



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

**Wednesday 22 February 2017  
10.00 am – 12.00 noon  
Miramar Golf Club, Wellington**

## **Attendees:**

Mike Ambrose - LandSAR  
Peter Baird - NZ Police  
Steve Caldwell - LandSAR  
Dave Comber – Council  
Paul Craven - RCCNZ  
Paul Dalton - SLSNZ  
Rhett Emery - NZSAR  
Duncan Ferner – NZSAR  
Peter Healy - CNZ  
Mike Hill – RCCNZ  
John Kingsbury – NZ Fire Service  
Harry Maher - DOC  
Helen Parkes – Health and Safety Consultant CosmanParkes  
Carl van der Meulen – NZSAR

## **Present:**

Lauren James (Minutes)

### **1 Welcome**

Duncan opened the meeting and welcomed attendees.

### **2. Apologies**

Jo-Ann Pugh - Work Safe  
David Waters – Ambulance NZ  
Jo Holden - NZ Police

### **3. Previous minutes (meeting of 25 August 2016)**

Agreed they represent a true and accurate record but that action table item 9 duplicates item 3d and should be deleted from the minutes.

### **4. Matters arising from minutes**

Item 3a) RCCNZ SARO script has been sent to NZSAR and Police for consideration and adaptation for all of sector to use.

Item 3d) TOR for an Operational Health and Safety group developed – refer to agenda item 7.

Item 4e.1) Police and RCCNZ to report on their ability to provide a Health and Safety report to this committee.

- RCCNZ currently does not have the ability to capture the SAR operational health and safety issues that have impact for their staff. They may look at some changes. If an incident happens they would not know about it unless it was reported to them. Mike Hill and Paul Craven investigate incidents and near misses.
- It was unlikely the Police would have visibility of any incident happening on any deployment unless it became a significant event. It would be a culture change for a volunteer to write an incident report for Police. The briefing could include a reference that it need not be an officer recording the information.

**Action:**

- To include the capture of incident information from non-Police during a Police operation on the agenda for the Police SAR Coordinators meeting in April.

Item 4 e.2) Discussed whether Ambulance NZ could provide a Health and Safety report to this committee.

**Action:**

- Rhett to confirm with David Waters if Ambulance NZ could provide a Health and Safety report to this committee.

Item 4.f) Harry and Rhett are yet to meet to explore the capture of near miss events and good practice.

Item 5 b) Develop media contingency plans for use in the event of a SAR related severe H&S event.

**Action:**

- Rhett to meet with Rachel to develop media contingency plans for use in the event of a SAR related severe H&S event

Item 8) Committee's TOR updated and distributed.

Item 9) Duplication of item 3d. Remove from action table.

**5. The SAR sector's health and safety performance (past 6 months)**

**a) LandSAR (Report by Mike Ambrose)**

Taken as read.

**b) Coastguard (Report by Pete Healy)**

Taken as read.

Key points discussed:

- Seeing a trend of more knee and ankle injuries occurring. Need to look at the age group of volunteers 50+, some 60+ and whether they are still fit to go to sea.

**c) SLSNZ (Report by Paul Dalton)**

Taken as read.

Key points discussed:

- Tablets were issued to all clubs to record incidents electronically.
- GPS tracking of the radio units is very useful.

**d) DOC (Report by Harry Maher)**

Taken as read.

Key points discussed:

- Multiple agencies had been involved in managing the Christchurch Hills fires.
- There are likely to be some learnings from the accident investigation.

**6. H&S developments update**

**a) Agency developments and approaches**

Updates covered in other reports.

**b) SAR & Aviation study: implications**

The framework set out four priorities for implementation. This included developing statements of expectation from Coordinating Authorities and from Aviation Providers and developing a common format Joint Service Level Agreement to be used by Coordinating Authorities and Aviation Providers:

Key points discussed:

- Mike Hill was supportive and referred to the difficulty of working with helicopter pilots as there is no single organisation that covers them all.
- DOC has a high use of helicopters and supported the concept of Joint SLA.
- Be mindful not to replicate standards.
- A panel approach to procurement would be a very good mechanism.
- RCCNZ Board has decided not to use Robinson helicopters for SAROPS.
- Organisations have different methodologies for tasking.
- Include ground coordination of helicopters.

## **7. Update of H&S legislation (Report by Jo-Ann Pugh)**

- The new Act is bedding in as expected. WorkSafe has undertaken thousands of assessments, engagements and investigations and have noticed a wider awareness of H&S than ever before. Awareness alone however is not enough to change behaviour.
- Fatalities continue to trend downwards and other injury statistics look promising.
- There appears to be less misinformation and exaggeration about potential consequences as things have settled down in the media.
- Agriculture, Forestry, Manufacturing and Construction continue to be our key industries of focus.
- WorkSafe continues to focus also on cross cutting issues like Work Related Health, Worker Engagement and working in and around vehicles.
- They are also looking at a way of coordinating our work with some key firms with Multi Site locations to improve consistency of our work.
- Have partnered with ACC to design and implement programmes of activity under our Harm Reduction Action Plan.
- Post Kaikoura earthquake we have set up a team of WorkSafe inspectors and specialist technical advisors to assess the situation from a demolition, cleanup and rebuild position. A team has begun providing information to residents and contractors on the key risks to manage during this time based on our learnings from the Christchurch earthquake. Exposure to Asbestos dust continues to be of concern, particularly for domestic homeowners working on their own property with little or no knowledge of how to manage this hazard. They will continue to have a presence, providing assistance and taking enforcement measures against PCBU's where necessary.
- Assurance coordinating – appointing someone to check capability and assurance of vehicles, volunteers.
- Look at the training side to ensure that H&S at the forefront.

## **8. Operational Health and Safety group**

Mike reported that the informal sub working group comprises representatives from LandSAR, Police, and RCCNZ and has been established because of the new H&S legislation. The purpose of the group is to assist with understanding the agency-type reporting, the systems used and how issues are worked up.

This was further discussed as part of item 11, Draft TOR later in the meeting.

## **9. Guidelines for the assurance of non-SLA assets**

- a. This paper focuses on those SAR assets that may be used by the coordinating authorities, but which are not covered by current SLA documents. Key points discussed:

- There are a few resources or assets utilised by Police and RCCNZ which exist as entities for which there is no SLA, eg Dunedin Sea Rescue, Coromandel Sea Rescue, etc.
- Where local co-ordinators use one of these non-SLA groups they have responsibility as the PCBU; doubt was expressed that their co-ordinators fully understand the implications that this carries when tasking these groups or assets.

**Action:** The procedures and implications for the use of non-SLA assets will be discussed at the SAR Coordinators meeting with Police in April.

#### **b. Police/RCCNZ/MOC**

Taken as read.

Key points discussed:

- Peter suggested Coastguard be involved. There were 15 radio stations in use and there was a need for the right terminology to be used.
- SLSNZ use Maritime channels.
- Rhett to organise a working group to draft a separate notice for tasking assets. Mike Hill to lead, and Helen to be included.

**Action:** Establish a working group to draft a tasking notice to be read when requesting non-SLA assets for tasking.

#### **10. SAR H&S Seminar 17 & 18 September: report back**

Rhett reported that the seminar had been well attended with 70 attendees from across SAR agencies and wider. Workshops were well received, and the table discussions have been collated and are on the SAR web site along with the presentations.

Key points discussed:

- Mike Hill suggested a seminar be held every two years.
- Let Rhett know if there are any trends which could be a focus for the next seminar eg vehicles.
- Mike Hill spoke of the IMO Navigation Research Conference to be held in London and suggested giving a presentation about H&S in New Zealand.

**Action:** Request Council approval to hold a Health & Safety seminar in 2018.

#### **11. Committee Terms of Reference – confirmation**

The Draft TOR were discussed and further Amendments agreed:

- Additional sentence to be inserted under “Purpose” – Where necessary ensure that an appropriate organisational representative be asked to address specific H&S related issues.
- Additional bullet point – This committee has the authority to establish an ad hoc working group.

**Action:** Update the Draft TOR to include the additional sentence in Purpose, and for the provision to appoint ad hoc working groups.

## **12. Health and safety objectives**

No discussion.

## **13. Actions and resources required to improve health and safety performance.**

No discussion.

## **14. Other business**

Helen reminded the committee of the NZ H&S Awards which will be celebrated in Auckland on 31 May 2017. Categories have changed from previous years and she thought the SAR sector should apply. She was preparing the application and would send it through to Duncan for sign off.

**Meeting ended midday.**

**Next meeting: TBC**



Duncan Ferner  
Chair Draft TOR  
NZSAR Strategic H&S Committee

**Action Table:**

<b>Agenda Item</b>	<b>Action</b>	<b>Responsibility</b>
4 Matters arising	<p>4e)1 To include the capture of incident information from non-Police during a Police operation on the agenda for the Police SAR Coordinators meeting in April.</p> <p>4e)2 Rhett to confirm with David Waters if Ambulance NZ could provide a Health and Safety report to this committee.</p> <p>4f) Explore the capture of near miss events and good practice.</p> <p>5b) Develop media contingency plans for use in the event of a SAR related severe H&amp;S event.</p>	<p>Jo / Rhett</p> <p>Rhett / David</p> <p>Harry / Rhett</p> <p>Rhett / Rachel</p>
9a)	The procedures and implications for the use of non-SLA assets will be discussed at the SAR Coordinators meeting with Police in April..	Rhett
9b)	Establish a working group to draft a tasking notice to be read when requesting non-SLA assets for tasking.	Mike / Rhett
10	Request Council approval to hold a Health & Safety seminar in 2018	Duncan
11	Update the Draft TOR to include the additional sentence in Purpose, and for the provision to appoint ad hoc working groups	Rhett