

**Minutes of Meeting
NZSAR Strategic Occupational Health Safety & Wellbeing Committee
1:30pm - 3:00pm Tuesday 7 August 2019
Level 1, 3 Queens Wharf, Wellington**

Present:

Carl van der Meulen (NZSAR), Steve Mercer (AREC), Don Robertson (AREC), Mike Hill (RCCNZ), Ian Coard (NZSAR), Peter Healy (Coastguard NZ), Ivor Smith (NZ Police), Mike Ambrose (LandSAR), Ross Merrett (SLSNZ), John Kingsbury (FENZ)

In Attendance:

Alannah Taylor (NZSAR)

1. Welcome

Carl van der Meulen opened the meeting by welcoming everyone and advising he has taken over the H&S role at NZSAR since Steve Ross left.

2. Apologies

David Waters (Ambulance NZ), Don Bogie (DOC), Paul Dalton (SLSNZ), Barry Eichler (NZ Police)

3. Minutes of Meeting held 13 February 2019

The minutes from the meeting on 13 February 2019 were reviewed and accepted as a true and accurate record.

4. Matters Arising from the minutes

#	Item	Actions & Decisions	Responsibility	Actions Taken/Status
3.	Minutes of meeting 8 August 2018	Alannah will take minutes of 8 August meeting out of draft and post on NZSAR website.	Alannah Taylor	Complete
6.	FENZ H&S update	FENZ Wellbeing resource to be shared with Committee members	Stephen Ross	To be completed
11.	Dealing with exposure to trauma	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 Feb 19	All members	Complete

12.	Fatigue Management	The fatigue management resources are completed prior to the next committee meeting.	Stephen Ross	Item 14
		It was agreed that 'responder' will now replace 'volunteer' within this document.		Item 14
		It was agreed that a Fatigue Management Workshop for IMTs should be a focus for the OSH Conference to be held late 2019.		Item 14
13.	SAR Media Spokesperson details	Coastguard NZ Media person update details to Stephen Ross by COB 13 Feb 19	Peter Healy	Complete
14.	Terms of Reference update	The TOR to be signed by Mike Hill, Duncan Ferner & John Pine and then posted on the NZSAR website.	Stephen Ross	Complete
17.	Actions and/or resources required to improve Health and Safety performance	A link to be distributed to the ACC grants information/application page to the committee members.	Stephen Ross	Complete

5. Health and Safety Performance (past 6 months)

a. SLSNZ

Nil incidents in SAR contexts over the 12 months ending June 2019. However, research with AUT suggests that a significant portion (76%) of serious injuries are not being reported in IRB contexts. Further research and work underway to address the findings.

SLSNZ's SAR review report was provided to the group.

b. Coastguard NZ

Coastguard NZ have recorded four years of health and safety incident reporting.

There have been 122 events during this six-month period down 20 from the previous six months.

54 near misses were recorded.

Injuries are up, with 22 recorded.

There have been 3 notifiable events.

Action:

- *Peter Healy to share the Coastguard lessons learnt document.*

c. LandSAR

Identifying where under reporting is happening is an issue at present.

Trauma support for members is becoming more of a focus.

d. AREC

AREC are currently working to improve their health and safety training.

6. SARdonyx Health and Safety Report

A field has been entered into the SARdonyx system asking if a health and safety incident occurred during the SAROP that is being entered.

7. Fire and Emergency NZ H&S update

A new version of the 'Psychological Wellbeing Workshop' publication has been rolled out. An independent review was carried out on bullying and harassment, the 33 recommendations have been accepted, these recommendations will be carried out over the next 36 months.

In the process of normalising regular health and wellbeing checks for all volunteers, by 2022 everyone in the organisation will have required checks.

Action:

- *Send electronic copy of Psychological Wellbeing Workshop booklet to NZSAR.*
- *Share the overview of FENZ wellbeing assessment criteria.*

8. NZ Police H&S update

One of the three national goals for police this year is tackling bullying in the workplace.

9. Ambulance NZ H&S update

Nil update.

10. Maritime NZ / RCCNZ H&S update

Contract work with rescue helicopters currently doesn't mention health and safety and needs to. It was noted that some agencies, including MNZ, have banned their staff from flying on Robinson helicopters.

11. DOC H&S update

Nil update.

12. Near Miss Events

LandSAR

A member has reported an issue with responsibilities not being allocated while working with NZ Police and SAR helicopters during an operation.

Coastguard NZ

While crossing a large wave the Waiuku Unit landed heavily causing the engines to cut out and alarms to sound. A restart was carried out but not before another large wave hit the boat.

13. GAR model

Carl provided a copy of the GAR model (Green-Amber-Red) used by some US SAR agencies for risk calculations. Distributed for information purposes only.

14. Fatigue Management guidance

Carl has reviewed the draft fatigue management guidance produced by Helen Parkes, which has not been updated with the changes proposed at the last meeting in February. As Carl has not seen this before, he has offered to review and update the draft guidance with a fresh set of eyes, and to distribute for approval out of session.

It was noted that fatigue management needs to be included in training courses. Carl will follow up with the NZSAR training coordinator.

Action:

- *Carl to review and update the fatigue management guidance, and distribute for out of session approval*
- *Carl to check with NZSAR Training Coordinator that fatigue management is taught on training courses.*

15. NZSAR HSW Workshop

NZSAR has offered to host a H&S workshop in the current financial year. The committee proposed the workshop runs over two days 28-29 March 2020.

Action:

- Carl will approach committee members to help plan the workshop.

16. Health & Safety Objectives

Nil changes

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

Nil.

18. General Business

RCCNZ are moving to the Vault health and safety tool. All Coastguard NZ units will be receiving Samsung tablets with the Vault health and safety tool loaded. LandSAR will have their own bespoke App as the cost of Vault is too expensive.

NZSAR Strategic Occupational Health Safety & Wellbeing Committee

Action and Responsibility Table - Meeting of 7 August 2019

#	Item	Actions & Decisions	Responsibility	Actions Taken/Status
5	H&S Performance	Peter Healy to share the Coastguard lessons learnt document	Peter Healy	
7	FENZ Update	Send electronic copy of Psychological Wellbeing Workshop booklet to NZSAR	John Kingsbury	
7	FENZ Update	Share the overview of FENZ wellbeing assessment criteria	John Kingsbury	
14	Fatigue Management Guidance	Carl to review and update the fatigue management guidance, and distribute for out of session approval	Carl VDM	
14	Fatigue Management Guidance	Carl to check with NZSAR Training Coordinator that fatigue management is taught on training courses.	Carl VDM	

Next meeting: February 2020 (tbc)