
3d)	Develop TOR for an Operational Health and Safety group and continue discussion regarding what this looks like.	Mike H.
4e)	Police and RCCNZ to report back at next meeting on their ability to provide a Health and Safety report to this committee.	Mike H / Jo H.
	Request from David Waters if Ambulance NZ can provide a Health and Safety report to this committee.	Rhett
4f)	Explore the capture of near miss events and good practice.	Harry / Rhett
5b)	Develop media contingency plans for use in the event of a SAR related severe H&S event	Rhett / Helen
8	Secretariat to update the Committee's TOR and distribute for out of session consideration	Rhett