

Danger Tree Blasting Committee

Terms of Reference

Dec 14, 2021

1.0 Purpose

To engage in initiatives that will result in Danger Tree Blasting being an easy to access, efficient and effective tool to reduce the risk to both hand fallers and other forest workers on the Coast.

2.0 Scope

The Danger Tree Blasting Committee (DTBC) will focus on coastal operations 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 committee will engage in initiatives that lead to broader adoption and utilization of Danger Tree Blasting including:

- Sustainable competency-based training that is easily accessible by industry,
- Addressing regulation and related legal requirements,
- Development of industry safe practices,
- Education of forest workers,
- Improved industry awareness, 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 danger tree blasting methods and processes.

4.0. Group Functions

Functions of the Committee:

- a. To provide a consultative forum that guides the development and implementation of initiatives that improve safety performance within falling specific to danger tree blasting,
- b. To apply practical knowledge, experience and influence toward the successful execution of initiatives that reduce the risk of injury to workers with respect to danger tree blasting, and
- c. To ensure DTBC activities align with the processes identified in Appendix B.
- d. Report to and get direction from the Coast Harvesting Advisory Group (CHAG).

5.0 MEMBERSHIP

Group Members:

FTAC: Dazy Weymer

WFP: Derek Nelson

WSBC: Terry Anonson

BCFSC: Dustin Meierhofer

BCFSC: Marla Guldbransen

Edge Contracting: Doug Grant

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. 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 DTBC Members

Member responsibilities:

- a. Prepare for and attend DTBC 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 danger tree blasting and relationships that influence safety performance.
- c. Provide thoughtful input and cooperation in order to support and contribute to DTBC 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 DTBC actions.
- d. Offer invited guests reimbursement for reasonable expenses (travel, meals, accommodations) incurred to attend DTBC meetings, if travel is required.
- e. Review DTBC 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. Delegate duties if unable to perform them,
- d. Collaborate with DTBC members to generate meeting agenda.
- e. Circulate the agenda and support material one week before each meeting.
- f. Invite advisors or specialists to attend meetings when requested by the DTBC.
- g. Facilitate meetings according to the agenda and time available.
- h. Ensure discussion items end with a decision, action or definite outcome.
- i. Ensure decisions, actions and outcomes are recorded, tracked and communicated.
- j. Appoint sub-committee Chairpersons considering the recommendation(s) of the DTBC.
- k. 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 DTBC. 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 DTBC but will not participate directly in making recommendations or decisions.

6.6 DTBC Alternates

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

7.0 GOVERNANCE

7.1 Meetings

- a. The BCFSC will provide a person to serve as the Chairperson for DTBC meetings.
- b. The Chairperson will call meetings at suitable intervals and provide notification of such meetings to all DTBC members in writing, and at least 14 days before the meeting date.

- c. The DTBC will meet quarterly and not less than three times each year.
- d. Meetings will be well-structured and facilitated to enable efficient progress.
- e. DTBC meetings will be conducted in a round-table format.
- f. A quorum will be constituted when fifty percent of DTBC 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 DTBC 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 DTBC members, or by the Chairperson.
- i. At the discretion of the Chairperson or at the request of the DTBC, 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 DTBC members to leave a meeting at any time, or if an in-camera session is required.
- k. The DTBC may delegate any of its functions to a sub-committee established consistent with terms and conditions herein.

7.2 Standards of Conduct

All DTBC 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 DTBC 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 DTBC 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 DTBC

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

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

7.6 Amendments

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

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

DTBC Members Acknowledgement

Printed Name
and Organization

Signature

Date

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APPENDIX A

DTBC Members Skills Basis and Selection Criteria

To build a group that collectively demonstrates the knowledge, abilities and drive necessary for the group's success, DTBC 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 DTBC will be one that has members collectively representing the perspectives, values, goals and priorities of BC Coastal Forest industry. DTBC will maintain representation from a range of Licensees, BC Provincial Regulator(s), Nonprofit Organizations and Industry Professionals from locations on the Coast. Themes of proportional representation and balance will be considered.

The DTBC 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 DTBC will make.
- Individuals that have the influence to aid in the successful execution of programs that are supported by the DTBC.
- 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

DTBC 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 DTBC objectives.