

**Minutes of Meeting
NZSAR Strategic Occupational Health, Safety and Wellbeing Committee
1:30pm – 3:00pm Tuesday 4 February 2020
NZSAR Ministry of Transport, 3 Queens Wharf, Wellington**

In attendance

Name:	Agency:
Carl van der Meulen	NZSAR
Chris Elliot	NZSAR
Alannah Taylor	NZSAR
Mike Ambrose	LandSAR
Garth Gulley	KPMG
Cameron Wright	KPMG
David Waters	Ambulance NZ
Matt Wheble	NZ Police
Callum Gillespie	Coastguard NZ
Kevin Banaghan	RCCNZ
Mike Hill	RCCNZ
Don Robertson	AREC
Braden Lister	FENZ
Don Bogie	DOC
Paul Dalton	SLSNZ
Michael Bassett-Foss	NZSAR

1. Welcome

Carl van der Meulen opened the meeting and welcomed all attendees.

2. Apologies

Name:	Agency:
John Kingsbury	FENZ
Ivor Smith	NZ Police
Peter Healy	Coastguard NZ
Ross Merrett	SLSNZ
Steve Mercer	AREC

3. Minutes of Meeting held 7 August 2019

The minutes from the Health, Safety and Wellbeing meeting held 7 August 2019 were accepted as a true and accurate record.

4. Matters arising from previous meeting

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

5. Health and Safety Performance (past 6 months)

a. SLSNZ

A report was distributed prior to the meeting. The number of IRB incidents have increased, actions are being taken to reduce injuries through training. Research using stress measurement devices on the IRB are underway with AUT.

b. Coastguard NZ

A report was distributed and read prior to the meeting, there was no further update.

c. LandSAR

A report was distributed and read prior to the meeting.

A LandSAR team had debris fly at them during a SAR operation whilst a helicopter was landing. A local decision by Police that helmets are to be worn during winching operations has been made, however this is in isolation with the national organisations.

Action: *Matt Wheble (NZ Police) to follow up on this incident, and if it is a national Police policy that helmets are to be worn during all winching operations.*

d. AREC

A draft presentation has been created for volunteers of AREC, this is still being worked on.

Health and safety issues regarding the installation of aerials are being worked on.

6. Independent verification of SLA partners

KPMG have been asked to look at the health and safety management systems for SLA partners.

Initial observations:

Each organisation has a system that is generally fit for purpose.

Each organisation has allocated someone that actively supports health and safety.

There is a strong understanding of the safety risks however the health and safety risks still need to be worked on.

Psychological and social harm is currently on the list.

More reporting on achievements and goals, such as what happened? Are there trends? What do we need to do and when can we do it?

The health and safety work act is clearly stated however values and what we believe in needs to be included, along with clear expectations.

7. SARdonyx H&S reports

Most H&S incidents are not being flagged in SARdonyx.

NZSAR asked local Police a question about a H&S incident flagged in SARdonyx. Police were unable to match the SAR incident record with the database for H&S incident reporting.

Action: *Police to confirm if their H&S database can/can not be searched by an incident number.*

8. Fire and Emergency NZ H&S update

The Australian fires deployment is still a large focus.

Safety planning and assessments are being reviewed.

9. NZ Police H&S update

Work around the SAR coordinators workshop is being carried out.

There are still ongoing anecdotal concerns regarding deployment of helicopters, and paramedics without correct gear is an issue.

The local SAR coordinator needs to be contacted regarding the deployment of helicopters.

10. Ambulance NZ H&S update

Developing bariatric standards is currently being worked on for larger patients.

Ensuring correct PPE is provided to staff.

The paramedic workforce has now been included in the same category as doctors and nurses.

Responding doctors and nurses for white island meant there was an increase in trauma.

Assaults have increase.

11. Maritime NZ / RCCNZ H&S update

Fatigue shift work is being focused on.

CIMS 3rd edition has increased the need for a safety manager not a safety officer.

The MOC was dealing with several calls during white island, these staff received EAP to help cope with any trauma they may have experienced.

12. DOC H&S update

No injury or accidents for 2020.

Feedback on team performance was provided by an international expert.

13. Near Miss Events

Nil to report

14. Fatigue Management guidance

Carl provided a track changed version of the draft fatigue management guide. Some of the contributing fatigue factors have been rearranged within the identification table, but none of the content was changed.

Action: Feedback regarding Fatigue Guidance Note for Search and Rescue is due to Carl van der Meulen by 6 March 2020.

Action: NZSAR to prepare graphically designed versions for approval and distribution.

15. NZSAR HSW Workshop Agenda

The NZSAR HSW Workshop is currently being organised by the NZSAR Secretariat. Braden Lister (FENZ) suggested a Bow Tie workshop with fatigue as one of the topics.

How do you get volunteers to engage with the health and safety culture?

Training, what should be included and what is being covered off by the NSAR secretariat, is it covering all the bases?

Risk management course - does this need to be reviewed and is it effective?

How do you tell if someone is fatigued and how do you manage the impact or impairment of this?

FENZ are about to run a study on sleep trackers.

The idea of the initial response to White Island and lessons learned.

What is the expectation as to how far the duty of care goes?

16. Health & Safety Objectives

To be added onto the agenda of the Health and Safety Workshop.

17. NZSAR Council Risk Matrix

Duncan Ferner provided a walkthrough of the NZSAR Council Risk Matrix, outlining the two health and Safety risks and their correlating risk treatments.

Incident of avoidable harm to one or more SAR persons occurs.

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

Nil

19. NEMA & NZRTs

Carl advised he has been in contact with John Appleby from NEMA. John is involved with the work NEMA is leading on coordinating the New Zealand Response Teams (NZRTs). As there are clear HSW overlaps on the use of NZRTs in CDEM responses as SAR teams in SAROPs, Carl proposed that NEMA should be invited to be a member of the NZSAR Strategic Occupational Health Safety and Wellbeing Committee. This was agreed.

Action: *NEMA (representing NZRTs) are to be included as a member of the NZSAR Strategic Occupational Health Safety and Wellbeing Committee.*

20. General Business

With the potential outbreak of coronavirus, there was a question about what safety information should be provided to staff in the SAR sector. A follow up question related to performing CPR – responders should inform their managers if they have performed CPR without the use of protective equipment.

Action: *NZSAR to provide the latest coronavirus advice to the HSW Committee.*

Action and Responsibility Table

#	Item	Actions & Decisions	Responsibility	Actions Taken/Status
5.	Health and Safety Performance	<i>Matt Wheble (NZ Police) to follow up on this incident, and if it is a national Police policy that helmets are to be worn during all winching operations.</i>	NZ Police (Matt Wheble)	
7.	SARdonyx H&S reports	<i>Police to confirm if their H&S database can/can not be searched by an incident number.</i>	NZ Police (Matt Wheble)	
14.	Fatigue Management Guidance	<i>Feedback regarding Fatigue Guidance Note for Search and Rescue is due to Carl van der Meulen by 6 March 2020.</i>	All Agencies	Complete
14.		<i>NZSAR to prepare graphically designed versions for approval and distribution.</i>	NZSAR (Carl VDM)	Complete – on agenda Aug meeting
19.	NEMA and NZRTs	<i>NEMA (representing NZRTs) are to be included as a member of the NZSAR Strategic Occupational Health Safety and Wellbeing Committee.</i>	Carl van der Meulen	Complete
20.	General Business	<i>NZSAR to provide the latest coronavirus advice to the HSW Committee.</i>	Duncan Ferner	Complete