

## **Wood Fibre Hauling Safety Group Terms of Reference**

### **1.0 Preamble**

The Wood Fibre Hauling Safety Group was originally established in 2014 as the Bulk Hauler's Injury Elimination Task Force". Participation in 2016/17 primarily included two member companies. The BC Forest Safety Group (BCFSC) conducted a survey in 2017 with the purpose of determining the level of interest in continuing with a wood fibre hauling working group. Based on the responses, the BHET was re-established as the Wood Fibre Hauling Safety Group in 2018 with expanded membership.

### **2.0 Purpose**

The Wood Fibre Hauling Safety Group (WFHSG) is an industry-led group that has been established to find solutions that mitigate workplace injuries and fatalities in the wood fibre hauling industry. The WFHSG will work to bring forward issues, develop initiatives and support projects that reduce the risk to workers in the sector.

### **3.0 Goal**

Working in partnership as an industry group with WorkSafeBC, the BCFSC, hauler customers and equipment manufactures; to find solutions to reduce the risk of injuries through analysis, dialogue, and the development of best practices based on the hierarchy of hazard controls including elimination, substitution, engineering, administration and personal protective controls.

### **4.0 Approach**

In order to reduce the risk of injuries, the committee will promote safety as an inherent component of daily business, behavior and practice by:

- Defining the scope of the problem relating to workplace related injuries,
- Working with the appropriate stakeholders to find solutions to issues relating to worker safety,
- Developing and implementing specific solutions & recommendations to reduce the risk of injuries,
- Increasing awareness and knowledge within the industry as to the type and impact of workplace injuries

### **5.0 Membership**

- a. The WFHSG membership shall consist of up to 15 members including 1 BCFSC staff representative:

## Membership:

Stuart Foster, DCT Chambers Trucking  
Matt Cook, Arrow Transportation Systems Inc.  
Annie Horning, Excel Transportation  
Mike Grimm, Lomak  
Tim Bumby, D. Jones Trucking  
Brad Markin, Sutco  
James Gelowitz, Canfor  
Paul Manwaring, M4 Enterprises  
Russell Klassen, Valley Carriers  
Dean Jardine, Elite  
Trish Kohorst, BCFSC

- b. Be requested to engage in the role for a period of two years.
- c. 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.
- d. 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.

## **6. ROLES AND RESPONSIBILITIES**

### **6.1 WFHSG Members**

WFHSG member responsibilities:

- a. Prepare for and attend WFHSG 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.
- b. Apply their knowledge and perspective of wood fibre hauling operations to influence safety performance and health.
- c. Provide thoughtful input and cooperation in order to support and contribute to WFHSG 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.

## **6.2 BC Forest Safety Council**

BC Forest Safety Council responsibilities:

- a. Provide a chairperson.
- b. Facilitate meetings.
- c. Support WFHSG 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 WFHSG meetings, if travel is required.
- e. Review WFHSG recommendations and provide feedback in a timely manner (i.e. within one month), including steps to action recommendations or decisions.

## **6.3 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 WFHSG 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 WFHSG.
- 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 WFHSG.
- m. Receive and record such written votes.

## **6.4 Advisors**

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

## **6.5 Observers**

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

## **6.6 Sub-committees**

There may be projects or functions that are of interest to the WFHSG or are of specific interest to a subset of the WFHSG 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 WFHSG requests or recommendations.

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

Sub-committee responsibilities:

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

## **6.7 WFHSG Alternates**

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

# **8.0 GOVERNANCE**

## **8.1 Meetings**

- a. The BCFSC will provide a person to serve as the Chairperson for WFHSG meetings.
- b. The Chairperson will call meetings at suitable intervals, and provide notification of such meetings to all WFHSG members in writing, and at least 14 days before the meeting date.
- c. The WFHSG will meet not less than three times each year.

- d. Meetings will be well-structured and facilitated to enable efficient progress.
- e. WFHSG meetings will be conducted in a round-table format.
- f. A quorum will be constituted when fifty percent of WFHSG 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 WFHSG 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 WFHSG members, or by the Chairperson.
- i. At the discretion of the Chairperson or at the request of the WFHSG, 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 WFHSG members to leave a meeting at any time, or if an in camera session is required.
- k. The WFHSG may delegate any of its functions to a sub-committee established consistent with terms and conditions herein.

## **8.2 Standards of Conduct**

All WFHSG 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.

### **8.3 Making Decisions and Recommendations**

- a. Every effort shall be made to develop decisions and recommendations through consensus.
- b. Consensus is described as all WFHSG 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 WFHSG 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 WFHSG**

- a. BCFSC will provide the WFHSG 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 WFHSG is intended as an open, collaborative forum that encourages and facilitates open communications among WFHSG 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 WFHSG operations.
- b. The WFHSG 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 WFHSG, 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 WFHSG member or Advisor.
- e. If an individual WFHSG member who is not a WFHSG 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 WFHSG. Such communications will also:



