

NEW ZEALAND SEARCH AND RESCUE

Rapu Whakarauora Aotearoa



Minutes of Meeting
NZSAR Strategic Occupational Health, Safety and Wellbeing Committee
Tuesday 11 August 2020, 1:30-3:00pm
NZSAR (Ministry of Transport), 3 Queens Wharf, Wellington

In attendance

Name:	Agency:
Carl van der Meulen	NZSAR
Alannah Taylor	NZSAR
David Waters	Ambulance NZ
Don Robertson	AREC
Kevin Banaghan	RCCNZ
Mike Hill	RCCNZ
Paul Dalton	SLSNZ
Pete Healy	Coastguard NZ
Braden Lister	FENZ
Pete Theobald	NZ Police
Ivor Smith	NZ Police
Mike Ambrose	LandSAR NZ

1. Welcome

Carl van der Meulen opened the meeting and welcomed all attendees.

2. Apologies

Michael Bassett-Foss, NZSAR Council

Ross Merrett, SLSNZ

John Appleby, NEMA

Don Bogie, DOC

David Wilkins, AREC

3. Minutes of Meeting held 4 February 2020

The minutes of meeting held 4 February 2020 were accepted as a true and accurate record.

4. Matters arising from previous meeting

#	Item	Actions & Decisions	Responsibility	Actions Taken/Status
5.	Health and Safety Performance	<i>Matt Wheble (NZ Police) to follow up on this incident, and if it is a national Police policy that helmets are to be worn</i>	NZ Police (Matt Wheble)	<i>Police to follow up. Carl to send an email.</i>

		<i>during all winching operations.</i>		
7.	SARdonyx H&S reports	<i>Police to confirm if their H&S database can/can not be searched by an incident number.</i>	NZ Police (Matt Wheble)	<i>Police to follow up. Carl to send an email.</i>
14.	Fatigue Management Guidance	<i>Feedback regarding Fatigue Guidance Note for Search and Rescue is due to Carl van der Meulen by 6 March 2020.</i>	All Agencies	Complete
14.	Fatigue Management Guidance	<i>NZSAR to prepare graphically designed versions for approval and distribution.</i>	NZSAR (Carl VDM)	Complete – on agenda Aug meeting
19.	NEMA and NZRTs	<i>NEMA (representing NZRTs) are to be included as a member of the NZSAR Strategic Occupational Health Safety and Wellbeing Committee.</i>	Carl van der Meulen	Complete
20.	General Business	<i>NZSAR to provide the latest coronavirus advice to the HSW Committee.</i>	Duncan Ferner	Complete

5. Health and Safety Performance (past 6 months)

a. AREC

The AREC report was provided. AREC are implementing the suggestions from the independent HSMS review conducted by KPMG. Health and Safety training is a focus for AREC involving practical awareness for individuals, such as signage, erecting antennae safely, and use of PPE.

b. Coastguard NZ

The Coastguard report was provided. The most significant incident (under investigation) involved a volunteer falling overboard during a SAROP in July.

Another item of note as that a Coastguard vessel was used for a medical retrieval of a patient from an Island during the Covid-19 lockdown, as this was an easier option than having to decontaminate an air ambulance.

Coastguard are working through the suggestions of the KPMG HSMS review.

c. LandSAR NZ

The LandSAR report was provided. Significant incidents included two volunteers being injured during crampon practice (sliding into rocks) and a volunteer falling asleep behind the wheel when driving home from a weekend training course (no injuries). Fatigue management remains a high priority for LandSAR.

Impacts from Covid-19 lockdown was a lengthy delay in being supplied with PPE via the Ministry of Health portal, and interruption to many training courses.

LandSAR is receiving funding for PPE (outdoor clothing, as opposed to Covid PPE) as part of the new Crown investment for 2020-23.

d. SLSNZ

The SLSNZ report was provided. A significant near miss occurred during a SAROP off the Hokitika River mouth. SLSNZ are working through the suggestions of the KPMG HSMS review.

e. SARdonyx

There was only one record flagged in SARdonyx as a health & safety incident occurring during a SAROP. Initial reading of the report is unclear what the incident is (a SARdonyx update will add a small free text field to provide some information), and the person who entered the record has not replied to a request for more information.

6. FENZ

FENZ are currently developing a critical risk programme; and have completed the development of a training module for working safely around water.

There have been a couple of H&S incidents relating to FENZ helicopter operations. In one of these incidents, a helicopter was coming into land on a school sports field being used as a staging area, when the artificial grass layer of the cricket pitch became unstuck and lifted into the air. It did not make contact with the helicopter. This highlights the need to carefully check helicopter staging areas for potential lifting hazards.

7. NZ Police

Two incidents relating to SAR operations have been included in the Police H&S system; a twisted knee from getting caught in a barbed wire fence and another staff member slipping in mud hurting their leg. Neither of these incidents have been flagged in the SARdonyx system.

8. Ambulance NZ

The ambulance sector is reviewing the air circulation within air and road ambulances to better protect crew from Covid-19 transmission risks, and to reduce the amount of times aircrew may need to change their PPE. Trials are underway for safely winching patients wearing full Covid-related PPE.

Guidance has been provided to the ambulance sector on correctly donning and doffing Covid PPE, however 'PPE fatigue' is starting to be experienced within the ambulance sector. [Noting this meeting occurred just before the August Covid resurgence event.]

9. Maritime NZ

MNZ have no H&S Sar related incidents to report. MNZ has implemented the Vault system for internal H&S reporting.

H&S activities for MNZ over the last six months include: helping write the role cards for the Safety Manager function in CIMS 3rd Edition; and working with Health to develop a medevac procedure during the current Covid-19 border restrictions.

MNZ have developed draft contracts that include H&S schedules for aviation operators and will be conducting further engagement with that sector.

10. DOC

Nil

11. NEMA / NZRT

Nil

12. Near Miss Events

There was no further discussion on near miss events, however there was a broader discussion on the H&S impacts of Covid-19.

RCCNZ - during alert level 4 & 3 lockdowns there were only two SARO's on shift at any time, with shift handovers completed through glass to ensure all shifts stayed in separate bubbles.

LandSAR - Restrictions were in place for older members.

A question was raised as to how much resurgence planning has been undertaken by the sector, and do organisations still have policies in place to keep parts of the organisation sterile from each other.

Most organisations mentioned that 'Covid fatigue' is starting to spread through their workforce.

13. SLA H&S Independent review

a. KPMG Report

The NZSAR HSW Committee was updated on the independent review of the Health and Safety schedules contained in the SAR service level agreements (SLAs). The review found that for the most part, the HSMS of the SLA partners was suitable and functional and is commensurate with the size and scale of the organisation. The conclusion of the review is *"the SAR Coordinating Authorities can have confidence that each of the reviewed organisations has an HSMS to support the safe and healthy conduct of SAR activities."*

b. Positive Performance Indicators

Further advice was received from KPMG to improve the health & safety schedule in the SLAs. One of the recommendations is to develop and report on a range of agreed positive performance indicators (PPIs). An Office of the Australian Safety and Compensation Council guidance paper on the use of PPIs was distributed. Braden advised there is another relevant guidance paper from Safe Work Australia that should be distributed. After some discussion it was agreed to add development of PPIs to the HSW Workshop.

Action: Braden to forward the 'Measuring and Reporting on Work Health and Safety' document from Safe Work Australia that contains further PPI information.

Action: The development of agreed positive performance indicators to be included as a workshop session in the HSW Workshop.

14. NZSAR HSW Workshop

The HSW Workshop scheduled for March was postponed due to Covid-19. This has been added to the NZSAR National SAR Support Plan and budget for 2020/21. The draft agenda was circulated, and the Committee agreed the Workshop should be held

in late February or early March 2021, which may also include the next scheduled Committee meeting.

Decision: The HSW Workshop to be scheduled for late February or early March 2021.

15. Fatigue Management Guidance

The *Fatigue Guidance Note for Search and Rescue* was distributed in March, with only NZ Police providing approval. There was no further discussion on the content of the Guidance Note, however the Committee thought it would be beneficial for a one-pager version to be prepared for use by Incident Management Teams.

Decision: The Committee **endorsed** the *Fatigue Guidance Note for Search and Rescue*.

Action: Carl van der Meulen to distribute the *Fatigue Guidance Note for Search and Rescue* to the NZSAR Training Coordinator for inclusion in appropriate management level training courses.

Action: Organisations to ensure the *Fatigue Guidance Note for Search and Rescue* is included within their own organisational training courses.

Action: Carl van der Meulen to develop a one-pager summary of the *Fatigue Guidance Note for Search and Rescue* for use by Incident Management Teams.

16. General Business

Nil

Action and Decision Table

#	Item	Action (A) / Decision (D)	Responsibility	Status
13	SLA H&S Independent review	A Braden to forward the 'Measuring and Reporting on Work Health and Safety' document from Safe Work Australia that contains further PPI information.	Braden	Distributed with these minutes
13	SLA H&S Independent review	A The development of agreed positive performance indicators to be included as a workshop session in the HSW Workshop	NZSAR	NZSAR to add to the workshop agenda
14	NZSAR HSW Workshop	D The HSW Workshop to be scheduled for late February or early March 2021.	NZSAR Secretariat	Complete
15	Fatigue Management Guidance	D The Committee endorsed the <i>Fatigue Guidance Note for Search and Rescue</i> .	Nil	Brochures printed
15	Fatigue Management Guidance	A Carl van der Meulen to distribute the <i>Fatigue Guidance Note for Search and Rescue</i> to the NZSAR Training	NZSAR	Complete

		Coordinator for inclusion in appropriate management level training courses.		
15	Fatigue Management Guidance	A Organisations to ensure the Fatigue Guidance Note for Search and Rescue is included within their own organisational training courses.	All	
15	Fatigue Management Guidance	A Carl van der Meulen to develop a one-pager summary of the Fatigue Guidance Note for Search and Rescue for use by Incident Management Teams.	NZSAR	

Next meeting: To be advised (may form part of the HSW Workshop)