



## **Terms of Reference Program Committee**

“Board” refers to the Directors of the B.C. Forest Safety Council

### **1. Purpose**

The purpose of the Program Committee is to work with staff to identify and prioritize the health and safety issues that the Council needs to address to eliminate fatalities and injuries. The Program Committee evaluates the effectiveness of Council staff and the programs undertaken by the Council in the annual and multi-year work plans presented to and approved by the Board. The Program Committee reviews, recommends to the Board and tracks performance of the budgets associated with the programs. The Program Committee takes a long-term view to allocate resources and identify existing and emerging issues with staff.

### **2. Composition and Operations:**

The Program Committee (referred to as the “Committee” in this document) members are appointed by the Board with recommendations from the Governance Committee. The Committee is composed of a minimum of individuals that include representation from small, medium and large producers, a Worker Representative and designated experts as requested by the Committee and/or Board. The Committee will also search for individuals with knowledge and skill in specific focus safety issue areas that are to be addressed in the current timeframe. The Committee Chair is a member of the Program Committee selected by the Board. The Council’s CEO is the Committee’s primary staff contact. A wide representation of industry is preferred to obtain effective input. The Committee members serve a one-year term.

The Governance Committee of the Board of Directors evaluates the function of the Committee and provides recommendations to the Board for individual reappointment.

### **3. Duties and Responsibilities**

Subject to the powers and duties of the Board, the Committee will perform the following duties in accordance with the Strategic direction set by the Board.

#### **Program Activity Direction**

Work with Council Staff:

- To ensure that Council staff focuses its activities to achieve the best possible reduction in fatalities and injuries in the forest industry.
- To identify, prioritize, and make recommendations to the Board on health and safety issues which arise as part of the Council’s business.

- To periodically review the SAFE Companies Program instruments for overall effectiveness.
- To review the development of the Training program including internal/external auditor training.
- To review the External Auditor Standards that the industry would respect and expect for the auditing process.
- To provide input and recommendations to staff on any other area of the SAFE Companies program in the development or operational stage that would require consultation with the Committee.
- To assist in evaluating and assessing the initiatives to be addressed in the Programs undertaken by the Council and reflected in the annual and multi-year work plans presented to the Board.
- To review the budgets associated with the Programs undertaken by the Council for appropriate spending and value for presentation to the Board.
- To provide recommendations to the Board (with industry consultation and statistical analysis) regarding the development of Safety/Return to Work resources and training programs.
- To review with Council staff the direction in developing Industry Recognized Practices and Industry Shared Practices for presentation to the Board.
- To work with staff on future direction of training and program activities, including Safe Companies and Transportation.
- Providing advice and recommendations for insight for collaborative initiatives from other parties.
- The Committee can hire legal counsel if required to fulfil any of its obligations.

## **Policies**

- a. Review staff policy recommendations regarding programs, training and SAFE Companies and provide advice to the Board regarding these policy recommendations. The Committee will consider the following in reviewing staff policy recommendations:
  - How do policy recommendations align with the mandate and strategic priorities of the Council?
  - How do policy recommendations reflect the principles of accountability, transparency, cost effectiveness and ease of use?
  - How will policy recommendations affect users of the Council's programs and services and as well as members and stakeholders of the Council?
  - Have risks associated with the implementation of policy recommendations been properly assessed and mitigated?
- b. Receive matters referred to the Committee by the Board of Directors, and report back to the Board of Directors on these matters as required.

Details related to the implementation of policy recommendations and operational issues are the responsibility of Council staff and should not be the focus of the Committee.

Council staff will be responsible to advise the Committee of any operational challenges if relevant in the context of policy recommendations.

## Standards

- a. Confirm that staff have applied Council policies and standards in making recommendations to the Committee and provide advice to the Board regarding these recommendations regarding:
  - New training programs or substantive changes to existing harvesting programs
  - Deactivation of existing training programs
  - Assessment standards and processes for harvesting training programs
  - Standards and requirements for trainers to deliver Council training programs and designation of training providers against these standards
  - New SAFE Company certification standards or programs or substantive changes to existing standards or programs
  - Standards and requirements for certified auditors
  - Industry Recognized Practices or other industry guidance to be endorsed by the Council
  - The Committee will expect that Council staff are working within Council policy and standards or staff will recommend change in policy or standards if required: Do staff recommendations achieve the best possible outcome in fatality and injury reduction?
  - Are staff recommendations based on the application of Council policies and standards?
  - Are proposals within the scope and mandate of the Council?

## Committee Members

Committee members will have the following attributes:

- Committee members will have functional experience in health and safety in the forest products industry, and/or be a safety resource, be supportive of the process and committed to making a difference in the safety performance of the industry.
- The ability to work with a cooperative group and focus on safety topics. Political, labor relations, and other common place issues that normally infiltrate meetings are left at the door and the Committee's focus is pure health and safety.
- The ability to attend the meetings on a regular basis, or if not able to attend due to another pressing issue, make a commitment to review the minutes of the meeting with the Chair.
- The ability to review all material before each meeting, as required and provides input to facilitate the process.
- The ability to have a clear understanding respective to manufacturing and harvesting type work and know what will or will not work with health and safety programs within their specific disciplines.

## Meetings

Meetings are designed to bring together the participating parties and collectively discuss proposals and plans developed by staff, provide input and resolve issues, and make recommendations to the Board of Directors.

The Committee will meet at least four times a year, on a date and time determined by the Council's CEO and the respective Committee Chair that will obtain at least a quorum of the membership, and preferably the total membership.

A quorum will be constituted when fifty per cent of committee members are present. If quorum is not present, 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. The Board of Directors must be advised when a decision cannot be ratified by the Program Committee.

The Committee chair (with the assistance of Council staff) is responsible for the following:

- i. Preparation of the agenda for Committee meetings
- ii. Providing direction to management on behalf of the Committee
- iii. Transmitting to the Board materials generated by the Committee, including Committee minutes; and
- iv. Reporting to the Board on the activities and recommendations of the Committee

Committee members will receive remuneration on the same basis as Board meetings and will be reimbursed for appropriate travel expenses incurred in performing their duties, according to the Safety Council's expense guidelines.

A summary record of each meeting will be prepared by the staff as soon as possible and communicated to all members through their representatives on the standing committee and/or posting on the Council's website.

The Committee is free to invite interested persons whom they feel can make a positive impact to the outcome of the meetings. Invitations to attend Committee meetings should be reviewed with the Committee Chair and CEO.

Interested parties would also be welcome to submit papers providing their views, expertise and opinions on subjects relevant to the Industry Recognized Practices and these would be considered by the committee. Papers should be submitted to the Committee Chair and CEO for review prior to submitting to the whole Committee.

## Program Committee Governance

The Committee is under the Chair of the Committee who reports to the Board.

It is expected that the Chief Executive Officer and Board of Directors provide advice and guidance to the Committee at any time on all matters pertaining to the Committee and its work processes.

## **Technical Advisory Committees**

Staff may also have Technical Advisory Committees to deal with specific program and IRP development, or with specific issue resolution. The Committee may refer matters to a Technical Advisory Committee to deal with specific details and issues. In referring matters, the Committee will consider resource and Work Plan implications. The TAC will report back through Council staff, who will advise the Program Committee of the findings or development.