

**Terms of Reference  
Load Securement Working  
Group**

**Aug 1, 2020**

## 1.0 Purpose

To collaboratively identify and engage in initiatives that reduce the risk of injuries to log truck operators while securing log loads.

## 2.0 Scope

The working group is a subcommittee of the Log Truck Technical Advisory Committee (LTTAC) and will focus on initiatives that reduce the risk of injuries to log truck operators during loading and unloading operations in both routine and non-routine operations. This will include; assessment of risk, safe work procedures, training, existing and new technology, alternative practices and procedures, and potential impacts to industry. Communications and recommendations of the group will be reviewed by the Log Truck Technical Advisory Committee (LTTAC), The Trucking and Harvesting Advisory Group (TAG), The Coast Harvesting Advisory Group and the Forest Industry Forum (FIF).

## 3.0 Expected Outcomes

The working group will engage in initiatives that improve the safety of log truck operators:

- Best practices/safe work procedures,
- Identification of new and existing technology and related operational considerations,
- Industry practices and resources that meet or exceed WorkSafe regulations, and
- Increased awareness, training and engagement by licensees, workers, contractors and regulators.

## 4.0 Group Functions

Functions of the Load Securement Working Group (LSWG):

- a. To provide a collaborative forum that guides the development and implementation of initiatives that reduces the risk of injury and fatality to workers in log hauling operations.
- b. To work cooperatively and collaboratively to identify safety issues, strategies and initiatives that deserves LSWG attention.
- c. To apply practical knowledge, experience and influence toward the successful execution of initiatives that reduce the risk of injuries and fatalities related to log hauling operations.
- d. To ensure LSWG activities align with the processes identified in Appendix B.

## 5.0 Membership

Trucking and Harvesting Advisory Group – **Ken Pedersen**

WorkSafe BC- **Tim Pryde**

FP Innovations-**Mithun Shetty**

Log Hauling Contractor(s) – **Jerry Mooney/Timber Services Ltd., and Peter Bueckert/J.Bueckert Logging**

Log Truck Technical Advisory Committee - **Peter Bueckert**

Coast Harvesting Advisory Group – **John Shearing**

BC Forest Safety Council Chairperson - **Dustin Meierhofer**

**The Group will:**

- a. Have members that meet a defined skills list with a focus in identified key areas, as guided by Appendix “A”.
- b. Not include members of the BCFSC Board of Directors but they may, from time to time, be invited by the Chairperson to attend meetings to engage in dialogue or provide input.
- c. Forfeit membership if they:
  - Resign from the committee,
  - Fail to attend two (2) consecutive meetings, or
  - Breach confidentiality.

## **6.0 Roles and Responsibilities**

### **6.1 LSWG Members**

LSWG member responsibilities:

- a. Prepare for and attend LSWG meetings regularly. Note, it is suitable for the members to periodically nominate an alternative attendee if for some reason they are unable to attend themselves. See section 6.6.
- b. Apply their knowledge of log hauling operations.
- c. Provide thoughtful input and cooperation in order to support and contribute to LSWG functions.
- d. Work within a collaborative, consensus-based framework, respectfully listen to and provide opinions and suggestions.
- e. Support adoption and implementation of projects and/or initiatives that positively impact safety performance.
- f. Advise the Chairperson, as soon as possible, that they are or will be unable to fulfil their responsibilities.
- g. Resign if there is a significant change to the scope of their business, practice or employment.

### **6.2 BC Forest Safety Council**

BC Forest Safety Council responsibilities:

- a. Provide a chairperson.
- b. Facilitate meetings.
- c. Support LSWG actions.
- d. Offer invited guests’ reimbursement for reasonable expenses (travel, meals, accommodations) incurred to attend LSWG meetings, if travel is required.
- e. Review LSWG recommendations and provide feedback in a timely manner (i.e. within one month), including steps to action recommendations or decisions.

## **6.3 The Chairperson**

The Chairperson's responsibilities:

- a. Plan, arrange and communicate meeting dates and locations.
- b. Ensure resources are available to record, distribute and file meeting minutes.
- c. Review and approve for distribution draft meeting minutes.
- d. Confirm that meeting minutes are a true and accurate record at the commencement of the following meeting.
- e. Delegate duties if unable to perform them,
- f. Collaborate with LSWG members to generate meeting agenda.
- g. Circulate the agenda and support material one week before each meeting.
- h. Invite advisors or specialists to attend meetings when requested by the LSWG.
- i. Facilitate meetings according to the agenda and time available.
- j. Ensure discussion items end with a decision, action or definite outcome.
- k. Ensure decisions, actions and outcomes are recorded, tracked and communicated.
- l. Appoint sub-committee Chairpersons considering the recommendation(s) of the LSWG.
- m. Receive and record such written votes.

## **6.4 Advisors**

Advisors include specialists, subject matter experts and consultants with knowledge and experience relevant to matters considered by the LSWG. Advisors will provide information and technical expertise but will not participate directly in reaching decisions or making recommendations.

## **6.5 Observers**

Observers include other persons invited to attend meetings. Observers may participate in meeting discussions with agreement of the LSWG but will not participate directly in making recommendations or decisions.

## **6.6 LSWG Alternates**

By notice in writing to the Chairperson, any LSWG member may recommend an alternate to represent them for the limited purpose of attendance and participation in a LSWG meeting.

## **7.0 Governance**

### **7.1 Meetings**

- a. The BCFSC will provide a person to serve as the Chairperson for LSWG meetings.

- b. The Chairperson will call meetings at suitable intervals and provide notification of such meetings to all LSWG members in writing, and at least 14 days before the meeting date.
- c. The LSWG will meet quarterly and not less than three times each year.
- d. Meetings will be well-structured and facilitated to enable efficient progress.
- e. LSWG meetings will be conducted in a round-table format.
- f. A quorum will be constituted when fifty percent of LSWG members are present. Presence includes physical presence of the member or their designated alternate, or their recorded participation via teleconference or other electronic media.
- g. If quorum is not achieved, in order for decisions or recommendations advanced at that meeting to be considered effective, they must be subsequently ratified when a quorum is present (e.g. at next meeting). Alternatively, at the discretion of the chairperson, and depending on the complexity and magnitude of the decision at hand, decisions may be ratified by distributing relevant documents and information to LSWG members and receiving their “vote” or recommendation by email or fax. The Chairperson is responsible to receive and record such written “votes”.
- h. A special or extraordinary meeting may be called by half the LSWG members, or by the Chairperson.
- i. At the discretion of the Chairperson or at the request of the LSWG, the Chairperson may invite persons to attend meetings as Advisors or Observers and to provide technical information, expertise, advice or assistance.
- j. The Chairperson may require non-sitting LSWG members to leave a meeting at any time, or if an in-camera session is required.
- k. The LSWG may delegate any of its functions to a sub-committee established consistent with terms and conditions herein.

## **7.2 Standards of Conduct**

All LSWG members, the Chairperson and any Advisors or Observers agree to operate consistent with the following rules.

Participants will:

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

### **7.3 Making Decisions and Recommendations**

- a. Every effort shall be made to develop decisions and recommendations through consensus.
- b. Consensus is described as all LSWG members having general agreement or acceptance of a decision or recommendation, and no member having substantial disagreement or objection.
- c. If, after reasonable efforts have been undertaken to build consensus, it appears unlikely that it will be achieved, the Chairperson may elect to implement a voting procedure by calling for a show of hands in favor of, or in objection to, a specific resolution or decision.
- d. Provided quorum is present, a resolution or decision will pass if three-quarters (3/4) of the LSWG members present vote in favor of the resolution or decision.
- e. Meeting minutes will indicate when such “voting” is applied and record the outcome.

### **7.4 Communications and Records**

#### **7.4.1 Internal communications between the BCFSC and the LSWG**

- a. BCFSC will provide the LSWG with timely and relevant information as necessary to support informed discussion and decision-making. This does not include internal proprietary or confidential information.
- b. BCFSC will maintain action items and other relevant materials and summaries for a period of not less than 2 years.

#### **7.4.2 External Communications**

The LSWG is intended as an open, collaborative forum that encourages and facilitates open communications among LSWG members and other industry groups and/or agencies. Nonetheless, practical standards and expectations apply, particularly when it involves members of public media.

- a. BCFSC communication principles and policies apply to LSWG operations.
- b. The LSWG and its members will not make public comments on behalf of the group unless the group delegates an individual(s) to carry out such tasks.
- c. Any communication to the public media, on behalf of the LSWG, will be funneled through the Chairperson or delegate.
- d. When communicating to external parties, the chairperson or delegate will not attribute specific comments to any individual LSWG member or Advisor.
- e. If an individual LSWG member who is not a LSWG spokesperson wishes to speak to the media or other external party, they must clarify they are doing so on their own behalf and that their perspective is not that of the LSWG. Such communications will also:
  - i. Be respectful of other members.
  - ii. Not characterize the suggestions or position of other members or groups in his/her discussions.

## **7.5 Conflicts of Interest**

LSWG members will declare any possible or perceived conflict of interest pertaining to a specific discussion or topic, should the situation arise. The Chairperson, in consultation with the LSWG, will deliberate the outcome of any identified or potential conflict of interest.

## **7.6 Amendments**

The LSWG will review this Charter annually. This document may be adjusted to meet the current objectives and priorities of the LSWG. To amend this document, the LSWG members may make recommendations to the group and/or the chairperson.

The above Terms of Reference for the Load Securement Working Group has been agreed to:

LSWG Members Acknowledgement

Printed Name and  
Organization

Signature

Date

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# APPENDIX A

## LSWG Members Skills Basis and Selection Criteria

To build a group that collectively demonstrates the knowledge, abilities and drive necessary for the group's success, LSWG members have and will be selected using a competency-based approach.

Skill considerations:

- Ability to work in a team environment.
- Effective communicator.
- Proactive, forward-looking.
- Practical, results oriented.
- Appreciation of the need to complete goals in a timely manner.
- Respect for necessary due process and procedures.
- Flexibility and adaptability to new approaches and thinking.
- Demonstrated understanding and application of safety leadership, and practical knowledge of safety management systems.
- Operational and business management capabilities.

LSWG will maintain representation from a range of Operators, Licencees, WorkSafeBC and Industry Professionals from locations throughout British Columbia. Themes of proportional representation and balance will be considered.

The LSWG has and will consider the following attributes during its member selection process:

- Individuals that know the issues, will contribute ideas and suggestions, and understand the practical implications of recommendations and decisions the LSWG will make.
- Individuals that have the influence to aid in the successful execution of programs that are supported by the LSWG.
- People that have the interest and ability to commit the time and effort necessary to support group continuity.
- Individuals that have and maintain good contacts with others in the industry.

## **APPENDIX B**

### **LSWG Key Processes**

- Conduct agenda-driven meetings.
- Ensure that key learnings are shared within the meeting(s).
- Forward any issues or concerns that is outside of the scope the group to the BCFSC.
- Ensure communications are effective in keeping group members and other key stakeholders informed.
- Identify, define and establish the key metrics and baselines.
- Identify and Implement plans/initiatives aimed at achieving LSWG objectives.