Wood Pellet Association of Canada
Safety Committee

2018 Work Plan

February 25, 2018
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Wood Pellet Association of Canada
Safety Committee

2018 Work Plan

STRATEGIC FRAMEWORK

OUR MISSION

To improve the wood pellet industry’s collective safety performance, to earn a reputation with regulatory authorities and the public as an industry that is highly effective at managing safety, and to learn and share best practices regarding safety.

RESPONSIBILITIES

The Safety Committee’s responsibilities are:

- to develop strategies for continuous improvement of safety and promote such strategies to WPAC members;
- to communicate to WPAC’s membership the importance of developing a safety culture;
- readily and openly share safety, we are committed to not competing on safety; and
- to circulate safety news, developments, and reports to WPAC members.

ACCOUNTABILITY AND REPORTING

The Safety Committee is appointed by the Board of Directors of the Wood Pellet Association of Canada (“WPAC”) to discharge the Board’s responsibilities relating to the safety objectives of (“WPAC”).

The Safety Committee shall report to the Board on a regular basis.
BC FOREST SAFETY COUNCIL RELATIONSHIP

The BC Forest Safety Council (“BCFSC”) is the Health & Safety Association (HSA) for WPAC. Membership is funded through a WorkSafeBC payroll levy on BC pellet producers that is passed on to BCFSC.

SAFETY COMMITTEE MEMBERSHIP

Safety Committee members include:

- Scott Bax, Pinnacle Renewable Energy (Chair)
- Gordon Murray, WPAC (Secretary)
- John Arsenault, QWEB
- Sheldon Wheeler, Canfor
- Kevin Erikson, Caribou Biomass
- Matthew Franks, Canfor
- Corey Gardiner, Aon Reed Stenhouse
- Brian Letkemann, Tolko Industries
- Darren Marutt, Pacific BioEnergy
- Staffan Melin, WPAC
- Dustin Meierhofer, BCFSC
- Steve Mueller, Pinnacle Renewable Energy
- Christine Paradis, Foothills Forest Products
- Travis Peterson, Canfor
- Darrell Robinson, Shaw Resources
- James Snow, Nechako/Premium Pellet
- John Stirling, Princeton Standard Pellet Corporation
- John Swaan – Future Metrics
- Robert Tarčon, Tolko Industries
- Sheldon Wheeler – Canfor
- Troy Withey – West Fraser
WPAC’s Board of Directors has authorized the Safety Committee to add members as it deems appropriate. It is critical that members of Safety Committee are active and regularly participate in the monthly meetings and activities. Inactive members will be assessed on a one on one basis.

**Key Focus Areas for 2018**

A. Process safety management – delivery two modules of PSM content

B. Silo fires – risk assessment & response

C. Plant operator training and use of alarms

D. Combustible dust management – raw product storage areas, general training and combustible dust hazard analysis

E. Combustible gas and confined space entry

F. Annual plant safety drills and/or checks

G. Training and supervision of workers – workshop in Prince George

H. Incident reporting – review and trend analysis

I. Communications – clear plan to support safety improvements across all members

**Focus Area Details**

A) **Process Safety Management – Delivery of Two PSM Modules**

*Actions*

1. Using the assistance of independent experts, develop two process safety training modules. Determine what modules will be delivered. **Target:** March 30.
2. Set training dates, promote & organize two training modules. **Targets:** April 15 & August 30.

3. Hold two training modules. **Targets:** before June 30 & before November 30.

4. Develop a follow-up plan, access to material and individual training options after completion of each training module. **Targets:** July 15 and December 15.

**B) SILO FIRES – RISK ASSESSMENT & RESPONSE**

*Actions*

1. Develop two critical documents to aid all producers in both reducing silo fire risk and responding to a silo fire events
   
   a. Silo Fire Risk Assessment Tool / Document. **Target:** April 30.
   

2. Silo fire event expert – speak to the larger group to communicate first-hand knowledge regarding silo risk and responses. **Target:** June 30.

**C) PLANT OPERATOR TRAINING AND USE OF ALARMS**

*Actions*

1. Based on WSBC top 10 things to improve the effectiveness of monitoring and alarm systems have producers work to implement more than three (3) key learnings at their sites.
   
   a. Target the implementation of one key learning topic per quarter for Q1, Q2 and Q3 2018. **Target:** Update each month after a quarter end.
   
   b. Work with BCFSC to develop a basic plant operator training program and general competency assessment. **Target:** October 30.
i. WPAC SC to identify key core areas & competencies identified. **Target:** June 15.

ii. Development of baseline training checklists for core areas. **Target:** August 31.

iii. Develop training plan. **Target:** September 30.

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**D) COMBUSTIBLE DUST MANAGEMENT — RAW PRODUCT STORAGE AND GENERAL TRAINING**

**Actions**

1. BCFSC to lead the working group focused on developing best practices for *combustible dust management in raw product storage areas.*
   
   a. Complete preliminary progress report with some draft recommendations for WPAC SC review. **Target:** April 30.
   
   b. Review draft recommendations with WSBC. **Target:** June 30.
   
   c. Finalize recommendations. **Target** November 30, 2018

2. Hold a combustible dust refresher training workshop. **Target:** September 15.

3. Review a completed Dust Hazard Analysis Tool for a member site to discuss effectiveness and critical actions. **Target:** August 30.

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**E) COMBUSTIBLE GAS & CONFINED SPACE ENTRY**

**Actions**

1. BCFSC to lead the working group focused on developing best practices focused on *combustible gas awareness and risk mitigation.*
   
   a. Complete preliminary progress report with some draft recommendations for WPAC SC review. **Target:** June 30.
d. Review draft recommendations with WSBC. **Target:** August 30.

e. Finalize recommendations. **Target:** December 30, 2018

2. Hold a combustible gas and confined space entry refresher training workshop. **Target:** September 15.

**F) ANNUAL PLANT SAFETY DRILLS**

**Actions**

1. Each quarter highlight one critical annual drill that members should be completing annually. **Target:** before end of Q1, Q2, Q3 and Q4

2. Create a summary document on the drill, why it is important and leading practices for getting Teams prepared. **Target:** one per quarter.

**G) TRAINING AND SUPERVISION OF WORKERS**

**Actions**

1. Together with WorkSafeBC, hold a safety workshop around June 15 in Prince George, BC.

   a. Develop draft agenda and budget. **Target:** April 15.

   b. Review draft agenda with safety committee. Amend as needed. **Target:** April 15.

   c. Develop work plan and secure speakers. **Target:** April 15.

   d. Begin promotion. **Target:** April 15.

   e. Hold workshop. **Target:** Before June 30.

   f. Post workshop review. **Target:** July 15.

2. Review new joint safety committee requirements with Safety Committee and identify key resources for training (and coaching) to ensure requirements are met. **Target:** May 15.
H) **INCIDENT REPORTING**

**Actions**

1. Members to use the BCFSC incident tracking system for the pellet industry by submitting data quarterly. The middle month of the quarter the SC will review the data submitted to look for key learnings. **Target:** Quarterly.

2. Regular reporting by producers. **Target:** Quarterly.

3. Status update by BCFSC. **Targets:** February, May, August, November

4. Preliminary analysis of trends. **Target:** August.

I) **COMMUNICATIONS**

**Actions**

1. Hold monthly Safety Committee conference calls at 11:00 a.m. Pacific (PST), every second Wednesday of the month. Follow good practices regarding notification, agenda preparation and recording minutes.

2. Review and summarize all HSA amendments proposed by WorkSafeBC as they are released. Discuss each amendment with safety committee.

3. Respond to WorkSafeBC regarding proposed HSA amendments, even if we have no comments, so as to demonstrate to WorkSafeBC that we are paying attention.

4. Continue the monthly agenda topic: *Sharing Safety*.

5. Develop and implement a process to be able to circulate meaningful “Safety Alerts” to facilitate the sharing of critical safety information in a timely fashion. **Target:** March 30

6. Develop and implement a Safety Workshop focused on delivering leading safety guidance to members on issues relevant to the 2018 Work Plan – **Target:** June 15

7. The Safety Committee will meet twice yearly with WorkSafeBC. Purpose: to share progress on our Work Plan, to learn about WorkSafeBC’s concerns as they emerge, and to
demonstrate to WorkSafeBC the ongoing commitment of WPAC members to safety.

**Targets**: before June 30 and November 30.

8. WPAC to engage regularly in 2018 with pellet producers or customers from around the world to gain safety traction, expedite the rate of safety sharing. We will find two items to collaborate on. We will update the committee when applicable monthly.

IMPLEMENTATION OF THE WORK PLAN

The Safety Committee will use monthly conference calls to monitor progress on the Work Plan. Work items will be listed on the agenda for each call. Committee members will share in taking responsibility for taking the lead on specific tasks. Tasks will be updated during each conference call and progress recorded in the minutes.