

Construction Initiated Slides Working Group

Charter

Mar 18, 2015

1.0 Purpose

To develop methods to eliminate slide type incidents during road construction on the coast

2.0 Scope

The working group will focus on coastal road construction but will pass on information to all interested Interior parties. The group will develop a short term strategy to address quick wins that will have an immediate impact, as well as a longer term strategy to sustain improvement and inform other initiatives.

3.0 Expected Outcomes

The working group will engage in initiatives that lead to the elimination of construction initiated slides including:

- Engagement of workers,
- Education of crews,
- New ways to identify sensitive zones and build road,
- Enforcement of road construction standards, and
- Any other ideas or avenues for improvement that may be identified.

The outcomes will be shared and used across the industry to create a more uniformed application of improved road construction methods and processes.

4.0. Group Functions

Functions of the Construction Initiated Slides Working Group (CISWG):

- a. To provide a consultative forum that guides the development and implementation of initiatives that improve safety performance within coastal road construction activities.
- b. To work cooperatively and collaboratively to identify issues, strategies and projects that deserve CISWG attention
- c. To apply practical knowledge, experience and influence toward the successful execution of initiatives that eliminate road construction initiated slides.
- d. To ensure CISWG activities align with the processes identified in Appendix B.

5.0 MEMBERSHIP

Group Members:

BCTS: Mike McCulley

WFP: Jack Reynolds

Interfor: Andrew Meyer

FLNRO: Tom Jackson

FLNRO: Gino Fournier

FP Innovations: Clayton Gillies

BCFSC: 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 CISWG Members

CISWG member responsibilities:

- a. Prepare for and attend CISWG 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 and perspective of construction initiated slides and relationships that influence safety performance.
- c. Provide thoughtful input and cooperation in order to support and contribute to CISWG 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 CISWG actions.
- d. Offer invited guests reimbursement for reasonable expenses (travel, meals, accommodations) incurred to attend CISWG meetings, if travel is required.

- e. Review CISWG 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 CISWG 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 CISWG.
- 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 CISWG.
- 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 CISWG. 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 CISWG but will not participate directly in making recommendations or decisions.

6.6 CISWG Alternates

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

7.0 GOVERNANCE

7.1 Meetings

- a. The BCFSC will provide a person to serve as the Chairperson for CISWG meetings.
- b. The Chairperson will call meetings at suitable intervals, and provide notification of such meetings to all CISWG members in writing, and at least 14 days before the meeting date.
- c. The CISWG will meet quarterly and not less than three times each year.
- d. Meetings will be well-structured and facilitated to enable efficient progress.
- e. CISWG meetings will be conducted in a round-table format.
- f. A quorum will be constituted when fifty percent of CISWG 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 CISWG 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 CISWG members, or by the Chairperson.
- i. At the discretion of the Chairperson or at the request of the CISWG, 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 CISWG members to leave a meeting at any time, or if an in camera session is required.
- k. The CISWG may delegate any of its functions to a sub-committee established consistent with terms and conditions herein.

7.2 Standards of Conduct

All CISWG 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 CISWG members having general agreement or acceptance of a particular 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 CISWG 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 CISWG

- a. BCFSC will provide the CISWG 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 electronic meeting minutes and other relevant materials and summaries for a period of not less than 2 years.

7.4.2 External Communications

The CISWG is intended as an open, collaborative forum that encourages and facilitates open communications among CISWG 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 CISWG operations.
- b. The CISWG 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 CISWG, 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 CISWG member or Advisor.
- e. If an individual CISWG member who is not a CISWG 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 CISWG. 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

CISWG 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 CISWG, will deliberate the outcome of any identified or potential conflict of interest.

7.6 Amendments

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

The above Charter for the Construction Initiated Slides Working Group has been agreed to:

CISWG Members Acknowledgement

Printed Name
and Organization

Signature

Date

APPENDIX A

CISWG Members Skills Basis and Selection Criteria

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

A successful CISWG will be one that has members collectively representing the perspectives, values, goals and priorities of BC Coastal Forest industry. CISWG will maintain representation from a range of Licencees, BC Provincial Government, Nonprofit Organizations and Industry Professionals from locations on the Coast. Themes of proportional representation and balance will be considered.

The CISWG 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 CISWG will make.
- Individuals that have the influence to aid in the successful execution of programs that are supported by the CISWG.
- Current experience with corporate injury reduction safety programs.
- 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

CISWG Key Processes

- Schedule agenda-driven meetings.
- Ensure that practice/key learnings sharing are on every meeting agenda.
- Forward any issues or concerns that is outside of the scope the group to the CHAG.
- Establish communication procedures to keep group members and other key people informed.
- Identify, define and establish the key metrics and baselines.
- Implement plans/initiatives aimed at achieving CISWG objectives.