

Forestry Industry Forum Terms of Reference

1. Purpose:

The Forestry Industry forum's purpose is to provide an effective mechanism between the BC Forestry industry and WorkSafeBC in addressing issues, building a stronger working relationship, providing efficiencies for resolutions & communications, and improving safety standards & performance in the Forestry Industry.

2. Forestry Industry Forum Governance

- 2.1 The BC Forest Safety Council (**BCFSC**) will provide support and governance for two Technical Working groups representing Manufacturing and Harvesting interests within BC Forestry (See Appendix A).
- 2.2 The BCFSC will provide support and governance for yearly **Forestry Industry Summits/Forums** for both the Manufacturing and Harvesting industries which will be attended by senior leaders from each sector, BCFSC and WorkSafeBC (See Appendix A).
- 2.3 Each **Technical Working Group** will consist of Safety Leaders from the BCFSC respective Advisory Groups, BCFSC staff, and WorkSafeBC. Each member must be able to speak and effectively represent their respective groups.
- 2.4 The **BCFSC CEO** will designate a BCFSC representative to support the logistics and planning required for each Technical Working Group. The designated BCFSC representative will attend and facilitate all meetings; ensure that all required activities are completed and that each Technical Working Group is supported. He/she will also ensure that the BCFSC CEO is adequately informed of concerns, projects/initiatives, and updates from each Technical Working Group. The designated BCFSC representative will also ensure that there is an effective communication channel with the other Technical Working group to ensure that common issues are flagged and communicated, and issues are filtered to ensure there is no redundancy in efforts.
- 2.5 **WorkSafeBC** will designate three representatives to serve as standing members for each Technical Working Group. The WorkSafeBC representatives will be selected from each of three departments: Industry & Labour Services, Field Prevention Services, and Prevention Practices and Quality. The designated WorkSafeBC representatives will attend all meetings; ensure that all required activities are completed and that each Technical Working Group is supported. They will also ensure that the WorkSafeBC executive and applicable WorkSafeBC departments are adequately informed of concerns, projects/initiatives, and updates from each Technical Working Group
- 2.6 Each **BCFSC Advisory Group** will designate an Advisory Group member as a standing member for the respective Technical Working Group. The designated Advisory Group member will attend all meetings; ensure that all required activities are completed and that each Technical Working Group is supported. He/she will also ensure that the respective Advisory Group is adequately informed of concerns, projects/initiatives, and updates from each Technical Working Group. (See Appendix B for list of Technical Working Group Members).



- 2.7 Each Forestry Technical Working group (Manufacturing Working Group and Harvesting Working Group) will have three primary areas of focus:
 - Emerging Issues,
 - Risk Reduction, and
 - Compliance.
- 2.8 Additional guests and/or stakeholders may be invited to attend a meeting to provide additional information or engage in discussion for specific agenda items.
- 2.9 Each Technical Working Group member will attend meetings, or will send delegates on their behalf.
- 2.10 As needed, smaller project focused groups may be organized to facilitate the implementation of initiatives arising from the Technical Working Groups.

3. Standards of Conduct

All Technical Working Group members and Observers agree to operate consistent with the following guidelines:

- Conduct themselves in a courteous, respectful manner,
- Act in good faith,
- Listen actively to the range of perspectives,
- Be given opportunities to speak,
- Provide others with fair opportunities to express their views,
- Ask for clarification if unclear, and
- Accept the concerns, views and objectives of others at face value, and acknowledge them as valid for consideration.

4. Logistics / Meeting Times / Dates:

- 4.1 **Schedule** Technical Working Group meetings will occur at least quarterly and accommodate attendance from all members.
- 4.2 **Preparation:** The BCFSC will coordinate the scheduling and preparation activities for each Technical Working Group meeting and will send out a request for agenda items three weeks prior to each meeting. The BCFSC will distribute the agenda, action items and reports a minimum of 10 working days prior to the meeting. BCFSC will maintain a secure and private Technical Working Group page on the BCFSC website that will host all meeting materials and resources for each Technical Working Group.
- 4.3 **Format:** Face to face (tbd) and on-line meeting to enable sharing of information.
- 4.4 **Attendees/Delegates:** Must be prepared to communicate take away information and key learnings as needed.
- 4.5 **Timing:** Technical Working Group Meetings will be held at a consistent day and time of each quarter to allow for maximum participation by the Technical Working Groups. It is expected that each member of the team shows up to the meeting on time and adequately prepared. The Manufacturing and Harvesting Forums/Summit will be held annually and scheduled to align with:
 - activities in their respective Technical Working Group, and
 - planning activities for WSBC's High Risk Strategy (See Appendix A for meeting frequency).

4.6 **Record Keeping:** The BCFSC designated facilitator will take minutes of the meeting and track action items. Minutes will be distributed within 4 weeks of the meeting date.

5. Meeting Structure

5.1. **Agenda:** Each meeting will follow an established agenda. This agenda will be set prior to each meeting and will, at a minimum, consist of the following items (see Appendix C for template):

- Advisory Group updates
- Industry Forum Working Group updates:
 - Emerging Issues
 - Risk Reduction
 - Compliance
- Project updates
- Recommended Employer's Forum topics
- Action Item Review
- Ad Hoc/Roundtable

5.2. Action Items:

- Action items generated from the Technical Working Group meetings will be captured, assigned, tracked and status relayed as part of each Technical Working Group meeting.
- Dates, actions and status will be relayed to the BCFSC so the actions can be tracked and relayed to the Technical Working Group. This process is important as it helps solidify responsibilities and ensures that needed actions are completed.
- An updated action item list will be made available to each Technical Working Group prior to each Technical Working Group meeting. This updated list will be the basis for the discussion as noted in the agenda.

5.3 Working Group Updates

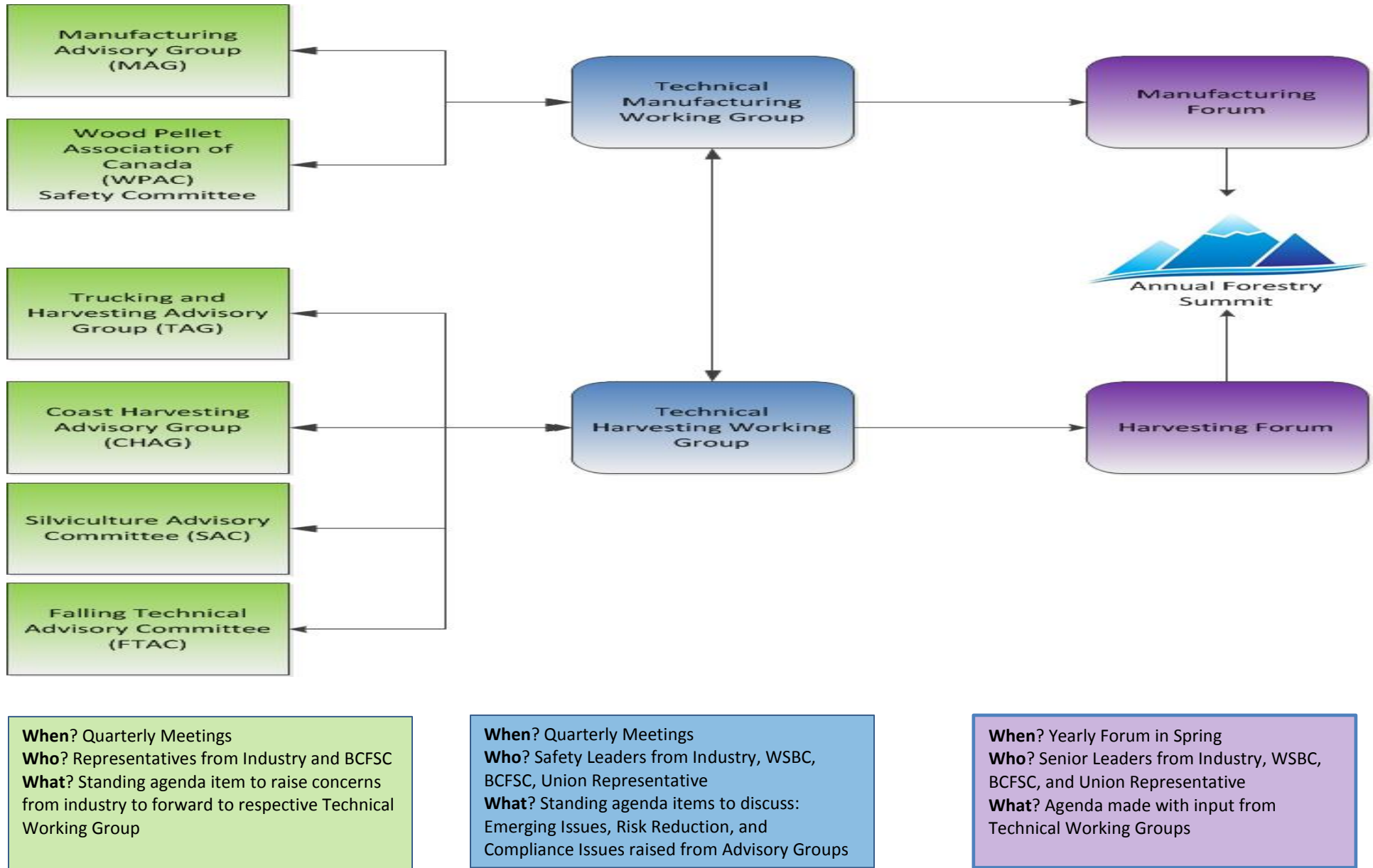
Each Technical Working Group will provide an updates from their respective Advisory Group quarterly meetings. The Technical Working Group will provide feedback for consideration at the yearly Industry Forums to ensure that concerns and issues that have not been effectively resolved at the Technical Working Group level are raised at the yearly Industry Forum.

5.4 Project updates

Each ad hoc project lead will provide an update at the Technical Working Group Quarterly meeting advising on progress of the project.

<u>Associated Information</u>	<i>Location</i>
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Appendix A: Industry Forum Structure and meeting frequency



Appendix B: Working Group Organization List

Manufacturing Technical Working Group

Organization
WorkSafeBC
MAG Representative
Wood Pellets Representative
BCFSC Representative
Labour Representative

Harvesting Technical Working Group

Member Company
WorkSafeBC
CHAG Representative
THAG Representative
BCFSC Representative
Labour Representative

Appendix C

(Manufacturing/Harvesting) Technical Working Agenda

Month XX, 201X
9:00 am - 3:00 pm

WorkSafe BC
6951 Westminster Hwy, Richmond, BC

- 8:00 Welcome and Introductions
- 8:05 Updates from Advisory Groups and WSBC
- 8:20 Action Item Updates-
- XX
 - XX
 - XX
- 8:30 Emerging Issues
- 9:15 Risk Reduction
- 10:00 Compliance
- 10:45 Industry Forum Input
- 11:45 Wrap-Up- Review action items