



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

Wednesday 8 August 2018

1:00 pm – 3:00 pm

Meetings on the Terrace

152 The Terrace, Wellington

MINUTES

Attendees:

Stephen Ross – NZSAR (Chair)

Carl McOnie – LandSAR NZ

Mike Ambrose – LandSAR NZ

Ian Coard – NZSAR Council

Paul Dalton – SLSNZ

Peter Healy – Coastguard NZ

Kevin Banaghan - RCCNZ

John Pine – NZ Police

Barry Eichler – NZ Police

Don Bogie – DoC

Helen Parkes – CosmanParkes

John Kingsbury – FENZ

Alannah Rogers – NZSAR (Minutes)

1. Welcome and introductions

Stephen opened the meeting by welcoming Alannah Rogers - NZSAR, Carl McOnie – LandSAR, Barry Eichler - NZ Police and John Pine – NZ Police.

2. Apologies

David Waters – Ambulance NZ

Peter Theobald – NZ Police

Simon Humphries - WorkSafe

Duncan Ferner – NZSAR

3. Minutes of previous meeting held 8 February 2018 – for approval

It was agreed that the minutes were a true and accurate record.

Action: Alannah to take the minutes out of draft and publish them on the NZSAR website.

4. Matters arising from the Minutes of 8 February 2018

Agenda item	Action	Responsibility	Status
8	NZSAR to develop a draft fatigue management strategy for consideration by the Committee.	Stephen R.	Work has begun. A workshop to be held 1 st October Agenda item 10
9	Thoughts of the committee regarding the data capture of H&S incidents to be summarised and passed on to the SARdonyx Project.	Stephen R.	Completed 09.02.2018 Relates to Sardonyx reporting.
10	Include Near Miss Events as a standing agenda item.	Stephen R.	Completed Agenda item 15
11	Include the Media Spokesperson Contact Details as a standing agenda item.	Stephen R.	Completed Agenda item 14
12	The verbal message for Individual / Spontaneous Volunteers to be updated and discussed at the SAR Coordinators workshop in April.	Stephen/Jo H.	Completed 16.04.2018 Agenda item 12
13	NZSAR will approach each agency to gather existing documentation for 'volunteer grief support' and share with the wider group.	Stephen R.	Completed 25.07.2018 Agenda item 16

5. Health and Safety Performance (past 6 months)

a) LandSAR

LandSAR, page 9 combined notes – There have been a number of fatigue related events that have been passed on via word of mouth. An advisory was put out to LandSAR members regarding this, in which positive feedback has been received.

There has been a spate of operations with unfortunate endings recently, monitoring is in place to help staff and volunteers to deal with issues regarding this.

LandSAR have been busy with the Lake Wanaka SAR operation, there were a few Health and Safety issues during this time. Win van der Velde will be conducting a NZSAR Secretariat Review and will attend the operational debriefs in Wanaka.

b) Coastguard

Peter Healy from Coastguard briefed the group on the events on page 12 of the combined notes. Peter also provided an overview of the charts included in the Coastguard submission.

It was noted that volunteers need to be briefed on what the risks are before they go out.

c) SLSNZ

A brief summary was given regarding page 24 of the combined notes.

Trends are heading in the right direction however more work is required on near misses.

6. DOC H&S update

Don Bogie - No incidents to report since the last H&S meeting.

7. Police H&S update

Inspector John Pine - No incidents to report. The known difficulties of reporting H&S incidents through 'My Police' were briefly discussed.

8. MNZ / RCCNZ H&S update

Kevin Banaghan - There have been two recent SAROPS where Coastguard have turned around as conditions have been too dangerous.

The process for RCCNZ to report any known H&S incidents to this committee is still under development.

A discussion took place around the 'OSH Symposium' that NZSAR held in 2016. It was **confirmed** that everyone supports the idea for NZSAR to hold another OSH conference/workshop in 2019.

Action: Stephen to look at options for holding an OSH conference/workshop during the 2019 calendar year.

9. Fire and Emergency NZ H&S update

FENZ have invited anyone looking for more information regarding their service to make contact.

A list of FENZ key projects was distributed to the group, there are seven key areas of development and these should be implemented around 2022.

The Workstream has been divided into three groupings to prioritise work. The three groups are:

- Strategic development focus
- Risk management and monitoring focus
- Enabling focus.

FENZ are in the process of developing psychology wellbeing workshops as there is a considerable amount of trauma for volunteers.

Information regarding the helicopter crash during the Canterbury fires continues to be reviewed.

10. NZSAR Fatigue Management Workshop

Helen, briefed the group on the up and coming Fatigue Management Workshop.

Several speakers will be present throughout the day with experts on various aspects related to fatigue. There will therefore be an opportunity for the attendees to learn - as well as to contribute.

11. NZSAR Sector H&S Reporting Process – Near Miss

Stephen shared the new look reporting process flow chart that now enables the sharing of lessons identified and near miss-events with urgency where required, rather than waiting until the next H&S meeting. This was then accepted by the group with no more changes required.

12. Tasking of unknown assets - verbal message

Stephen briefed the group on the tasking message for police to use when tasking an unknown asset such as a spontaneous volunteer.

There was a discussion as to who would be tasked using this message. It was noted that the intention when developing the message was for use by police.

There was consent that the message in its current state was suitable for police use and that other agencies may distribute it internally for consideration with a view to using it for their own use.

13. Terms of Reference update

It was proposed that the committee change their name to the “NZSAR Strategic Occupational Health, Safety & Wellness Committee”. The committee **agreed** on a name change however there was discussion on whether the additional word should be ‘wellness’ or ‘wellbeing’.

AREC is creating a new Health & Safety position. The group agreed that this person should be invited to become a member of the committee.

Action: Stephen will prepare an updated Terms of Reference including a name change and the addition of AREC as a member.

14. SAR Media Spokesperson details

The spokesperson details on page 46 of the combined papers was checked and two contact details were identified as needing updates. LandSAR and SLSNZ will forward the updated details to Stephen after the meeting.

Action: LandSAR and SLSNZ send updated media contact detail to Stephen R.

Action: Stephen will update the SAR Media spokesperson details and distribute.

15. Near Miss Events

LandSAR, Coastguard NZ and SLSNZ continued with their H&S Reporting from the last 6 months in relation to near miss events.

16. Volunteer Grief Support

Stephen spoke of the 'grief support' documents that were collected and distributed since the last meeting. Agencies felt they will be very useful in the development of their own policies/processes. A discussion took place around further support NZSAR could provide in this space. Stephen will now begin the development of a document regarding "Coping with Trauma" that can be used throughout the SAR Sector.

Action: Stephen to develop a brochure style document for use by members of the SAR sector around 'coping with trauma'.

17. Health & Safety Objectives

The High Risk Agency Forum is chaired by Mike COSMAN every two or three months. There may be some crossover information that would be useful so Helen will provide this information at the next meeting. Helen spoke about how we know safety is present in a business and how the aging workforce is becoming an issue.

Coastguard NZ reminded agencies that they carry enough life jackets for everyone however; Police, Fire and St John are to ensure that they request the use of a larger lifejacket (PFD) to allow for the clothing and kit being worn at the time during a SAR operation. Coastguard Policy is that all Coastguard members must wear crotch straps at all times.

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

19. General Business

- Meeting closed at 2:38pm

Actions and Decisions

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3	Alannah to take the minutes out of draft and publish them on the NZSAR website.	Alannah R.	
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13	Stephen will prepare an updated Terms of Reference including a name change and the addition of AREC as a member.	Stephen R.	
14 a	LandSAR and SLSNZ send updated media contact details to Stephen R.	LandSAR and SLSNZ	
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16	Stephen to develop a brochure style document for use by members of the SAR sector around 'coping with trauma'.	Stephen R.	