



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

Wednesday 23 August 2017

10:00 am – 12:00 midday

Meetings on the Terrace

152 The Terrace, Wellington

MINUTES

Attendees:

Mike Ambrose – LandSAR NZ
Pete Baird – NZ Police (left at 11.03 am)
Dave Comber – Council
Paul Dalton – SLSNZ
Rhett Emery - NZSAR
Duncan Ferner – NZSAR
Georgia Gerraty – RCCNZ (left at 11.22 am)
Peter Healy – Coastguard NZ (left at 11 am)
Mike Hill – RCCNZ (left at 11.22 am)
Jo Holden – NZ Police
Simon Humphries – WorkSafe (left at 11.45 am)
Harry Maher – DOC
Rachel Roberts – NZSAR (left at 11.30 am)
Stephen Ross - NZSAR
David Waters – Ambulance NZ

Present:

Lauren James (Minutes)

1. Welcome and introduction

Duncan opened the meeting and welcomed attendees, including new members Georgia Gerraty, Simon Humphries and Stephen Ross.

2. Apologies

Jo Guard - (MCDEM)

John Kingsbury – FENZ

John Nicholson – Aviation NZ

Helen Parkes - Health and Safety Consultant CosmanParkes

Jo Pugh – WorkSafe

3. Previous minutes (meeting of 22 February 2017)

Agreed that they represent a true and accurate record.

4. Matters arising:

Item 4e.1)

The capture of incident information from non-Police during a Police operation was discussed at the Police SAR Coordinators meeting in April this year. The Police system through POL 645 could capture injuries relating to SAR operations but it does not separate the Police data from LandSAR data.

- RCCNZ has no ability at present to capture the information but relies on people to report injuries.

Action:

- 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.

Item 4 e.2)

A system does not exist yet to enable Ambulance to report to this Committee on health and safety related incidents that occur during SAR operations. The operators belonging to Ambulance NZ do have systems in place for any accidents and are required to keep records but that is only those operators working with Ambulance NZ and there are other operators.

Item 4 f)

The draft document setting out the purpose and process of capturing near-miss events and good practice was considered.

Key points discussed:

- Concern that the numbers captured could be overwhelming.
- Unsafe act category is the best indicator in trends.
- Do not block out the near misses.
- Over-report rather than low report and ask whether the incident could result in serious consequences.
- Need to record incidents like the LandSAR incident report where a notifiable accident (broken leg) involving a LandSAR member on a SAR operation was reported to Police (as PCBU) but not initially to LandSAR.

- It is up to the trainer to record any training incident. Tai Poutini Polytechnic does not report events to H&S committee.

Action:

- NZSAR to develop a revised version for the process to capture near-miss events and good practice, and distribute for out-of-session consideration.

Item 5 b)

The draft SAR Media Plan for use in the event of a severe Health and Safety event was considered. Key points discussed:

- It should be clear that there will be a lead agency and some reference to the existence of this committee.
- There must be good co-ordination between the authorities
- The intention is to avoid different comments from the agencies involved.
- Use social media to communicate what we do and how we go about it.
- Police have the capability to talk to the media so that is going to happen.

Action:

- 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.

Item 9)

Guidelines for the assurance of non-SLA assets – addressed at agenda item 9.

Item 10)

A Health and Safety seminar will be considered as part of the NSSP for the second half of 2018.

Item 11)

Committee Terms of Reference – refer to agenda item 10.

4. 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.

Key point discussed:

- Regional H&S Forums meet four times a year. Coastguard will offer the use of SAR-NET for the October forum.

c) SLSNZ (Report by Paul Dalton)

Taken as read.

d) DOC (Report by Harry Maher)

No incidents to report.

5. H&S developments update

a) Agency developments and approaches

Updates covered in other reports.

b) NZSAR Council H&S Risk item and treatments

Noted.

c) Aviation Engagement Framework

Stephen advised that he will be working on implementing the recommendations of the Aviation Engagement Framework. He will manage the aims of the Framework including:

- provide a better understanding of asset capabilities
- establish a process for tasking non-SLA assets
- set up a forum of aviation providers for collaborative discussion.

6. WorkSafe H&S update (Report by Simon Humphries)

Key points discussed:

- Fatigue– all volunteers have a job so be aware of the psycho social effect.
- With paid staff, you generally know what is happening in their lives but with volunteers it is different. People suffer slips, falls etc – these may impact on them physically and/or mentally.
- New hazardous substance regulations have been released and will come into force on 1 December.
- Childcare centres being built in industrial areas – need for awareness during a search. Hazardous substances may be stored in the area.
- Regional or City Councils keep lists of contaminated sites - check with authorities before entering.

7. Police H&S update (Report by Peter Baird and Jo Holden)

Key points discussed:

- Police had met with NZSAR to discuss their work around H&S.
- Police are identifying the external partners they work with and reviewing their H&S processes.
- Each assessment will be held in their “Wellness” database and classified whether satisfactory or not.
- H&S training is robust and spot checks will be carried out around the country.

8. Maritime NZ / RCCNZ H&S update

Key points discussed:

- People have a better understanding of the new H&S legislation and helping emergency agencies to understand the legislation is a key item for the organisation.
- Presentations have been given to the Board including one the previous week.

- Ensuring that due diligence is being exercised with people whom they are tasking.
- Ambulance NZ is eliminating single engine helicopters within the next year and will have all double engines by the end of 2018.

9 Guidelines for the assurance of non-SLA assets

The guidelines are being worked through with Police; Police are working on assurance processes for the wider group of assets that they use. The intention is that the assurance of SAR non-SLA assets will be addressed through this process.

Action:

- NZSAR to develop as soon as possible a standard tasking notice for Police, that can be used for tasking assets during an operation.

10. Committee Terms of Reference – confirmation

The updated Terms of Reference were CONFIRMED with the following comments:

- In discussing Aviation representation the Committee noted that it was difficult to engage collectively with aviation providers.
- WorkSafe representative to be included as observer.
- Coastguard should be referred to as Coastguard NZ.

Action:

- 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).

11. Health and safety objectives

No changes to the safety objectives required.

12. Actions and/or resources required to improve health and safety performance

No additional actions or resources required.

13 Other business

Stephen will be taking over Secretariat responsibility for the Strategic Occupational H&S Committee.

Meeting ended midday.

Next Meeting: TBC

Duncan Ferner

Chair

NZSAR Strategic H&S Committee

Action Table:

Agenda item	Action	Responsibility
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.	Stephen
	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	Stephen
	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.	Rachel / Stephen
9	NZSAR to develop as soon as possible a standard tasking notice for Police, that can be used for tasking assets during an operation	Stephen
10	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).	Stephen