

# **Marine Forest Safety Advisory Group**

## **TERMS OF REFERENCE**

**MARCH 2018**

## 1. PURPOSE

The Marine Forest Safety Advisory Group (MFSAG) is an industry-based group intended to cooperatively determine the type, frequency and factors relating to marine forest safety incidences and take appropriate actions to improve safety performance and reduce the potential for injuries and fatalities. The MFSAG will work to bring forward issues, develop initiatives and support projects that are important to the safety performance and health of workers in and directly impacted by marine forest operations. By applying their expertise and influence the MFSAG will aid in the execution of initiatives and make recommendations that drive practical solutions through the development of industry best practices. The Group will have a key role in communications between licensees, Contractors Associations, WorkSafe, Transportation Safety Board, Transport Canada, Coast Harvest Advisory Group (CHAG), Trucking and Harvesting Advisory Group (THAG), Western Silviculture Contractors Association and the BC Forest Safety Council (BCFSC).

## 2. FUNCTIONS

Functions of the Marine Forest Safety Advisory Group (MFSAG):

- a. To provide a consultative forum that guides the development and implementation of initiatives that improves safety performance and health within the marine forestry operations.
- b. To work cooperatively and collaboratively to identify issues, strategies and projects that deserve MFSAG attention
- c. To apply knowledge, regulatory and industry expertise, experience and influence toward the successful execution of initiatives that reduces the probability of injuries and fatalities in marine forestry operations.
- d. To ensure MFSAG activities align with the processes identified in Appendix B.

## 3. MEMBERSHIP

The MFSAG membership will:

- a. Consist of up to 15 persons, plus BCFSC staff (1 or 2 persons).

Membership:

- Robin Modesto /Interfor Corporation
- Glenn Budden/ Transportation Safety Board
- Sanjay Gupta/Transport Canada
- Timo Scheiber/Western Forestry Contractors' Association
- Bruce Logan/ WorkSafeBC
- Tom Jackson/Ministry of Forests, Lands and Natural Resource Operations
- Don Willson/Silver King Ventures
- Aaron Frost/Strategic Natural Resource Consultants
- Rick Viventi/ Arrow Transportation Systems Inc.

- b. Have members that meet a defined skills list with a focus in identified key areas, as guided by Appendix "A".
- c. Be requested to engage in the role for a period of three years.
- d. Not include 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.
- e. Forfeit membership if they:
  - resign from the committee;
  - fail to attend two (2) consecutive meetings (to be determined at the discretion of the membership); or
  - breach confidentiality.

## **4. ROLES AND RESPONSIBILITIES**

### **4.1 MFSAG Members**

MFSAG member responsibilities:

- a. Prepare for and attend MFSAG 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 4.7.
- b. Apply their knowledge and perspective of marine forest operations and relationships that influence safety performance and health.
- c. Provide thoughtful input and cooperation in order to support and contribute to MFSAG 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 and health.
- 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.

### **4.2 BC Forest Safety Council**

BC Forest Safety Council responsibilities:

- a. Provide a chairperson.
- b. Facilitate meetings.
- c. Support MFSAG actions.
- d. At the discretion of the Chair, and under special circumstances, offer invited guests or group members' reimbursement for reasonable expenses (travel, meals, and accommodations) incurred to attend MFSAG meetings, if travel is required.

- e. Review MFSAG recommendations and provide feedback in a timely manner (i.e. within one month), including steps to action recommendations or decisions.

### **4.3 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 MFSAG 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 MFSAG.
- 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 MFSAG.
- m. Receive and record such written votes.

### **4.4 Advisors**

Advisors include specialists, subject matter experts and consultants with knowledge and experience relevant to matters considered by the MFSAG. Advisors will provide information and technical expertise but will not participate directly in reaching decisions or making recommendations.

### **4.5 Observers**

Observers include other persons invited to attend meetings. Observers may participate in meeting discussions with agreement of the MFSAG but will not participate directly in making recommendations or decisions.

### **4.6 Sub-committees**

There may be projects or functions that are of interest to the MFSAG or are of specific interest to a subset of the MFSAG and would be better managed by the focused efforts of a smaller group. In addition, work volume or timelines may require delegation of work to a sub-committee capable of responding to MFSAG requests or recommendations.

In order to address above circumstances and considerations, the MFSAG may establish sub-committees to assist in the performance of MFSAG functions. The MFSAG Chairperson will appoint a sub-committee Chair based on the recommendation(s) of the MFSAG.

Sub-committee responsibilities:

- a. Proceed according to the parameters / direction provided by the MFSAG.
- b. Ensure conduct is in accordance with MFSAG governance and standards of conduct.
- c. Present information, ideas, recommendations and reports to the MFSAG for further consideration.
- d. Consist of not less than one MFSAG members.

#### **4.7 MFSAG Alternates**

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

### **5. GOVERNANCE**

#### **5.1 Meetings**

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

## **5.2 Standards of Conduct**

All MFSAG 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.
- h. Maintain confidentiality of proprietary, incident, or other information discussed or provided by members and member organizations when requested.

## **5.3 Making Decisions and Recommendations**

- a. Every effort shall be made to develop decisions and recommendations through consensus.
- b. Consensus is described as all MFSAG 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 MFSAG members present vote in favor of the resolution or decision.
- e. Meeting minutes will indicate when such "voting" is applied and record the outcome.

## **5.4 Communications and Records**

### **5.4.1 Internal communications between the BCFSC and the MFSAG**

- a. BCFSC will provide the MFSAG 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.

### **5.4.2 External Communications**

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

## **5.5 Conflicts of Interest**


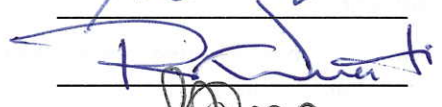

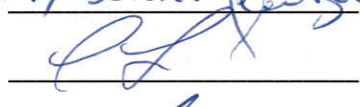
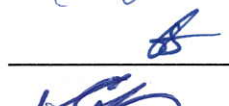

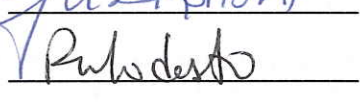
MFSAG members will declare any possible or perceived conflict of interest pertaining to a specific discussion or topic, should the situation arise. The Chairperson, in consultation with the MFSAG, will deliberate the outcome of any identified or potential conflict of interest.

## **5.6 Amendments**

The MFSAG will review these Terms of Reference annually. They may be adjusted to meet the current objectives and priorities of the MFSAG. To amend this document prior to the annual review, the MFSAG members may make recommendations to the group and/or the chairperson.

The above Terms of Reference for the Marine Forest Safety Advisory Group have been agreed to:

MFSAG Members Acknowledgement

Printed Name and Organization	Signature	Date
<u>Ministry FLNRORD</u> RICK VIVENTI		<u>Jul 24 2018</u>
<u>ARROW TRANSPORTATION SYSTEMS</u> BRUCE LOGAN / WORKSAFE BC		<u>2018/July/24</u> <u>JULY/24/18</u>
<u>Glen Bidden Transportation Safety Board</u>		<u>July 24/18</u>
<u>ARROW FROST, SNRC</u>		<u>July 24/18</u>
<u>Spring Creek, TC</u> Timo Scheiber WFLA		<u>July 24, 2018</u>
<u>Trish Kohorst</u>		<u>July 24/2018</u>
<u>Rebecca Modeslo</u>		<u>Nov 28, 2018</u>
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## APPENDIX A

### MFSAG Members Skills Basis and Selection Criteria

To build a group that collectively demonstrates the knowledge, abilities and drive necessary for the group's success, MFSAG 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.

The MFSAG 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 MFSAG will make.
- Individuals that have the influence to aid in the successful execution of programs that are supported by the MFSAG.
- Current experience with 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**

### **MFSAG Key Processes**

- Schedule agenda-driven meetings.
- Ensure that practice/key learnings sharing are on every meeting agenda.
- Assign smaller scale initiatives to sub- groups when warranted.
- Establish communication procedures to keep group members and other key people informed.
- Identify, define and establish the key metrics and baselines.
- Identify current and emerging issues and develop plans to address.
- Implement plans/initiatives aimed at achieving MFSAG objectives.
- Create membership criteria for new organizations to join this group.