

NEW ZEALAND SEARCH AND RESCUE

Rapu Whakarauora Aotearoa



Minutes of Meeting
NZSAR Strategic Occupational Health, Safety, and Wellbeing Committee
Tuesday 17 August 2021, 2:00 to 3:30pm
NZSAR (Ministry of Transport), 3 Queens Wharf, Wellington

In attendance

Name	Agency
Andy Greig (Chair)	NZSAR Secretariat
Chris Lind	NEMA
David Waters (via Teams)	Ambulance NZ
Don Robertson	AREC
Dennis Fitzmaurice (via Teams)	Fire and Emergency NZ
Paul Dalton	SLSNZ
Pete Healy (via Teams)	Coastguard NZ
Ivor Smith	NZ Police
Jodie Starr	LandSAR
David Grace	NZ Police
Rodney Bracefield (via Teams)	RCCNZ
Jonathan Gillan (via Teams)	DOC
Melissa Weatherbee (Minutes)	Ministry of Transport

1. Welcome and Introductions

Andy Greig opened the meeting and attendees introduced themselves.

2. Apologies

Michael Bassett-Foss (Independent NZSAR Council member)

Dave Wilkins (AREC).

3. Minutes of Meeting held 11 August 2020

The minutes of the meeting held on 11 August 2020 were accepted as a true and accurate record.

4. Matters arising from previous meeting

#	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- Complete
13	SLA H&S Independent review	A The development of agreed positive performance indicators to be	NZSAR	NZSAR to add to the

		included as a workshop session in the HSW Workshop		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 Fatigue Guidance Note for Search and Rescue.	Nil	Brochures printed
15	Fatigue Management Guidance	A 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.	NZSAR	Complete
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	Ongoing
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	Ongoing

5. Health and Safety Performance (past 6 months)

a. AREC

The AREC report was provided. AREC is working on performance indicators, and the KPIs are in progress. Starting training and emphasis on wellbeing.

b. Coastguard NZ

The Coastguard report was provided.

c. LandSAR NZ

The LandSAR report was provided.

d. SLSNZ

The SLSNZ report was provided.

The Committee discussed the format of the written reports. Each of the four agencies provide reports to NZSAR as part of their respective service level agreements (SLA). The SLA reports included a Health, Safety, and Wellness (HSW) section.

Decision: The Committee decided the reports for future HSW Committee meetings will include the HSW section of the SLA reports along with the requirements of the HSW Committee Terms of Reference and an incident register.

Action: NZSAR will email the terms of reference to the Committee.

6. SARdonyx HSW reports

The Committee discussed the health and safety incident recorded on Mt Taranaki.

7. Fire and Emergency NZ

No events of note. FENZ is seeking to run a USAR first responder course to communities at risk of isolation due to effects of natural disasters.

8. Police

No events of note.

9. Ambulance NZ

The ambulance sector is continuing to roll out a mental health/wellness app for frontline staff, and early indicators are positive.

They are ensuring paramedics are maintaining PPE standards, especially with COVID considerations.

Of note from a SAR perspective, the Australian Transport Safety Board (ATSB) is currently investigating issues around single-pilot night-time helicopter crashes. The outcome of the investigation will be relevant for aviation safety in general and SAR in particular.

10. Maritime NZ / RCCNZ

There are no events of note. On a general theme, MNZ does not have fatigue guidelines, but this is something they are considering, including issues relating to long shifts and shift transitions.

11. Department of Conservation

A focus has been on critical incident stress management post-operation and incorporating mental health awareness and care in debriefs.

12. National Emergency Management Agency (NEMA) / NZ Response Teams (NZRT)

NEMA/NZRT are undergoing a reform of their volunteer sector, including considering policies and procedures. They will have reporting built into their framework, which will include health, safety and wellbeing reporting. They want to build a model that is easy to apply in the field to assess risk based on national policy and procedures for national response teams from NZSAR guidance.

13. Positive Performance Indicators

The four SAR non-government organisations (SLSNZ, Coastguard, LandSAR, and AREC) met earlier this year to discuss and devise positive performance indicators (PPIs) for the HSW aspects of their respective organisations. A table outlining the proposed PPIs for SLSNZ, LandSAR and AREC was provided for the Committee. Coastguard will provide their proposed PPIs to the Chair after the meeting.

Decision: The Committee endorsed the PPIs.

14. Advice on Overlapping PCBUs

The Committee discussed the responsibilities for overlapping PCBUs in the context of SAR. During SAR operations, there will often be more than one PCBU with overlapping responsibilities. For example, depending on circumstances, the Coordinating Authority, a SAR NGO, and a helicopter operator may have overlapping responsibilities for the same operation. This presents various questions, including what do the responsibilities practically mean for each organisation?

The NZSAR Secretariat has approached two organisations with expertise on health and safety to see if they can provide advice for SAR organisations in relation to PCBUs and overlapping responsibilities.

The Committee discussed seeking legal advice on this matter versus practical advice. The general view of the Committee was to not seek legal advice as this was for the individual organisations to seek if they require. However, practical advice would be appreciated.

NZSAR will develop possible guidelines for a contractor as they work with SAR organisations regarding PCBU responsibilities.

Action: NZSAR to develop proposed guidelines for a contractor working with SAR organisations regarding PCBU responsibilities.

15. Operational Risk Assessment Tools

The four SAR NGOs have been discussing operational risk assessment tools for their operations. Each NGO has different needs and is at a different place towards developing an operational risk assessment tool.

The organisations appreciated the discussion on operational risk assessment tools at the HSW workshop in April this year. They also had further discussions about risk assessment tools during a meeting to discuss the PPIs in June this year.

The Committee concluded that at this stage, it was up to each organisation to develop their own risk assessment tools. NZSAR is prepared to support and host another workshop to review each organisation's assessments.

Action: NZSAR will work with the SAR NGOs to determine whether a workshop for risk assessment is appropriate.

16. Helicopter Training

LandSAR raised an issue of hover-loading training linked to CAA requirements for its LandSAR teams. Recently, a helicopter operator required the LandSAR teams to have specific training with the helicopter company before it was prepared to conduct hover-loading as per CAA rules. The current CAA rules do now allow for acknowledgement of hover-loading training with other helicopter operators as it needs to be completed with the company/operator who the team will hover-loading with. LandSAR will continue to review the needs analysis for this type of training across the groups.

The Committee discussed this issue. Working in and around helicopters can be dangerous, but at the same time the LandSAR teams are trained to work with helicopters.

The Committee felt this issue could be pursued and discussed at the NZSAR Aviation Workshop being held on 1 and 2 November 2021.

Action: The NZSAR Aviation Workshop to discuss standards around working with helicopters.

17. General Business

There was discussion around COVID vaccines for staff in critical roles. Generally, organisations are encouraging vaccinations but not mandating. This will be an ongoing discussion.

The meeting closed at 3:34pm.

Action and Decision Table

#	Item	Action / Decision	Responsibility	Status
5	Health and Safety Performance	Decision: The Committee decided the reports for the HSW Committee will include the HSW section of the SLA reports along with the requirements of the HSW Committee Terms of Reference and an incident register.	SLSNZ, Coastguard, AREC, LandSAR	Complete
5	Health and Safety Performance	Action: NZSAR will email the terms of reference to the Committee	NZSAR	Emailed on 18 Aug 2021
13	Positive Performance Indicators	Decision: The Committee endorsed the PPIs.		NFA
14	Advice on Overlapping PCBUs	Action: NZSAR to develop proposed guidelines for a contractor working with SAR organisations regarding PCBU responsibilities	NZSAR	Discuss on 17 March 2022 – agenda item 13.
15	Operational Risk Assessment Tools	Action: NZSAR will work with the SAR NGOs to determine whether a workshop for risk assessment is appropriate	NZSAR	Discuss on 17 March 2022 – agenda item 16.
16	Helicopter Training	Action: The NZSAR Aviation Workshop to discuss standards around working with helicopters.	NZSAR	Workshop postponed and scheduled for 16 & 17 June 2022

Next meeting: February 2022, date to be advised.