



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

Tuesday 11 February 2014.  
10:00am - 12:00 midday  
Level 6, 89 The Terrace  
Wellington

## Minutes

Present:

- Pete Corbett, LandSAR
- Brent Harvey, SLSNZ
- Paul Dalton, SLSNZ
- David Waters, Ambulance NZ
- Joseph Green, NZ Police
- Nigel Clifford, RCCNZ
- Phil Burgess, NZSAR
- Phil Pollero, Coastguard NZ
- Duncan Ferner, NZSAR
- Carl van der Meulen

2. Welcome and introductions

3. Apologies

- Harry Maher, LandSAR
- Bruce Johnston, NZ Police
- Helen Parkes, Purple Consulting
- Patrick Holmes, Coastguard

4. Update on Worksafe NZ and legislation.

<http://www.business.govt.nz/worksafe>

The meeting discussed the current H&S legislation, its implications and broadly agreed how it might be understood for the SAR sector context.

The meeting agreed that:

- The NZSAR Secretariat will be the point of contact for the sector approach with Worksafe NZ and specifically with regard the draft legislation.
- The meeting agreed it would be the best placed to provide collective H&S advice in relation to SAR issues to Worksafe NZ as and when it is required.
- The meeting identified that it may require H&S legal advice on occasion.
- The meeting sought the continued retention of Helen Parkes as an advisor if possible.

5. NZSAR and Coordinating Authority approach to Health and Safety Management
  - The notion of Duty Holders was discussed and noted (*All individuals or parties who exercise control over all or part of the workplace activity at any stage between concept and completion, including clients through to contractors, subcontractors and employees*)
6. Terms of Reference
  - The TOR was discussed and deemed satisfactory as written.
7. Draft clauses for SLA agreements
  - The draft H&S clauses for the SLAs were discussed and some amendments suggested.
  - **Action.** NZSAR Secretariat is to amend the draft H&S clauses and include them in the Joint service level agreements. (Attached)
8. Agency approaches and developments update
  - Each agency present briefed on their H&S systems progress and indicated that ongoing developments would permit them to meet their goals and those of the SLAs before 1 July 2014.
  - Agencies noted the advantages of a sector approach and the sharing of H&S experience in the development of their own systems.
9. SAR Aviation H&S
  - The issue of SAR helicopter H&S was explored in some detail. The meeting noted:
    - The Air SAR / Air Ambulance standard included some H&S aspects.
    - Not all helicopters used for SAR are on the standard.
    - Aircraft on the standard report to the MoH.
    - The SAR H&S concerns extend beyond the operation of the aircraft (i.e. a SAR person who leaves the aircraft to effect a rescue).
  - It was speculated that CAA rules, regulations and processes might meet some SAR H&S concerns.
  - **Actions:**
    - Ambulance NZ, RCCNZ, NZ Police, NZSAR will meet with CAA to explore SAR helicopter H&S further. (meeting held 1 April 2014)
    - Ambulance NZ will send NZ Police a list of certified (on the Air SAR / Air Ambulance standard) helicopters.
10. Non-standard SAR resource H&S.
  - The meeting raised some concerns about how SAR agencies would meet their H&S safety responsibilities for spontaneous volunteers.
  - The meeting agreed the issue of H&S for non-standard SAR resources would need to be explored in more depth once the more standard resources and systems were bedded in.

11. The sector's health and safety performance.
  - Being the inaugural meeting, no performance reporting was available.
  - NZSAR will ask Helen to assist AREC to be in a position to meet its H&S responsibilities.
12. Health and safety objectives for the following 6 months.
  - No additional objectives were included.
13. Review of previous health and safety objectives.
  - No review of previous objectives was undertaken.
14. Actions and resources required to improve health and safety performance.
  - No additional actions or resources beyond those discussed earlier were considered.
15. Other business.
  - No other business was raised.

**Next meeting:**

The date of the next meeting will be in approximately six months' time, date TBC.

**Actions**

Action	Responsibility
NZSAR Secretariat is to amend the draft H&S clauses and include them in the Joint service level agreements. (Attached)	NZSAR
Ambulance NZ, RCCNZ, NZ Police, NZSAR will meet with CAA to explore SAR helicopter H&S further. (meeting held 1 April 2014)	RCCNZ will organise
Ambulance NZ will send NZ Police a list of certified (on the Air SAR / Air Ambulance standard) helicopters.	Ambulance NZ

## **Joint Service Level Agreement Health and Safety Clauses (With effect 1 July 2014)**

### **HEALTH AND SAFETY**

#### **Police and Rescue Co-ordination Centre New Zealand (RCCNZ)**

1. Require XXXX to verify their capability to manage health and safety during Search and Rescue (SAR) activities
2. May periodically assess or re-verify the health and safety management capability of XXXX and any contractors or subcontractors to XXXX, through any means they deem appropriate
3. Will provide XXXX with any health and safety information specific to the particular SAR operation for which XXXX's services are being engaged. This information, where relevant, will be provided at the time of engagement to enable XXXX to determine whether they have the capability to undertake the activity safely

#### **XXXX**

4. Agree to comply with all legal requirements and standards that apply to the provision of the services or assets provided during co-ordinated SAR activities
5. Will develop and maintain systems to manage the health and safety of employees, volunteers, contractors and subcontractors during co-ordinated SAR activities
6. Will ensure that all employees, volunteers, representatives, contractors and subcontractors are properly trained and have the necessary competence to undertake their tasks in a healthy and safe way
7. Will report all serious harm incidents sustained in the course of activities provided under this agreement to the enforcing authority in line with statutory reporting requirements
8. Will report all serious harm incidents sustained in the course of activities provided under this agreement to the NZSAR Secretariat as soon as possible after the event
9. Agree to permit access at a mutually agreed time to the Police, RCCNZ or their nominated representative for the purpose of verifying any aspect of the operators' activities or systems relevant to meeting the health and safety requirements of this agreement
10. Will report health and safety performance data to NZSAR annually or on request
11. Will participate in the NZSAR Strategic Health and Safety Committee on request

## **Performance reporting**

12. XXXX agrees to report the following information to NZSAR on an annual basis or on request:
- a) Number of health and safety incidents recorded over the past 12 months
  - b) Any health and safety enforcement activity which has occurred over the past 12 months
  - c) The number of people provided with health and safety training over the past 12 months
  - d) The results of any internal or external health and safety audits