

**NZSAR Strategic Occupational Health, Safety and Wellbeing
Committee Meeting**

1:30 – 3:00pm Wednesday 13 February 2019

Level 7, Chartered Accountants House

50 Customhouse Quay

Wellington

Attendees:

Stephen Ross (Chair)	NZSAR	Ivor Smith	NZ Police
Alannah Taylor (Minutes)	NZSAR	David Waters	Ambulance NZ
Duncan Ferner	NZSAR	Peter Healy	Coastguard NZ
Don Robertson	AREC	Barry Eichler	NZ Police
Ian Coard	NZSAR	Ross Merrett	SLSNZ
Kevin Banaghan	RCCNZ	Paul Dalton	SLSNZ
Kelly Hoskin	LandSAR		

1. Welcome

Stephen Ross opened the meeting and welcomed all attendees with special mention of new attendees Kelly Hoskin (LandSAR), Don Robertson (AREC), Ivor Smith (NZ Police) and Ross Merrett (SLSNZ).

2. Apologies

Mike Hill	RCCNZ	Don Bogie	DOC
John Pine	NZ Police	Helen Parkes	Cosman Parkes
John Kingsbury	FENZ	Mike Ambrose	LandSAR

3. Minutes of previous meeting

The minutes of the 8 August 2018 meeting were accepted as a true and accurate record.

Action: Alannah will take minutes of 8 August meeting out of draft and post on NZSAR website.

4. Matters Arising from Minutes & Notes

The table of actions and decisions from the 08 August 2018 meeting was reviewed. There were no further matters arising from the previous minutes.

Actions and Decisions from meeting 08 August 2018

Item	Action (A) / Decision (D)	Responsibility	Status
3	A Alannah to take the minutes out of draft and publish them on the NZSAR website.	Alannah R.	Complete
8	A Stephen to look at options for holding an OSH conference/workshop during the 2019 calendar year.	Stephen R.	Complete
13	A Stephen will prepare an updated Terms of Reference including a name change and the addition of AREC as a member.	Stephen R.	Complete
14a.	A LandSAR and SLSNZ send updated media contact details to Stephen R.	LandSAR and SLSNZ	Complete
14b.	A Stephen will update the SAR Media spokesperson details and distribute.	Stephen R.	Complete
16	A Stephen to develop a brochure style document for use by members of the SAR sector around 'coping with trauma'.	Stephen R.	Complete

5. Health and Safety Performance (past 6 months)

a. SLSNZ

Paul Dalton provided a brief update on performance for SLSNZ, this continues to be monitored closely. There has been one significant injury related to sport.

b. Coastguard NZ

Reporting of incidents has increased there were four notifiable incidents followed up by an investigation. Funding received last year was used to buy thirty defibrillators which have gone to Coastguard around the country.

c. LandSAR

There have been ten incidents in the last six months mostly consisting of scrapes and falls however one incident was fatigue related. After working a full shift nursing a volunteer fell asleep at the wheel upon completing an overnight SAROP.

Fifty-three LandSAR groups have completed audits.

d. AREC

AREC members have been encouraged to become LandSAR members which helps cover their health, safety and insurance.

Additional training will be completed to incorporate the setting up of radio antenna while outdoors.

AREC will be appointing a health and safety advisor.

6. Fire and Emergency NZ H&S update

FENZ have provided a mental health resource to share with the sector.

7. NZ Police H&S update

In light of the recent incident of the LandSAR member falling asleep at the wheel, NZ Police highlighted the case to their teams and reminded them of current policy.

8. Ambulance NZ H&S update

No known SAR related incidents have occurred in the Ambulance sector. FENZ and Ambulance NZ are working together (more info to come). Wellington Free Ambulance held a workshop that morning discussing bariatric care and the concerns around manual handling and equipment requirements for obese patients.

9. Maritime NZ / RCCNZ H&S update

Kevin Banaghan stated that all staff are currently completing online training covering health and safety.

10. DOC H&S update

No update due to Don Bogie's absence.

11. Dealing with exposure to trauma

Stephen Ross provided an example of the 'Information on Trauma' brochure. An online PDF version of this will be available shortly.

Action: All agencies that would like agency specific information to be added to the back of the brochure will provide the details to Stephen Ross by 27.02.19

12. Fatigue Management

A fatigue management workshop was held in November 2018, the information gathered in this workshop was provided to Helen Parkes who created documentation including fatigue framework.

It was **agreed** that 'responder' will now replace 'volunteer' within this document.

Guidelines should acknowledge that multiple low risk situations can add up to create a high-risk situation.

It was **agreed** that a Fatigue Management Workshop for IMTs should be a focus for the OSH Conference to be held late 2019.

Action: Stephen Ross will ensure the fatigue management resources are completed prior to the next committee meeting.

13. SAR Media Spokesperson details

Action: Peter Healy will send media person update to Stephen Ross by COB 13.02.19.

14. Terms of Reference update

FENZ have moved from an observer to a member in addition to AREC.

The TOR have been updated to include Wellbeing.

Action: Stephen to get the TOR signed by Mike Hill, Duncan Ferner & John Pine and then post it on the NZSAR website.

15. Near Miss Events

A Coastguard crewmember fell into the water from the pier he was operating from and didn't inflate his lifejacket, he was assisted by a member of the public.

Stephen reminded the committee of the NZSAR reporting process for near miss events and that if relevant to the sector, to advise him at the time so the information can be shared there and then.

16. Health & Safety Objectives

No issues raised.

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

At the end of this month ACC will be launching two new products to help with funding, these forms of funding can be either a subsidy or a grant. These will help pay for workplace Health and Safety initiatives.

Action: Stephen to distribute a link to the ACC grants information/application page to the committee members.

18. General Business

The meeting was closed at: 2:30pm

Stephen Ross
Chair,
NZSAR Strategic Occupational Health, Safety and Wellbeing Committee Meeting

Actions and Decisions

#	Item	Action (A) / Decision (D)	Responsibility
3	A	Alannah will take minutes of 8 August meeting out of draft and post on NZSAR website.	Alannah Taylor
6	A	FENZ Wellbeing resource to be shared with Committee members	Stephen Ross
11	A	All agencies that would like agency specific information to be added to the back of the brochure will provide the details to Stephen Ross by 27.02.19	All members
12	A	The fatigue management resources are completed prior to the next committee meeting.	Stephen Ross
	D	It was agreed that 'responder' will now replace 'volunteer' within this document.	
	D	It was agreed that a Fatigue Management Workshop for IMTs should be a focus for the OSH Conference to be held late 2019.	
13	A	Coastguard NZ Media person update details to Stephen Ross by COB 13.02.19	Peter Healy
14	A	The TOR to be signed by Mike Hill, Duncan Ferner & John Pine and then posted on the NZSAR website.	Stephen Ross
17	A	A link to be distributed to the ACC grants information/application page to the committee members.	Stephen Ross