



Manufacturing Advisory Group Terms of Reference

PURPOSE

The British Columbia Forestry Manufacturing Advisory Group (MAG) exists to drive ongoing safety improvement within the BC Forestry Manufacturing Industry, aiming to guide and oversee the industry's efforts to ensure a workplace environment where injuries, incidents, and near-miss events are eliminated.

MANUFACTURING ADVISORY GROUP GOVERNANCE

MAG Chairperson

The MAG elects a Chairperson to lead meetings (Appendix D) and act as the primary contact for member requests. The Chair serves a three-year term, running January to December, with nominations accepted in the final quarter.

The Chairperson coordinates communication, ensures adherence to Terms of Reference, reviews sub-committee recommendations, and works with BCFSC staff on budget alignment.

Manufacturing Advisory Group (MAG)

The committee will consist of Safety Leaders from the BC Forestry Manufacturing Industry and British Columbia Forest Safety Council (BCFSC) staff (1 or 2 persons). Each committee member must be able to speak and make decisions on behalf of their respective company. The committee will review requests for additions to the committee at regular meetings and the updated committee list (Appendix A) will be maintained by the designated BCFSC staff. (see Appendix B). All members are to follow the standards of conduct (Appendix C)

MAG members will attend the quarterly MAG workshops, meet-and-greets and meetings or will send delegates on their behalf.

The minimum criteria for admission to MAG is that each member company:

- Maintains SAFE Certification with the MAG-SAFE Audit (including Combustible Dust Module)
- Shares agreed upon Benchmarking incident statistics
- Shares learnings from Serious Incident Failure Potential (SIFp) incidents and best practices.
- Shares manufacturing resources through collaboration
- Provides recommendations for MAG activities
- Provides suggestions on what areas of focus for Projects and Working Groups
- Responsible for developing and approving a three-year-workplan to support resources for industry.

MAG-SAFE Audit Working Group

Volunteers from MAG will provide direction to BCFSC on the administration of the MAG-SAFE Audit Program. Responsibilities include:

- Receives feedback/information from MAG on MAG-SAFE Audit program
- Review and discuss Q1 meeting information for needed changes or updates.
- BCFSC-designated employee informs MAG Auditors of changes for inclusion in annual training.

Forest Industry Forum – Manufacturing Technical Working Group (FIF-MTWG)

The MTWG operates under its own Terms of Reference within the BCFSC Forest Industry Forum and is managed by BCFSC representatives. MAG appoints members for quarterly meetings with health and safety regulators focused on emerging issues, risk reduction, and compliance. Alternates or subject-matter experts are invited to participate as needed.

Projects/Working Groups

As needed, smaller project focused groups will be formed to support the implementation of initiatives endorsed by MAG . Each working group will have a MAG member appointed as chair, who will collaborate with the working group and BCFSC staff to provide updates and report progress at quarterly MAG meetings. These Projects/Working Groups are tasked with coordinating projects and best practice sharing with BCFSC staff to develop resources for Industry.

Additional guests and/or stakeholders may be invited to attend a meeting to provide additional information or engage in discussions about specific MAG agenda items.

The BC Forest Safety Council – Roles and Responsibilities

The BCFSC CEO will assign a BCFSC employee (s) to provide logistical and planning support for the MAG and working groups. For additional details, refer to the Roles and Responsibilities (Appendix B).

Dispute Resolution

If a dispute arises within MAG:

1. The issue is discussed within MAG
2. If unresolved, it is escalated to the BCFSC CEO
3. If still unresolved, the matter is referred to the BCFSC Board of Directors for final decision

Associated Information

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Appendix A: MAG COMMITTEE LIST

MAG Committee	
Adrien Chabot	Canfor
Sabra Jarman	Canfor
Mike Prokopenko	Carrier Lumber
Marla Nicol	Conifex
Tristan Anderson	Coastland
Tony Mogus	Dunkley
Chris Foucher	Dunkley
David Murray	Gorman Group
Ian Gray	Hampton Affiliates
Daniel Ruzic	Interfor
Dustin Gorkoff	Kalesnikoff Lumber
Nina Hamilton	Kalesnikoff Lumber
Grant Fast	Sinclar Group - Committee Chair
Tim Boyes	Sinclar Group
Jeff Green	Tolko
Lori Saretsky	West Fraser
Troy Withey	West Fraser
Theresa Klein	Western Forest Products
MTWG Committee	
Sabra Jarman	Canfor
Marla Nicole	Conifex
David Murray	Gorman Group
Grant Fast	Sinclar Group
Lori Saretsky	West Fraser
Mike Dufour	Western Forest Products
MAG Companies Executive Contacts	
Susan Yurkovich	Canfor
William Kordyban	Carrier Lumber, President
Ken Shield	Conifex
Rob Novak	Dunkley Lumber Ltd
Nick Arkle	Gorman Bros
Randy Schillinger	Hampton Affiliates
Ian Fillingier	Interfor
Chris Kalesnikoff	Kalesnikoff Lumber
Gerg Stewart	Sinclar Group
Pino Pucci	Tolko
Sean McLaren	West Fraser
Steven Hofer	Western Forest Products
Jeff Bromley	United Steelworkers – Wood Council Chair

Appendix B:

BCFSC STAFF ROLES AND RESPONSIBILITIES

The designated employee (s) of the BCFSC plays a central role in supporting the activities of the Manufacturing Advisory Group (MAG). Their primary responsibilities are detailed as follows:

Meeting Participation and Coordination

1. Attends all scheduled meetings to ensure consistent engagement and support for MAG initiatives.
2. Coordinates and attends Working Group meetings, providing logistical and administrative support as required.
3. Assists the MAG Chair with the preparation of meeting agendas and takes minutes during meetings.
4. Manages the logistics for in-person meetings, including organizing site tours, securing workshop facilitators, and coordinating meet-and-greet events.

Audit Management and Auditor Development

1. Oversees all MAG Audit activities, including the allocation of MAG Auditors to annual audits.
2. Manages, educates, and trains MAG Auditors, ensuring ongoing supported for regulation changes and MAG safety initiatives.

Workplan and Project Support

1. Ensures that all required Workplan activities are adequately supported and completed within set timeframes.
2. Communicates concerns, project updates, and new initiatives from the MAG group to the BCFSC CEO.

Administrative Duties and Resource Management

1. Performs regular administrative upkeep of the MAG membership list to ensure accuracy and completeness.
2. Manages the storage of industry-shared resources on a private MAG SharePoint site, ensuring that members have seamless access.
3. Maintains the MAG page on the BCFSC website, keeping content current.
4. Supports members in sourcing and managing resources as needed.

Training and Communication

1. Provides records of completion for workshops and maintains the Learning Management System (LMS) with up-to-date attendee training profiles.
2. Delivers weekly, industry-specific safety Crew Talks, Safety Alerts and Safety Innovations to support safety conversations at the beginning of meetings, pre-job or shift meetings, and/or Joint Occupational Health and Safety Committee (JOHSC) meetings. These communications are distributed via email, social media, or the website.

Reporting and Metrics

1. Prepares and distributes quarterly MAG Benchmarking reports as well as quarterly industry reports for the Manufacturing Technical Working Group (MTWG).
2. Maintains year-to-date (YTD) manufacturing resource and training metrics, which include social traction data, workshop attendance figures, online training participation, and the number of MAG audits completed.

CONTACT INFORMATION

For inquiries or additional information regarding the British Columbia Forestry Manufacturing Advisory Group (MAG), please contact:

- **Email:** mag@bcforestsafe.org
- **Phone:** 877-741-1060
- **Address:** BC Forest Safety Council, 8C-2220 Bowen Rd, Nanaimo BC V2L 1N2

Disclaimer

The information contained within this document is intended for the exclusive use of members and affiliates of the British Columbia Forestry Manufacturing Advisory Group (MAG).

Appendix C:

STANDARDS OF CONDUCT

All MAG members, the Chairperson, and Observers agree to operate consistently 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.
- Accept the concerns, views and objectives of others at face value, and acknowledge them as valid for consideration.
- Maintain the confidentiality of company and employee information obtained during the MAG meetings or other shared data.

Appendix D:

MEETING LOGISTICS AND COMMUNICATIONS STANDARDS

Workshops, Meet-and-Greets, Meetings/Site Tours

- **Schedule:** Manufacturing Advisory Group workshops, meet-and-greets and meetings/tours will occur at least quarterly and accommodate attendance from all representative companies.
- **Preparation:** The BCFSC will coordinate the scheduling, logistics and preparation of activities for the Manufacturing Advisory Group's quarterly activities and will work with the MAG Group Chairperson to build the agenda. The BCFSC will distribute the agenda, action items and reports before the meeting. BCFSC will maintain a secure MAG private SharePoint site that will host all meeting materials.
- **Format:** In-person workshops, meet-and-greets, and on-site tours. Both in-person and online meetings are used to facilitate information sharing.
- **Attendees/Delegates:** Must be prepared to communicate take-away information and key learnings as needed.
- **Timing:** Meetings will be held on a consistent day and time of each quarter to allow for maximum participation by the MAG Group.
- **Record Keeping:** The BCFSC will record, track and distribute action items arising from the meeting. Action items will be distributed via email and posted on the MAG private SharePoint site.

MEETING STRUCTURE

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:

- BCFSC updates (MAG Safe Audit, Regulations, Training stats)
- Working Group updates
- Best Practices/Incident shares/SIFp and discussion
- Manufacturing Technical Working Group
- Action items from last meeting/Status Updates

Action Items:

- Action items generated from the MAG Group meetings will be captured, assigned, tracked and status relayed as part of each MAG Group Meeting.
- Dates, actions and status will be tracked by BCFSC and saved on the MAG private SharePoint site.

Best Practices/Incident Shares/SIFp:

Each meeting will include time dedicated to sharing best practices, incident reports, and SIFp's within the group. The MAG Group site tour host will present a best practice that showcases a safety initiative implemented at their facility. The intent of this discussion is to establish action items and or potential projects that will help establish an improved safety effort across BC Forestry Manufacturing Industry.

- Safety Alerts will be created for industry if the incident is approved to be shared and a copy is provided to BCFSC staff.

Committee-Updates:

Each Working Group Chair will provide an update at the MAG Quarterly meeting advising on progress of the project.

COMMUNICATION

- **Key messages** for industry distribution will be developed as needed based on the review of incidents and key performance indicators for the quarter.
- BCFSC staff will work with the MAG Chair and MAG Group to build the messaging, and the BCFSC staff will be responsible for saving on the MAG private SharePoint site and distributing to the MAG Group for circulation within their own areas.