

Falling Technical Advisory Committee (FTAC)

Terms of Reference

1. PURPOSE

The Falling Technical Advisory Committee (FTAC) is a diverse group of workers with experience related to hand falling that works to improve faller safety – *so fallers come home safe every day*. FTAC identifies issues, proposes solutions, addresses industry leaders, and finds ways to make the falling vocation a safe one. By applying their own expertise, and soliciting input from fallers, employers and subject matter experts, FTAC drives practical solutions and guides development of industry best practices. FTAC members have a key role in the 2-way communication between the falling community and the BC Forest Safety Council (BCFSC).

2. FUNCTIONS

2.1 The functions of the FTAC include:

- a. Lead industry by identifying and prioritizing current safety issues or competency gaps for fallers, falling supervisors, and those involved with or influenced by falling-related activities.
- b. Guide the BCFSC's Falling Program direction.
- c. Provide direction on faller training programs – tools, training materials and quality control processes.
- d. Build resources to encourage and assist faller employers and fallers in their training and educational efforts. Work with other agencies as needed to improve the quality of resources available.
- e. Identify and propose standards that need to be developed or revised.
(Standards are defined here as conditions, procedures or competencies that are established, recognized or approved by industry, and that provide a model or basis for comparison against which worker performance and workplace safety can be measured and evaluated.)
- f. Provide recommendations and rationale that can be used to assist the BCFSC's Board of Directors, WorkSafeBC or other agencies for making policy or Regulation changes.

2.2 The FTAC may establish Sub-Committees to provide advice or to assist it in the performance of its functions.

2.3 The FTAC may delegate any of its functions to a Sub-Committee established under Subsection 2.2.

2.4 The FTAC may assist in the formulation and dissemination (in appropriate languages) of policies, practices and procedures.

3. MEMBERSHIP

- 3.1 The Committee will consist of up to 32 members.
- 3.2 Representatives will be recommended by FTAC and selected by the Chair based on a defined skills list in identified key sectors. Please refer to Appendix "A".
- 3.3 Council's Board of Directors/Association Members are not sitting members of the FTAC, however may at their discretion attend any meeting or Sub-Committee meeting as required to provide oversight and guidance to the FTAC.
- 3.4 FTAC members must seek to send an alternate representative of their sector in the event they cannot attend a meeting.
- 3.5 FTAC members will forfeit their membership if they:
 - a. Resign from the Committee;
 - b. Fail to attend 3 consecutive meetings without providing notification to the Committee Chair;
 - c. Resign or are permanently released from their employment.
- 3.6 FTAC membership will be reviewed annually:
 - a. Member attendance
 - b. Recruiting new potential members
 - c. Sector representation
 - d. Advisory group representatives (see 7.4.2 (e))

4. VACANT POSITIONS

Any vacant positions will be filled according to the Skill Considerations and Sector Representation listed in Appendix "A".

5. COMMITTEE CHAIR

The Falling Manager will be the Committee Chair. If the Falling Manager is unable to act as Committee Chair, the Falling Manager or the BCFSC will appoint an alternative Committee Chair for the meeting.

6. ROLES AND RESPONSIBILITIES

6.1 Member Roles

- a. To have a clear understanding of the strengths and weaknesses of the manual tree falling type work, and know what will or will not work with for industry.
- b. To provide input as related to the FTAC's Purpose (See "Section 1. Purpose") and Functions (See "Section 2. Functions").
- c. To attend meetings regularly, and to come prepared and informed (review previous meeting minutes, agenda and support information as available before meetings). If unable to attend a meeting, the member is to come prepared for the following meeting by reviewing the previous meeting summary or liaising with members of the FTAC.
- d. To inform the Committee Chair of any planned absence and arrange for an informed alternate to attend.
- e. To agree to work collaboratively towards a consensus. If a member feels that he/she cannot agree, he/she will articulate his/her concern and suggest a potential solution.
- f. To recommend the invitation of specific advisors as needed.
- g. To communicate the activities of the Committee and the BCFSC's Falling Program back to their own constituents and to the broader industry.

6.2 Alternate Roles

- a. When attending a meeting in the place of a regular member, the Alternate roles shall be as per the Member Roles (see 6.1).
- b. If attending a meeting at which the regular member is in attendance, the Alternate's role shall be as per the Observer's role (see 6.6).
- c. Alternates will receive expense reimbursement only if the regular member is unable to attend the meeting.

6.3 BCFSC Roles

- a. To provide support, meeting room, facilitation and expense reimbursement for regular FTAC members (if travel is required).
- b. To review FTAC recommendations and feedback and respond in a timely manner.
- c. To follow a process with industry recommendations: FTAC, to staff and then to Program Committee. Certain processes may also involve the Board of Directors, WorkSafeBC, CHAG, and/or other committees.
- d. To make final decisions regarding recommendations. If the BCFSC does not accept FTAC recommendations, the BCFSC will provide FTAC with verbal and/or written documentation explaining the rationale by the next FTAC meeting. If it is not reasonably possible to provide a response before the next FTAC meeting, the Council must provide within that time a written explanation for the delay, together with an indication of when the response will be provided.

6.4 Committee Chair Roles

- a. Review and approve the draft minutes for distribution prior to commencement of the next meeting. Recommend as a true and accurate record.
- b. Invite specialists to attend meetings when required by the FTAC.
- c. Collaborate with FTAC members to generate meeting agendas, and circulating the agenda and support material one (1) week before each meeting.
- d. Guide the meeting according to the agenda and time available.
- e. Ensure all discussion items end with a decision, action or definite outcome.
- f. Ensure decisions, actions and outcomes are recorded, tracked and communicated.

6.5 Advisor Roles

Advisors may include specialists, subject matter experts or consultants that the FTAC may ask to be brought in to provide technical expertise in the area of falling or any other related activities. Advisors will provide technical information to the FTAC when asked to do so, but will not participate in consensus based recommendations or decisions.

6.6 Observer Roles

Observers include BCFSC staff or other persons invited to attend meetings. Observers may participate in meeting discussions with agreement by the FTAC, but will not participate directly in making recommendations or decisions.

6.7 Sub-Committee Roles

From time to time there may be a specific issue or topic that may be better handled by a smaller group of individuals or where the volume of work requires separate work groups. At the request of the FTAC, a Sub-Committee may be created to facilitate the collection of information, consultation, negotiation, or the development of possible solutions to a stated problem. This information will be presented to the FTAC for review and comment.

7. GOVERNANCE

7.1 Meetings

- a. The Committee will be scheduled to meet at least four times a year, on a date and time determined by the Council's Committee Chair that will obtain at least a quorum of the membership, and preferably the total membership.
- b. A quorum will be constituted when fifty percent (50%) of voting members (or designated alternates) of which 50% must be qualified fallers are present. If quorum is not present, a meeting may proceed, but decisions made by the Committee must be subsequently ratified when a quorum is present, or by distributing the decision by email or fax to the Committee members and requesting endorsement.
- c. Meetings are in-person only.
- d. A special or extraordinary meeting may be called by the Chair.

- e. Advisors and Observers may be invited to attend the meetings at the request of the Committee Chair to provide advice and assistance where necessary. Non-FTAC members (excluding any present Board members) may be requested to leave the meeting at any time by the Committee Chair if an in-camera session is required.
- f. Meetings will be well-structured and facilitated to enable efficient progress.
- g. Meetings will be facilitated working groups/round table discussion.

7.2 Standards of Conduct

The Committee members agree to work by the following ground rules:

- a. Treat others with respect;
- b. Maintain professionalism;
- c. Be given the opportunity to voice their perspectives;
- d. Listen to the range of perspectives;
- e. Ask for clarification if unclear;
- f. Accept the concerns, views and objectives of others at face value, and acknowledge them as valid for consideration;
- g. Act in good faith in all aspects of the process.
- h. Work for the greater good of faller safety and industry practices.
- i. Any member has the ability to make 'off the record' statements during the meeting and these statements will not be included in minutes taken.

7.3 Making Decisions and Recommendations

- a. Every effort shall be made to develop decisions and recommendations through consensus.
- b. Consensus is defined as all FTAC members having general agreement or acceptance of a particular decision or recommendation, and no member having substantial disagreement or objection.
- c. If consensus cannot be reached, differences in recommendations will be noted. The Committee Chair 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 (75%) of the FTAC 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 Communication and Records

7.4.1 Internal communications between the BCFSC and FTAC

- a. The BCFSC will provide the FTAC all relevant information (as required) to support informed discussion and decision making. This includes existing legislation, historic information, and faller systems & related documentation. This does not include internal proprietary and confidential information.
- b. The BCFSC will provide meeting minutes to FTAC members. Minutes will be general summaries of the meeting. The meeting minutes will not attribute specific comments to any individual FTAC member or advisor.

- c. The BCFSC will maintain electronic meeting minutes and other relevant materials and summaries.

7.4.2 External to FTAC

Only members approved by the FTAC will speak to the media/public on behalf of the FTAC and its work. Approved spokespeople can be reviewed any time. Note that overall Council communication policy applies.

- a. The FTAC and its members will not make public comments on behalf of the BCFSC.
- b. Any communications to the public media on behalf of the FTAC will be funneled through the Committee Chair.
- c. When communicating to external parties, FTAC members, the BCFSC and advisors (if any) will not attribute specific comments to any individual FTAC member or advisor.
- d. If an FTAC member who is not a spokesperson for FTAC wishes to speak to the media or other external party, they are to speak only on their own perspective and not on behalf of FTAC (or the BCFSC). This communication must also:
 - Be respectful of other members.
 - Not characterize the suggestions or position of other members or groups in his/her discussions.
- e. FTAC will appoint members as needed to represent FTAC with other industry advisory groups. These appointments will be reviewed annually (see 3.6(d)).

7.4.3 Internal to the BCFSC

- a. Recommendations from the FTAC will be reviewed by the BCFSC following each meeting. The BCFSC will provide feedback to the FTAC on how its recommendations were addressed.

7.5 Conflicts of Interest

FTAC members will declare any possible or perceived conflict of interest pertaining to a specific discussion or topic, should the situation arise. In such cases, the FTAC will decide the member's level of involvement relative to the specific topic matter.

7.6. Amendments

The FTAC will review these terms of reference annually from the date of approval. They may be altered (within legislative and regulatory boundaries) to meet the current objectives and priorities of the industry, the FTAC or the BCFSC, by agreement of the majority of members.

The above Terms of Reference for the BCFSC Falling Technical Advisory Committee have been agreed to:

Approved per April 7, 2017 minutes

APPENDIX A

BC Forest Safety Council – FTAC Members Skills Basis

FTAC members will be selected based on a skills-based approach to ensure adequate representation to make recommendations on behalf of industry.

Skill Considerations:

- Knowledge of Falling and Falling Supervision Activities
- Influence within their spheres
- Practical in approach
- Goal oriented
- Ability to deliver on task on time
- Ability to deliver on budget
- Ability to commit time (their organization must also commit the time)

The committee will consist of up to 32 members

Sector To Be Represented (voting)
QS/T Coast Faller
QS/T Interior Faller
Small Contractor (Faller) Coast Faller(s)
Small Contractor (Faller) Interior Faller(s)
CFABC
Large Falling Contractor(s)
Large Logging Contractor(s)
Western Fallers Association Faller
Interior Contractor Representative(s)
Interior Logging Association (ILA)
Union Rep or Union faller (with falling background) Representative(s)
Licensee Coast Representative(s)
Licensee Interior Representative(s)
Ministry of Forests, Lands and Natural Resource Operations (MFLNRO) Representative
Western Forestry Contractors Association (Silviculture) Representative
BC Wildfire Service Representative
Certified Utility Arborist (CUA) Representative
Enform Representative
Interior Independent Faller(s)
Coastal Independent Faller(s)
First Nations Representative
Observers (non-voting)
Forest Safety Ombudsman
WorkSafeBC Prevention Services
WorkSafeBC Industry and Labour Services
Union Representative
BCFSC Support Staff (non-voting)
BCFSC Falling Manager (FTAC Chair)
BCFSC Falling Admin Support