



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

Wednesday 10 February 2016  
10:00 am – 12:00 pm  
Ministry of Transport  
Level 6, 89 The Terrace  
Wellington

## MINUTES

### Attendees:

Duncan Ferner - NZSAR  
Jo Holden – NZ Police  
Mike Hill – RCCNZ  
Paul Dalton – SLSNZ  
Peter Healy – Coastguard NZ  
Mike Ambrose – LandSAR  
Claire Bibby – NZ Police  
Harry Maher – DOC

### 1. Welcome and introduction

Duncan opened the meeting and welcomed attendees.

### 2. Apologies

David Waters – Ambulance NZ  
Dave Dittmer – DOC  
Samantha Sharif – Aviation NZ

### 3. Previous minutes (meeting of 27 August 2015)

Taken as read.

The following points were noted in accordance to previous minutes and actions requested:

- a) Mike H. to continue working on distribution of information related to non-standard SAR resource.

### **Action:**

- This is ongoing, awaiting MNZ permission to distribute.
- b) Helen and Duncan to look over draft related to non-standard SAR resource and give feedback.

**Action:**

- Waiting for Action A to be completed.

c) Duncan to continue work with NZ Coronial service and to foster a relationship.

**Action:**

- Duncan to continue building the relationship. Ongoing.

d) Mike H. to continue work on compliance sub group TOR. Continue discussions regarding what it looks like.

**Action:**

- This is underway.

e) Pete to attend and discuss standardisation of H&S forms at LandSAR meeting.

**Action:**

- This was complete. There is follow on work to take place. Responsibility: Pete.

f) Pete reviewing formatting of report and use template equivalent to Harry's report for next meeting.

**Action:**

- Complete.

g) Dave Dittmer to prepare a similar report in time for next meeting.

**Action:**

- Complete.

h) NZSAR to compare and review training in accordance to top level of SAR Training.

**Action:**

- This is active. Responsibility: SAR Secretariat.

i) Mike H. to keep up to date (and report back) with any developments regarding RCCNZ legal opinion and framework.

**Action:**

- Ongoing. Currently no change to the legal opinion.

j) Pete to research current modules/courses (NZQA standards) and present at next meeting.

**Action:**

- Complete. NZQA has a health and safety stage 1 rep course. TPP provides health and safety training as well and this is a national standard.

- k) Mike H. to discuss technology options to track colleagues when travelling with MFAT and similar.

**Action:**

- Mike H. reported back to the group. He made points about daily check ins with HQ while staff are away on trips, satellite phones used and the MFAT safe travel website having great information on it.

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

H&S Reports: LandSAR, Coastguard NZ, SLSNZ

- Results of any H&S Visits or audits last 6 months:
- H&S Incidents last 6 months:
- Progress against previously agreed objectives:

**a) Report by Harry Maher – DOC:**

Taken as read.

Key points discussed:

- Implementation of preseason training with a focus on equipment (post accident review).
- DOC working on the maintenance of a good health and safety regime that is sustainable to the organisation.
- It was noted driving and vehicles are high risk, activity around water and rivers as secondary risk.

**b) Report by Mike Ambrose – LandSAR:**

Taken as read.

Key Points discussed:

- No breaches.
- There has been an improvement on SMS which has been a focus.
- A Safety Management Advisory group has been established and has input from across the whole organisation.

**c) Report by Paul Dalton – SLSNZ:**

Taken as read.

Key points discussed:

- First Aid training for lifeguards through Wood Group has taken place in Taranaki. This is being introduced nationally.
- Patrol audits have begun at patrolled beaches. Within each audit, lifeguard equipment related to health and safety is noted.

- Looking to raise the standard of work

**d) Report by Pete Healy – Coastguard:**

Taken as read.

Key points discussed:

- Development of Health and Safety rep training (provided by Wood Group) will be taking place in all four regions over the next six months.
- A Coastguard Safety Group has been created with representatives from all regions.
- Coastguard Central Region and Coastguard Northern Region will be fully compliant and integrated into MOSS by July 2016

**5. Health and Safety developments update:**

- i. Agency developments and approaches

See agenda item 4.

- ii. NZSAR Council H&S Risk item and treatments

The group had a discussion regarding the Health and Safety risk item in the NZSAR risk matrix.

**Action:** Group to provide Duncan with any thoughts about the risk item.

- iii. Proposed SAR Operations involving aviation study

Duncan is working on the framework for this. Assurance is needed that the aviation industry and those aircrafts used during SAR events are safe and complying with health and safety.

- iv. Coordination Authorities at PCBU

- v. NZSAR Council H&S Discussion 23 February

Duncan spoke to the group about the Council meeting and the health and safety agenda item.

**6. Update of Health and Safety legislation implementation**

No update was provided.

**7. SAR H&S Seminar 10 August 2016. SAR Case Study Seminar 1 August 2016.**

A tentative date of 10 August 2016 has been set for a Health and Safety seminar. The secretariat gave a heads up and asked for thoughts from the group around a SAR Case Study seminar in early August.

Both seminars were endorsed by the group.

**Action:** Duncan to speak to the Council at the next meeting asking for their endorsement of the H&S Seminar.

**8. Review of Health and Safety objectives.**

No discussion.

**9. Health and Safety objectives for the next 6 months.**

No discussion.

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

No discussion.

**11. Other Business.**

No discussion.

**Meeting ended midday.**

**Next Meeting:** 10am – 12pm, 25 August 2016

Duncan Ferner  
Chair  
NZSAR Strategic H&S Committee

**Action Table:**

<b>Ser</b>	<b>Action</b>	<b>Responsibility</b>
3	Mike H. to continue working on distribution of information related to non-standard SAR resource.	Mike H.
3	Look over draft related to non-standard SAR resource and give feedback.	Helen, Duncan
3	Duncan to continue to work with NZ coronial service and to foster a relationship here.	Duncan
3	Continue work on compliance sub group TOR. Continue discussions regarding what it looks like.	RCCNZ/Mike H.
3	Follow up work around standardisation of H&S forms.	Pete
3	Compare and review training in accordance to top level of SAR training.	All
3	Keep up to date (and report back) with any developments regarding RCCNZ legal opinion and framework.	Mike H.
5	Feedback and thoughts to Duncan about the Health and Safety risk in the Risk Matrix.	All
6	Speak to the Council at the next meeting asking for their endorsement of the H&S Seminar.	Duncan

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

**Notice of Meeting**  
**Wednesday 10 February 2016.**  
**10:00am - 12:00 midday**  
**Level 6, 89 The Terrace**  
**Wellington**

## **AGENDA**

1. Welcome and introductions
2. Apologies
3. Previous minutes (meeting of 27 August 2015)
4. The SAR sectors health and safety performance (past 6 months).
  - H&S Reports: LandSAR, Coastguard NZ, SLSNZ
    - Results of any H&S visits or audits last 6 months
    - H&S Incidents last 6 months
    - Progress against previously agreed objectives
5. H&S developments update:
  - Agency developments and approaches
  - NZSAR Council H&S Risk item and treatments
  - Proposed SAR Operations involving aviation study
  - Coordinating Authorities as PCBU
  - NZSAR Council H&S Discussion 23 February
6. Update of H&S legislation implementation
7. SAR H&S Seminar 10 August 2016. SAR Case Study Seminar 1 Aug
8. Review of health and safety objectives.
9. Health and safety objectives for the next 6 months.
10. Actions and/or resources required to improve health and safety performance.
11. Other business

*Light luncheon at midday*

### **Proposed Next meeting:**

10am – 12midday, 25 August 2016



NZSAR7-1

26 August 2015

## **NZSAR SECRETARIAT AND COORDINATING AUTHORITY APPROACH TO HEALTH AND SAFETY MANAGEMENT**

The Search and Rescue (SAR) sector is invaluable in New Zealand. Operated predominantly by volunteers, the SAR sector is responsible for the search and rescue of nearly 2,400 people annually.

Those involved with the SAR sector – our volunteers and the paid employees from the SAR organisations, are critical to the success of the SAR sector. We the coordinating authorities (Rescue Co-ordination Centre New Zealand (RCCNZ) and the New Zealand Police) recognize that ensuring the health and safety of those in the SAR sector is essential for our long-term sustainability.

### **Our commitment**

We are committed to ensuring all people working in the SAR sector, whether on a paid or voluntary basis, are kept healthy and safe during their activities with us.

We are in the business of searching for and rescuing people – often from dangerous situations or locations. We require all SAR organisations – formal or informal, who provide us with people and expertise to have the capability to manage the health and safety of their people (volunteers or otherwise).

We will not put SAR peoples' lives at unacceptable and unnecessary risk while they are carrying out activities for us, and we will therefore not tolerate or engage the services of SAR organisations or people who are unable to demonstrate that they have the capability to manage health and safety during their activities for us.

To ensure good health and safety performance in the SAR sector, we;

- Support continuous improvement in health and safety performance through the facilitation of information sharing and communication across the sector
- Operate a strategic health and safety committee which meets twice per year to discuss health and safety performance across the sector, and makes recommendations for improvement



## **Our expectations for all organisations that regularly participate in co-ordinated Search and Rescue Operations (SAROPs)**

We have outlined our minimum expectations to ensure all organisations regularly involved in SAROPs co-ordinated by RCCNZ or the NZ Police have the capability to manage health and safety. We expect all SAR organisations to:

- Know the limits of their expertise and capability, and to only take on SAR tasks or activities which will not put the lives of their volunteers, employees or others at unacceptable risk.
- Meet all legal requirements for the management of health and safety
- Systematically manage health and safety. This may involve having set processes or procedures, for example:
  - Health and safety policy.
  - Procedures for the systematic identification of hazards and the assessment and control of associated risk.
  - Accident reporting, recording and investigation procedures.
  - Training and supervision procedures for employees and volunteers.
  - Methods to stay up to date with health and safety information and developments.
  - Emergency procedures and plans.
  - Contractor health and safety management procedures – if you contract or subcontract any work to other parties.
- Train volunteers and employees in health and safety principles and application, as relevant to their activities.
- Ensure volunteers and employees maintain licenses, qualifications or certification as required for their SAR role.
- Report and record all serious harm injuries which occur during a coordinated SAR operation to the enforcing authority in line with statutory requirements.
- Report and record all serious harm injuries and incidents which involve their volunteers or employees to the NZSAR Secretariat.
- Require the SAR organisations that provide SAR services on a regular basis to provide us with verification of their health and safety management procedures on request and report their performance against key indicators annually or on request.
- Require all regular volunteer organisations in the SAR sector to provide us with verification of their health and safety management capability on request.

Mike Hill  
Manager RCCNZ and Safety Services  
Maritime New Zealand

Duncan Ferner  
Secretariat Manager  
NZ Search and Rescue

Inspector Joe Green  
Manager Emergency Management  
NZ Police



NZSAR7-1

26 August 2015

## **NZSAR STRATEGIC OCCUPATIONAL HEALTH & SAFETY COMMITTEE TERMS OF REFERENCE**

The SAR sector is diverse both geographically and in terms of operations and expertise. With over 90 organisations (formal and informal) providing SAR expertise and people during coordinated SAROPs, ensuring the health and safety performance of the sector is complex.

To provide oversight of health and safety performance, and to ensure consistency, continual improvement and support, a NZSAR Strategic Occupational Health and Safety (OHS) steering committee has been implemented.

The Terms of Reference (ToR) sets out the operating processes for the Committee including:

1. How the Chair and Secretary are identified
2. How representatives are identified
3. The roles and responsibilities of the representatives with respect to the committee
4. The roles and responsibilities of the committee
5. Meeting procedures including the agenda and minutes
6. Reports to be sent to the committee prior to the meetings
7. Outputs from the committee

The ToR document for the committee is reviewed on an annual basis.

### **Purpose**

The purpose of the OHS committee is to encourage a planned and structured discussion about health and safety management across the sector enabling opportunities for improvement to be identified.

The aim is to encourage a cooperative approach between the coordinating authorities and the SAR organisations, their volunteers and employees.

The members of the committee are ambassadors for health and safety. They work in partnership with the NZSAR Secretariat to endorse and provide feedback on the strategic direction of health and safety in the sector, and assist to plan and implement health and safety actions and initiatives.

The strategic health and safety committee will consider and make recommendations to the NZSAR Council and to SAR Organisations on:

- Methods for improving the way health and safety is managed in the SAR Sector, or within specific SAR organisations.
- Any matter relevant to health and safety raised by employees, volunteers or others.
- Ways to communicate health and safe issues to the sector.
- Any incidents or near miss events.
- Health and safety training requirements.
- Potential health and safety issues associated with changes to operational practices or new equipment / assets.
- Actual or potential issues relating to hazard management.

### **Membership of the committee**

The number and composition of the committee is agreed with the SAR organisations, and modified from time to time to reflect operational or sector changes. The members of the committee include:

1. NZSAR Secretariat
2. RCCNZ
3. NZ Police
4. Surf Lifesaving
5. Coastguard
6. LandSAR
7. Ambulance NZ
8. Department of Conservation
9. Aviation NZ

Other representatives may be invited to a meeting by the NZSAR Secretariat, or as agreed at the previous meeting.

#### **1.1.1 Meeting procedures**

- The Committee will meet twice per calendar year.
- Three representatives must be present to make up a quorum for meetings.
- An agenda will be sent out two weeks prior to the meeting by the NZSAR Secretariat. The agenda will include as a minimum:
  - The sectors health and safety performance.
  - Health and safety objectives for the following 6 months.
  - Review of previous health and safety objectives.
  - Actions and resources required to improve health and safety performance.

- Prior to each meeting a progress and performance report will be sent to all representatives. This report will outline as a minimum:
  - The health and safety performance information required through SLA / MoU agreements, as well as from those organisations specifically requested to provide data.
  - Results of health and safety visits or audits undertaken since the previous meeting.
  - Health and safety incident reports for the sector.
  - Progress against pre-determined objectives.
- Minutes will be taken at each meeting, and these will be sent out to all representatives within 4 weeks of the meeting.
- The minutes of each meeting will be sent to the next NZSAR Council meeting for their information and consideration.
- The committee will review the health and safety committees' terms of reference each year.
- If there is a failure to agree on any item brought before the committee, or where the proposed resolution of any matter has cost implications beyond the authority of those present, the committee will refer the matter to the Council for determination and the Councils' decision on the matter will be final.

### **1.1.2 Responsibilities of SAR organisation representatives:**

The roles and responsibilities for the representatives are:

- Promoting a safe and healthy working environment by championing the health and safety message throughout their organisations.
- Disseminating information from the strategic health and safety committee to their organisations.
- Being an essential point of contact for NZSAR Secretariat and the strategic health and safety committee to discuss their health and safety concerns and ideas relating to their SAR organisation.
- Attending the strategic health and safety committee meetings and arranging a replacement in their absence.
- Assisting or participating in health and safety management system reviews and audits where required.
- Setting health and safety objectives for the sector.
- Preparation and readiness for committee meetings to ensure constructive contribution.
- Completion of agreed action points assigned to them.

### **1.1.3 Responsibilities of the strategic health and safety committee Chairperson**

The Chair of the committee is responsible for:

- Planning and running all meetings.

- Ensuring that meeting goals are achieved.
- Being the official representative of the group at NZSAR Council meetings as required.
- Liaising with the secretary concerning arrangements and agendas for the meetings.
- Starting the meeting on time and keeping to time limits allowing reasonable time for each agenda item.
- Facilitating discussion during the meeting encouraging all members to participate.
- Bringing items on the agenda to a conclusion with a brief review of points (may involve inviting proposals/decisions from the committee).
- If a vote has to be taken the chair clarifies the voting procedure and in the event of a tie the chairperson may have the casting vote.

#### **1.1.4 Responsibilities of the strategic health and safety committee Secretary**

The responsibilities of the secretary are:

- Noting all correspondence (in and out) on the agenda for the forthcoming meeting.
- Collating and maintaining an up to date membership list and changing the email distribution list to reflect this.
- Writing up and distributing the minutes as soon as possible following meetings.
- Convening meetings and prepare agendas.
- Consulting with committee members over items to be included on the agenda.
- Recording the names of those in attendance and apologies for non attendance.
- Ensuring there is a quorum.

#### **1.2 Training for the health and safety committee members**

- Each Representative will be provided with health and safety principles and practice training that is agreed as beneficial and relevant to the role.

Mike Hill  
Manager RCCNZ & Safety Services  
Maritime New Zealand

Duncan Ferner  
Secretariat Manager  
NZ Search and Rescue

Inspector Joe Green  
Manager Emergency Management  
NZ Police

Attachment: Joint SLA Agreement Health and Safety Clause

26 August 2015

## **JOINT SLA AGREEMENT HEALTH AND SAFETY CLAUSE**

### **Police and Rescue Co-ordination Centre New Zealand (RCCNZ)**

- Will, when advised of a SAR incident within the New Zealand Search and Rescue Region, determine whether RCCNZ or Police will coordinate the response and ensure an appropriately qualified Incident Controller or SAR Mission Coordinator coordinates the response
- Require the operator to verify their capability to manage health and safety during Search and Rescue (SAR) activities
- May periodically assess or re-verify the health and safety management capability of the operator and any contractors or subcontractors to the operator, through any means they deem appropriate
- Will provide the operator with any health and safety information specific to the particular SAR operation for which the operator's services are being engaged. This information, where relevant, will be provided at the time of engagement to enable the operator to determine whether they have the capability to undertake the activity safely

### **SLA PARTNER XXXX**

- Agree to comply with all legal requirements and standards that apply to the provision of the services or assets provided during co-ordinated SAR activities
- Will develop and maintain systems to manage the health and safety of employees, volunteers, contractors and subcontractors during co-ordinated SAR activities
- Will ensure that all employees, volunteers, representatives, contractors and subcontractors are properly trained and have the necessary competence to undertake their tasks in a healthy and safe way
- Will report all serious harm incidents sustained in the course of activities provided under this agreement to the enforcing authority in line with statutory reporting requirements
- Will report all serious harm incidents sustained in the course of activities provided under this agreement to the NZSAR Secretariat as soon as possible after the event
- Agree to permit access at a mutually agreed time to the Police, RCCNZ or their nominated representative for the purpose of verifying any aspect of the operators' activities or systems relevant to meeting the health and safety requirements of this agreement
- Will report health and safety performance data to NZSAR annually or on request
- Will participate in the NZSAR Strategic Health and Safety Committee on request

### **Performance reporting**

The operator agrees to report the following information to NZSAR on an annual basis or on request:

- Number of health and safety incidents recorded over the past 12 months
- Any health and safety enforcement activity which has occurred over the past 12 months
- The number of people provided with health and safety training over the past 12 months
- The results of any internal or external health and safety audits

# Health & Safety Report to NZSAR February 2016

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## The health and safety performance information required through SLA / MoU agreements, as well as from those organisations specifically requested to provide data.

- As far as Coastguard NZ are aware, we have complied with all legal requirements and standards that apply to the provision of our Marine Search and Rescue services provided during both co-ordinated and Coastguard SAR activities.
- We continue to move forward with Health and Safety Management System (HSMS) which the CNZ board signed off against in September last year. The development of H&S Representative Training (provide by Wood Group) will be taking place in all of the four regions over the next six months. The standard H&S rep training is set to the national standard but has incorporated the CNZ HSMS and its associated documentation to ensure the maritime sector has considered whilst enabling CNZ to meet the legal requirements set out by MNZ and the MTA.
- VAULT, CNZs HSMS database is at the 90% complete mark with capturing valuable information which will be required once it has been accepted for use. The plan is to role this system out regionally allowing for any glitches to be resolved as we move forward, the end date for this in April to coincide with the introduction of the new HSAW Act 2015.
- MOSS (Maritime Operator Safety System) plays an important part of the CNZ HSMS, this were we meet our compliance with MNZ and WorkSafe NZ, we have 50% of Coastguard is integrated into MOSS, Coastguard Central Region and Coastguard Northern Region will be fully compliant by July 2016, one year ahead of our planned schedule with MNZ.
- The focus for the next period will see work being completed around MOSS and a concerted effort to integrate and adapt the new H&S legislation into all of CNZ.
  - Final input of data into Vault which will allow the start of its regional roll out and the first stage of VAULT training for all Unit Safety Officers (four Regional workshops)
  - Capability Audits will start to commence nationally.
  - Training of H&S Representatives to Stage 1 level continuing
  - Initial start of H&S Forums for Regions and a National Safety Committee

## Results of health and safety visits or audits undertaken since the previous meeting

CNZ Unit Capability Audits capturing H&S, MOSS and manning levels are carried out on an annual basis.

Part 35 Audits (MNZ) are carried out internally at both Regional and National level.



MNZ MOSS Visits have been carried out to five Units in Coastguard Eastern Region; this was part of the process which MNZ carryout to ensure compliance is being met under the new MOSS program and system introduced in July 2014. CNZ will expect these to continue until July 2016 where by all of Coastguard will be fully into MOSS.

**The number of people provided with H&S and MOSS training – 12 Aug 2015 to 14 Jan 2016**

- Unit Induction H&S Training 87
- Personal Safety (both theory and practical) 289
- MOSS Theory and practical (Maritime Operator Safety System) 398

**Results of any internal or external health and safety audits – 12 Aug 2015 – 14 Jan 2016**

- Unit Capability Audits 4
- Part 35 Audit 2
- MNZ MOSS Visits/Audits 5

**There has been NIL (0) health and safety enforcement activity during this reporting cycle.**

**See CNZ Mishap Report Table on page 3:**

### Results of MISSHAP Reports for CNZ

There have been eleven (11) (of which four (3) was injury related) mishaps incidents reported involving CNZ personnel since the last meeting (August 2015):

<b>Date</b>	<b>Nature of Incident</b>	<b>Location</b>	<b>Injuries?</b>	<b>Accident/Incident Reported?</b>	<b>Comments</b>	<b>Action Taken?</b>
4/10/2015	Slip - Fall overboard	Inshore waters - approx. 2nm NE of A buoy, Auckland	Strain to arm	No	Crew member fell overboard whilst pushing away vessel, lost balance.	Visited Doctor. Coastguard internal review of incident, check and update hazard register.
7/10/2015	Slip/Trip	Offshore – Okato (Taranaki)	Twisted ankle	Yes	Crew member twisted ankle during on water training.	Visited ED next day, diagnosed with a fractured foot. Crew debriefed on incident.
10/01/2016	Fall	Inshore waters – between Rakino and Gulf Harbour Auckland	Knee gave way on landing	No	Crew members' knee gave way when vessel skipped across a mild wave, feet left deck, knee gave way on landing.	Awaiting outcome from Unit and Region.

All reported incidents and near-misses are communicated to all CNZ members, with appropriate commentary, it is intended to produce a “lessons-learnt / preventative measures” section of CNZ Health and Safety website this year.

For incidents that have a significant learning opportunity for all CNZ staff/volunteer workers a “Safety Advisory” would be issued.

Progress against pre-determined objectives

The key health & safety objective for CNZ during the period (apart from zero harm to our CNZ volunteers, staff and contractors) has been the ongoing implementation of our Safety Management System. Continuing refinement and improvement of the system will remain a priority for CNZ.

Further review and amendment to the SMS will also occur after the completion of the new H&S legislation.

**Peter J Healy Tech IOSH QCVS**

Health & Safety MOSS Manager

3 February 2016

## LandSAR Health & Safety Report – February 2016

The health and safety performance information required through SLA / MoU agreements, as well as from those organisations specifically requested to provide data.

- As far as we are aware, we have complied with all legal requirements and standards that apply to the provision of our land search & rescue services provided during co-ordinated SAR activities
- We continue to improve the LandSAR Safety Management System (SMS) that was first rolled-out in December 2014. This system is in place to manage the health and safety of LandSAR employees, volunteers, contractors and subcontractors during SAR activities (including operations, exercises, training and organisational work).
- The focus of our ongoing SMS development at present is:
  - Compiling and releasing activity specific “Safety Standards” for identifying generic hazards and prescribing risk controls for common LandSAR activities.
  - Establishing a Safety Management Advisory Group, made up of LandSAR members, Police, Board and staff representatives
  - Updating the SMS Guidelines and Principles document to include all system improvements from the last 12 months
  - Integrating the SMS into all training provided to LandSAR members
- A key supporting element of the LandSAR SMS is the LandSAR Competencies Framework. This provides a nationally consistent competency standard for the various SAR roles. A trial of the competency assessment process was carried out in July-September 2015. The report back process from the trial has been completed and the project has now moved on to implementation with all LandSAR groups.
- We are participating in the NZSAR Strategic Health and Safety Committee.

### Results of health and safety visits or audits undertaken since the previous meeting

No health & safety visits or audits have been undertaken since the previous meeting. LandSAR is focussing our efforts at present on education and support of LandSAR Groups to understand and implement the SMS. We are developing an audit programme within the SMS to guide these visits/audits before committing to such a programme. In the meantime, compliance with SMS requirements is being monitored via the general annual audit process (Group Planning Tool). Uptake is currently patchy but we will be setting SMS use, at all SAROPs and major SAREXs, as a performance target for 2016/17. Police support will be essential for achieving this target.

Health and Safety incident reports for LandSAR

There have been five reported health & safety incidents involving LandSAR personnel since the last meeting (August 2015) including one that occurred in March 2015, but was not reported until August:

Date	Nature of Incident	Location	Injuries?	Accident/Incident Reported?	Comments	Action Taken?
8 November 2015	Slip/fall by Operational Team Member during SAREX	Andrews Stream, Arthurs Pass National Park	Injured nose	Yes	Simple slip/fall resulting in injured nose. Subject able to walk out and receive first aid.	Good prompt reporting by Competition organiser. No systemic or serious risk issues identified and no follow up action deemed necessary.
7 November 2015	Slip/fall by Operational Team Member during SAREX	Andrews Stream, Arthurs Pass National Park	Injured Achilles tendon	Yes	Simple slip/fall resulting in injured Achilles tendon. Subject assisted to walk out to receive first aid	Good prompt reporting by Competition organiser. No systemic or serious risk issues identified and no follow up action deemed necessary.
7 November 2015	Slip/fall by Operational Team Member during SAREX	Andrews Stream, Arthurs Pass National Park	Injured left knee	Yes	Simple slip/fall resulting in injured knee. Subject assisted to walk out from SAREX	Good prompt reporting by Competition organiser. No systemic or serious risk issues identified and no follow up action deemed necessary.
6 October 2015	Injury to Operational Field Team Member during Tracking Competition	Waipori River, near Dunedin	Broken ankle	Yes	Simple twisting fall to experienced and fit Team Member (laying tracks for a Tracking Competition). Team of two, activated De Lorme InReach device to trigger Cat 2 incident and retrieval by helicopter	Good prompt reporting by Competition organiser. No systemic or serious risk issues identified and no follow up action deemed necessary.

28 March 2015  Reported 18 August 2015 via NZ Police	Injury to Operational Field Team Member during SAREX	Arthur's Pass National Park	Aggravated pre-existing hip injury. Unable to continue SAREX and stood down from activities	Reported to Police after incident discovered well after the event.	Team Member aggravated an existing injury during SAREX. Not reported at the time even though Doctor on duty was consulted. Incident discovered much later and reported through NZ Police after the fact.	For non-reporting issue, conversation with LandSAR volunteer and Canterbury Police (organisers of SAREX) re accountabilities for reporting. For injury no action required, but does reinforce "Safety Guideline" information to Members to not attend exercises or operations unless fully fit.
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LandSAR shares any significant learning opportunities from incidents with all members via 'Safety Advisory' communications.

Progress against pre-determined objectives

The key health & safety objective for LandSAR during the period (apart from zero harm to our LandSAR volunteers, staff and contractors) has been the ongoing implementation of our Safety Management System. Continued refinement and improvement of the system will remain a priority for LandSAR. Integration of the SMS into all training is an important step in achieving greater uptake and compliance throughout the membership.



**Mike Ambrose**  
Group Support Officer  
2 February 2016



**SURF LIFE SAVING®**  
NEW ZEALAND

26 January 2016

Duncan Ferner  
Chair  
NZSAR Strategic Occupational Health and Safety Committee  
Level 6, SAS Tower  
89 The Terrace  
**Wellington**

Dear Duncan,

**SLSNZ Health & Safety Performance Reporting 2015/16**

Below is the information for SLSNZ for the period 1 July 2015 to 31 December 2015.

Ref	Reporting Item	Response
1	Number of health and safety incidents recorded over the past 6 months during co-ordinated SAR activities.	Nil.
2	Any health and safety enforcement activity which has occurred over the past 12 months in conjunction with co-ordinated SAR activities.	No 'enforcement' activity was undertaken in the last 6 months,
3	The number of people provided with health and safety training over the past 12 months in order to participate in co-ordinated SAR activities.	<ul style="list-style-type: none"> <li>• 2,408 Refreshed lifeguards - as part of refresher test.</li> <li>• 567 New Lifeguards - as part of the Surf Lifeguard training and exam.</li> </ul>
4	The results of any internal or external health and safety audits on co-ordinated SAR activities	<p>No health &amp; safety audits were undertaken on co-ordinated SAR activities.</p> <p>However, Patrol Audits have begun at patrolled beaches. Within each audit, lifeguard equipment related to H&amp;S is noted.</p>



Lottery Grants Board  
Te Pūkai Takaihi  
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**SURF LIFE SAVING®**  
NEW ZEALAND

		<p><u>Specific areas monitored include:</u></p> <ul style="list-style-type: none"><li>• Personal protection equipment.</li><li>• Procedures followed during a serious first aid scenario and resuscitation.</li><li>• Full equipment checks of all IRB hulls and engines and Operational Log books signed off.</li><li>• Storage of Fuel protocols are visual and actions in place.</li></ul>
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Yours sincerely

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## DOC SAR Team Health & Safety Report – February 2016

**The health and safety performance accountability for the Department of Conservation Search and Rescue Team is linked through the MoU agreement between the Police and the Department of Conservation.**

We have complied with all legal requirements and standards that apply to the provision of alpine search and rescue services during operations and training.

The department maintains a safety plan which covers all the significant hazards identified in the alpine environment to which team members are exposed during training and rescue operations, the team are regularly briefed on these and are actively involved with pre-operation safety briefings.

The focus of the search and rescue team management over the 2015-16 summer season has been completing and maintaining the following:-

- A comprehensive pre-season training programme covering the complete range of rescue related technical skills to a NZMGA standard.
- Ensuring all resources and equipment is current and fit for purpose and team members are trained in the deployment and use.
- Currency of personal alpine climbing and rescue skills are maintained at the required standard with team personal encouraged to complete pre-approved alpine climbing and weekly SAR team training.
- Team members who have been exposed to the range of fatal rescue incidents this summer have received one on one debriefing sessions with a trained psychologist councillor mid January to ensure post operation well being.
- Building and maintaining relationships with NZ Police personnel, Helicopter Line rescue pilots and leaders of Fox and Wanaka ACR teams to ensure joint competencies are maintained for safe operations.

No health and safety visits or audits have been undertaken since the previous meeting. However we have conducted equipment audits: - One an external audit by a qualified SAR Police member and 3 monthly internal audit to ensure equipment is up to standard.

We would expect to have a full audit of our health and safety system mid winter 2016.

Health and Safety incident reports for the Alpine Rescue Team

Date	Nature of Incident	Location	Injuries	Accident /Incident Reported	Comments	Action Taken
11 <sup>th</sup> Nov 2015	Strained Back	Upper Tasman Saddle, Mt. Cook Nat.Park	Strained lower back muscles	Yes	Undertaking crevasse extraction training, holding colleague descending into a crevasse and strained lower back.	Adopted a better approach to work on site to manage sore back
11 <sup>th</sup> Dec 2015	Fall on snow/self arrest during SAR training	Freds Stream, Ben Ohau Range	None	Reported to managers day after event	Crampons balled up in warm moist snow, lost traction on slope resulting in a short sliding fall 20 metres. Slope angle estimated arnd 35 degrees. Climber successfully self arrested	Discussed why fall occurred. Briefing and training on mitigating in similar situations.

The Department has the vision of in operational work striving for an injury free workplace where the only acceptable goal is no injuries, staff are encouraged to look out for each other and are encouraged to speak up and report all incidents.

The Search and Rescue team members have Health and Safety briefings as part of all operation and training briefings and continue to strive with training to maintain and improve our processes and systems in our high risk alpine environment.



**Dave Dittmer**  
**Senior Ranger Search and Rescue and Recreation**  
 9<sup>th</sup> February 2016

13 November 2015

## NZSAR RISK MATRIX

Risk #	Risk Description	Reasons or Causes	Consequences	Likelihood	Impact	Risk Level (reviewed)	Risk Treatment(s)	Post Treatment	Comments/Examples
2015/01	<b>SAR Information</b>  Search and rescue information is inadequate or unreliable for future planning.	SAR data collection is fragmented, lacks cohesion and is typically collected to meet the requirements of individual organisations. Properly analysed longitudinal information is difficult for decision makers to access. Data gaps and omissions render sound analysis difficult. In some instances, excessive detail is being collected.  Insufficient focus is placed on the analysis of existing data.  Drivers of SAR demand such as activity participation is not well understood.	Without reliable information, NZSAR will be unable to identify strategic changes and opportunities for the SAR community.  Effective decision making is compromised by the lack of reliable, analysed data. Information can also be hard to access as it can reside within silos.	Certain	Moderate	(May 14)	<b>Risk treatment 2015/01/A: SAR Data Standard</b>  In consultation with operational SAR agencies, develop and document an agreed SAR data standard for collection, collation and analysis.		Changing patterns in, for example, society, demographics, tourism, recreational activities, participation rates and technology is likely to impact on SAR needs and resources.
						(May 14)	<b>Risk treatment 2015/01/B: Data exchange and storage</b>  Establish and maintain a single repository for all SAR data.		
						(May 14)	<b>Risk treatment 2015/01/C: Data analysis</b>  Analyse SAR data to identify trends and patterns in SAR events. Such analyses should be used in conjunction with other data to show broader trends and patterns. The resultant products will be made available to decision makers and stakeholders.		
						(May 14)	<b>Risk treatment 2015/01/D: SAR Operational Analysis</b>  Conduct an operational analysis of SAR need mapped to SAR resources. Assist SAR providing agencies to reshape their organisations to match proven SAR need.		
2015/02	<b>SAR funding</b>  The sector experiences funding sufficiency and volatility risks.	<b>Sufficiency.</b> Funding for the wider SAR sector has a variety of sources. Funders may choose to lessen or withdraw their funding support.	Inadequate funding for part or some of the sector may limit investment in training or equipment and lead to inadequate operational responses.	Possible	Moderate	(March 15)	<b>Risk treatment 2015/02/A: SAR Funding</b>  Maintain an overall SAR funding picture. Work with other key SAR funders to sustain adequate supply. Maintain adequate PLA funding to meet Council goals.		
		<b>Volatility.</b> The funding levels for SAR agencies can be volatile due to profit variances with key gaming or lotteries trusts & boards. Grants policies also frequently change which can affect eligibility. Public appeals & donations are susceptible to change.	Volatile funding inhibits long term planning and investment. It also degrades sector effectiveness and efficiency.	Possible	Moderate	(March 15)	<b>Risk treatment 2015/02/B: Funded SAR SLAs</b>  Continue to support key SAR providing agencies with appropriately funded three year Service Level Agreements.		

13 November 2015

Risk #	Risk Description	Reasons or Causes	Consequences	Probability	Impact	Risk Level (reviewed)	Risk Treatment(s)	Post Treatment	Comments/Examples
2015/03	<b>Cohesive SAR Training</b> The SAR sectors training lacks cohesion and a sector focussed integrated training framework.	SAR training has evolved, developed and is often delivered within organisational silos. The perspectives of individual organisations have frequently taken precedence over the needs and goals of the wider sector.	Training variances can impact on sector collaboration and degrade inter agency and internal cohesion. Training divergence can lead to incompatible incident management systems, different understanding of language and incompatible expectations, SAR processes and priorities. These factors can contribute to deficient SAR services, inefficiencies and potentially avoidable loss of life.	High	Moderate	(Nov 15)	<b>Risk treatment 2015/03/A: Suitable individual SAR skill acquisition training is available funded and sound.</b> SAR (ACE) funded skill acquisition training is available for SAR people so that they may achieve the relevant SAR competencies at no cost to themselves.		
						(Nov 15)	<b>Risk treatment 2015/03/B: Collaborative SAR training and exercising</b> Continue cooperative and collaborative training, exercising and relationship building. See treatment option 2014/04/A for a treatment option based on cross-agency training.		NZSAR supports the conduct of Police District SAREXs
2015/04	<b>Volunteerism</b> Risks exist around volunteer recruitment, retention and training.	Changing demographics and attitudes, increasing work demands impact on volunteer recruitment, availability and longevity with the SAR sector.	<p>The SAR sector is highly reliant on volunteers for the safe delivery of effective SAR services.</p> <ul style="list-style-type: none"> <li>Insufficient numbers of volunteers in the right locations is likely to impact on the safe delivery of effective SAR services.</li> <li>Volunteer turbulence increases the training burden and inhibits the formation of SAR leaders.</li> <li>Excessive training demands, poor or infrequent exercises and/or onerous administrative requirements deter people from volunteering and discourage existing volunteers from remaining.</li> <li>Infrequent utilisation for SAROPs can be dispiriting and discourage long term engagement.</li> </ul>	Unlikely	Moderate	(Nov 15)	<b>Risk treatment 2015/04/A: Maintain good information on SAR volunteers</b> <ul style="list-style-type: none"> <li>Maintain good information about SAR volunteers and their expectations.</li> <li>Assist SAR organisations with information around recruitment and retention of volunteers to help ensure a sufficient number in areas and types of need.</li> <li>Ensure administrative requirements are not excessive.</li> </ul>		NZSAR supports the conduct of Police District SAREXs
		Growing public and legal expectations of SAR performance and competence impacts upon the training and commitment levels of SAR volunteers.				(Nov 15)	<b>Risk treatment 2014/05/B: Support SAR training alignment to the NZ Qualifications Framework (NZQF)</b> When and where agreed by SAR agencies, NZSAR will actively Support and assist aligning SAR training to the NZQF.		
		Trained SAR Volunteers can be difficult to retain and motivate in areas where little SAR activity occurs.				(Nov 15)	<b>Risk treatment 2015/04/C: Quality SAR Exercises</b> The conduct of good quality, appropriately focussed and well evaluated SAR exercises is important as they enhance readiness, reinforce training and build cohesiveness and morale within the SAR sector.		

Risk #	Risk Description	Reasons or Causes	Consequences	Probability	Impact	Risk Level (Reviewed)	Risk Treatment(s)	Post Treatment	Comments/Examples
2015/05	<b>Recreational Knowledge</b>  Inadequate public understanding of personal risks taken during recreational activities.	A significant number of the public demonstrate a lack of understanding or underestimation of the risks involved with the recreational activity they are undertaking. Due to: <ul style="list-style-type: none"> <li>Decrease in public knowledge about recreational safety.</li> <li>Increase in the range of recreational activities.</li> <li>Little investment in proactive safety message promotion – particularly land, snow and avalanche safety information.</li> <li>Lack of understanding by inbound tourists about New Zealand’s conditions and weather.</li> <li>Poor coordination and cohesion between the plethora of competing agencies which provide safety advice.</li> </ul>	<ul style="list-style-type: none"> <li>Individuals fail to take adequate precautions and/or responsibility for their own safety.</li> <li>Unacceptable levels of harm to New Zealand residents and foreign tourists.</li> <li>Harm to the reputation of New Zealand as a tourist destination.</li> <li>Unrealistic public expectations of the SAR sector.</li> </ul>	Likely	Moderate	(May 14)	<b>Risk treatment 2015/05/A: Ensure the public has access to good quality, consistent safety advice.</b>  Maintain the NZSAR Adventure Smart website ( <a href="http://adventuresmart.org.nz/">http://adventuresmart.org.nz/</a> ) and support the promulgation of consistent sector messaging.	Green	Example - Safety Code material.   Example: Safety Partnership.
						(May 14)	<b>Treatment option 2015/05/B: Recreational safety - provision of consistent information to the media.</b>  Support the relevant agencies to provide timely information to the media on personal responsibilities and better preparation when undertaking outdoor recreational activities.	Yellow	
						(May 14)	<b>Treatment option 2015/05/C: Support domestic safety organisations.</b>  Support the SAR prevention efforts of domestic safety information providing agencies. Encourage and harmonise collaborative action.	Green	
						(Nov 15)	<b>Treatment option 2015/05/D: Develop an NZ Inc Recreational Safety Strategy.</b>	Yellow	
2015/06	<b>Mass Rescue Event</b>  Catastrophic mass rescue event overwhelms SAR capabilities.	New Zealand's SAR sector has very limited capacity to respond to large scale SAR events.  New Zealand has a very large SAR region with little or no SAR assets in much of the region.  Significant numbers of vessels and aircraft with large amounts of passengers transit the NZSRR.	<ul style="list-style-type: none"> <li>Significant numbers of people injured or killed that could have been rescued.</li> <li>Severe reputational damage to SAR agencies.</li> <li>Severe reputational harm to New Zealand as a tourist destination.</li> </ul>	Rare	Severe	(May 15)	<b>Treatment option 2015/06/A: Develop mass rescue policy and plans.</b>  In conjunction with partner agencies, develop appropriate mass rescue policies and plans.	Yellow	This risk is seen as high consequence but low likelihood. It is mainly controlled by the professionalism of ships officers and pilots together with advanced technology to help navigate such ships.
						(May 15)	<b>Treatment option 2015/06/B: Conduct regular mass rescue exercises.</b>  In conjunction with partner agencies, exercise the mass rescue plans in all Police districts to validate and refine them.	Yellow	
2015/07	<b>COSPAS SARSAT failures</b>  LEOSAR satellite degrade or LEOLUT failure before the MEOSAR system is ready.	<ul style="list-style-type: none"> <li>Failure of the NZ LEOLUT prior to the MEOSAR system being accepted into service</li> <li>Failure of LEO SAR satellites before the MEOSAR system is accepted into service.</li> </ul>	<ul style="list-style-type: none"> <li>NZ unable to receive distress beacon activations.</li> <li>NZ unable to assist Australian SRR related beacon activations.</li> <li>Entire COSPAS SARSAT system rendered partially or totally ineffective.</li> </ul>	Rare	Major	(Nov 15)	<b>Treatment option 2015/07/A: Engage with LEO LUT providers to fix or replace the NZ LEO LUT.</b>  Should this be necessary – it would only likely be necessary for a short period and could be costly.	Green	Existing low-altitude and high-altitude satellites are being replaced by medium-altitude satellites. In 2016-2017 the existing ground station will no longer be reliable and the aviation and maritime SAR capabilities will reduce.
							<b>Treatment option 2015/07/B: Advance the in-service date for the MEOSAR system.</b>  The MEOSAR system is currently undergoing trials and it may be possible to bring it into service earlier than planned.		



Risk #	Risk Description	Reasons or Causes	Consequences	Probability	Impact	Risk Level (Reviewed)	Risk Treatment(s)	Post Treatment	Comments/Examples
2015/08	<b>Health and Safety</b> Incident or audit exposes SAR sector health and safety deficiencies.	NZ's H&S regulatory environment is changing. The SAR sector needs to adapt to the new requirements and implement the required changes for the SAR context.	SAR organisations fail to implement appropriate / necessary H&S processes and procedures and in the event of an audit or plans to mitigate severely negative H&S incident are: <ul style="list-style-type: none"> <li>Exposed to risk of prosecution.</li> <li>Suffer reputational damage.</li> <li>Experience an outflow of personnel due to perceived risk.</li> </ul>	Unlikely	Major	(May 15)	<b>Treatment Option 2015/08/A: Implement sound H&amp;S processes and procedures</b> NZSAR Council H&S processes and procedures for the SAR sector have been approved and are being implemented. The four SLA documents include H&S provisions from Jul 2014. SAR sector H&S monitoring and reporting has commenced.		
		SAROPs and SAREXs often expose SAR people to an array of hazardous environments and situations. The sector is likely to experience a significant H&S related incident at some point.	<ul style="list-style-type: none"> <li>Experience an outflow of personnel due to excessive H&amp;S process requirements.</li> <li>Likely to expect significant external pressure / investigation / regulation / over watch following the trigger event.</li> </ul>	Rare	Severe	(May 15)	<b>Treatment Option 2015/08/B: H&amp;S incident contingency planning</b> SAR providing agencies and coordinating authorities are encouraged to develop contingency plans for use in the event of a SAR related severe H&S incident. Plans may include media, internal personnel and SAR partner engagement as well as grief & trauma counselling etc.		
2015/09	<b>SAR Expectations</b> Stakeholders and public develop unrealistic expectations of SAR capacity and capabilities	A lack of knowledge about SAR sector capabilities and limitations may lead to unwarranted expectations.	In the event of a mass rescue, mass search or a SAR incident at the extremities of the NZSRR, the media, public and senior stakeholders may unduly criticise SAR agencies and/or demand actions by SAR agencies that are beyond our capabilities.	Rare	Major	(July 2015)	<b>Treatment Option 2015/09/A: Advise senior stakeholders of SAR Sector capabilities and limitations</b> Prepare a briefing note for ODESC and Ministers regarding SAR capabilities and limitations.		
		Regular reporting of successful SAR operations may lead to a false sense of SAR capabilities by the media and significant stakeholders.	Inappropriate SAR sector investment due to a misunderstanding of SAR expectations				<b>Treatment Option 2015/09/B: Advise media stakeholders of SAR Sector capabilities and limitations</b> Distribute the NZSAR annual report to media outlets. RCCNZ and NZ Police hold an annual SAR media briefing and specifically note SAR sector capabilities and limitations.		
			Members of the public may suffer undue hardship or cause unnecessary cost on the SAR system due to misunderstanding its capabilities and limitations.	Likely	Moderate	(Nov 15)	<b>Treatment Option 2015/09/C: Undertake a benchmarking survey of SAR expectations</b> Engage with the public on occasions to ascertain what their expectations of SAR are and measure trends in expectations.		
2015/10	<b>SAR Technology</b> The SAR community may not know of or be able to acquire technologies that have the capacity to significantly increase SAR effectiveness.	Technology development and change occurs at a very fast pace. Technologies which might aid or transform SAR are difficult to identify and hard to fund.  Different SAR agencies might select different, non compatible SAR technologies.	The sector may be challenged operationally and criticised by not utilising the most appropriate technology for an operation.  Non compatible technologies may hinder our capacity to collaborate and cooperate.	Likely	Moderate	(Nov 15)	<b>Treatment Option 2015/10/A:</b> Organise occasional SAR technology workshops to identify technological trends and opportunities relevant to SAR.  <b>Treatment Option 2015/10/B:</b> Seek funding to permit the establishment of a contestable SAR initiatives fund.		

## RCCNZ H&S Progress Report

<b>Task</b>	<b>Progress</b>	<b>Tracker</b>
Review all MOU's & SLA's	70%	
Review all H&S policies & procedures	100%	
Design & Implement organisation charts	70%	
Scripts for SAROPs	70%	
Communications Plan	100%	
Links to NZSAR H&S Strategic meeting	80%	
Report on use of project across the wider SAR network	80%	