



BC Forest Safety

BC Forest Safety Council

SAFE Companies Advisory Committee (SCAC)

TERMS OF REFERENCE

January 2017



1. PURPOSE

To guide the development and maintenance of audit tools, training materials, and quality control processes to ensure that they best meet industry needs. Solicit input from employers, subject matter experts and WorkSafeBC to develop and continually improve COR programs.

2. FUNCTIONS

2.1 Functions of the SAFE Companies Advisory Committee (SCAC)

1. The functions of the SCAC are to:

- a. Provide a consultative forum to assist the BC Forest Safety Council (BCFSC) in the development and review of the SAFE Companies audit tools and protocols
- b. Collectively ascertain where focus should be concentrated with the audit process
- c. Bring forward concerns and suggestions from industry on improvement areas within the SAFE Companies Program
- d. Provide strategic health and safety operational guidance to the BCFSC in the SAFE Companies program areas.

Committee members will have functional experience in health and safety in the forestry and/or forest products industry, and/or be an expert safety resource, be supportive of the process and committed to making a difference in the safety performance of the industry.

2.2 The SCAC may establish such sub-committees as needed on an ad hoc basis to provide advice or to assist it in the performance of its functions.

2.3 The SCAC may delegate any of its functions to a subcommittee established under subsection (2.2).

2.4 The SCAC may assist in the formulation, review and dissemination of policies, practices and procedures.

3. MEMBERSHIP

3.1 The Committee will consist of a minimum of six members, typically between 10 and 16 members, including up to two WorkSafeBC observer representatives, plus Council staff as administrative/facilitator/technical support as needed or requested by the committee. WorkSafeBC and BCFSC staff are non voting members of the SCAC.

3.2 Representatives will be selected based on a defined skills list with a diversity focus in identified key areas. Please refer to Appendix "A".

3.3 The BCFSC's Board of Directors/Association Members are not sitting members of the SCAC, however, may at their discretion attend any meeting or sub-committee meeting as required/requested to provide oversight and guidance to the SCAC.

3.4 A quorum of members must be present before a meeting can proceed. See Section 8 for details

3.5 Persons may be invited to attend the meetings at the request of the Chairperson or the SCAC to provide advice and assistance where necessary.



3.6 SCAC members will forfeit their membership if they:

- resign from the committee
- fail to attend three consecutive meetings (whether by teleconference or in person)resign from their employment
- breach confidentiality

4. VACANT POSITIONS

Any vacant positions will be filled according to the skills matrix listed in Appendix “A”.

5. CHAIRPERSON

The BCFSC will host the SCAC meetings and facilitate that a Chair is selected by democratic vote by the SCAC membership.

6. ROLES AND RESPONSIBILITIES

Members' Role

- To have a clear understanding of the strengths and weaknesses of the respective manufacturing or harvesting type work, and know what will or will not work with health and safety programs within their specific disciplines
- To provide input as related to the SCAC's Purpose and Functions
- To come prepared and informed to meetings
- To attend regularly. If unable to attend a meeting, must advise the chair in advance so that quorum can be determined in advance of any meeting and the member undertakes to come prepared for the following meeting by reviewing the previous meeting summary or liaising with members of the SCAC
- To review all materials before each meeting, as required and provide input to facilitate the process
- Agree to work towards a consensus. If a member feels that he/she cannot agree, he/she will articulate his/her concern and suggest a potential solution
- Will be part of reaching consensus recommendations and decisions and fully supporting decisions reached by SCAC no matter personal opinions
- SCAC will recommend the invitation of specific advisors as needed
- The minutes shall be accepted by committee members as a true and accurate record at the commencement of the next meeting.

The BCFSC's Role

- To provide support, meeting room, teleconference set up and facilitation as well as other administrative support including expense review and reimbursement for SCAC members (if travel is required)
- To review for implementation all SCAC recommendations and feedback and to provide feedback within 21 days in the same manner as for all other working committees..
- The official administrative sponsor of the SCAC at the BCFSC is the Director of SAFE Companies.



The Chair's Role

- Inviting specialists to attend meetings when required by the SCAC
- Guiding the meeting according to the agenda and time available
- Ensuring all discussion items end with a decision, action or definite outcome
- Review and approve the draft minutes before distribution and
- The minutes shall be checked by the chair and accepted by committee members as a true and accurate record at the commencement of the next meeting

Advisors' Role

- Advisors may include specialists / experts that the SCAC may ask to be brought in to provide technical expertise in the area of health and safety systems, auditing standards and International Safety Standards, or any other related matter as they arise
- To provide technical information to the SCAC
- Will not be part of consensus recommendations or decisions

Observers' Role

- To observe meetings
- To be involved in meetings' discussions only with the prior agreement of the SCAC
- Will not be a part of consensus recommendations or decisions

Subcommittee's Role

The SCAC may create any subcommittee to address issues when these issues are not of concern to the group as a whole. Occasionally 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 SCAC a subcommittee 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 SCAC for use and comment and for final approval/acceptance.

8. MEETINGS

The Committee will meet at least four times a year, on a date and time determined by the SCAC Chair that will best 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.

Meetings will a combination of in-person and teleconference. A special or extraordinary meeting may be called by:

- half the committee members or
- the SCAC Chair.



9. OPERATING RULES

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

- Maintain professionalism
- All members will be given the opportunity to voice their perspectives
- All members will listen to the range of perspectives
- Meetings will be well-structured and facilitated to enable efficient progress
- Meeting Format will be round table discussion.

The following "Code of Conduct" will be adhered to at each meeting:

- Treat others with respect
- If unclear, ask for clarification
- Everyone is to have an equal opportunity to speak
- Listen actively; think about what others are saying
- All participants accept that the concerns and goals of others are legitimate.
- Participants agree to act in good faith in all aspects of the process.

10. ADVISORY MAKING METHOD

Every effort shall be made to develop decisions and recommendations through consensus. Consensus is defined as no member having substantial disagreement with a decision, recommendation or issue.

If consensus cannot be reached, differences in recommendations will be noted. The Program Committee must be advised when a decision cannot be ratified by the SCAC.

11. COMMUNICATION AND INFORMATION

11.1 Internal to SCAC

- The BCFSC will provide the SCAC all relevant information (as required) regarding existing OH&S systems to construct meaningful participation and recommendations. This shall include existing legislation, historic information, auditing and inspection tools, or examples of existing audit protocols and systems as required. This does not include internal proprietary and confidential information.
- The SCAC will provide a meeting agenda. The Committee will compile and circulate within one week of the meeting, meeting summaries which will be maintained electronically for a period of not less than 5 years.

11.2 External to SCAC

- Only members approved by the SCAC will speak to the media/public/industry on behalf of SCAC and its work. Approved spokespeople can be reviewed any time.
- When communicating to external parties, the members, and any advisors or observers present will not attribute specific comments to any individual SCAC member or advisor.



- If a SCAC member wishes to speak to the media, or other external party, they are to speak only on their own perspective and:
 - Will be respectful of other members
 - Will not characterize the suggestions or position of other members or groups in his/her discussions

11.3 Internal to the BCFSC

- Recommendations from the SCAC will be reviewed by the BCFSC following each meeting. The BCFSC will provide feedback to the SCAC on how its recommendations may be addressed, for example material changes will need additional work and recommendations to both the program committee and board of the BCFSC and potentially discussions and meetings with WorkSafeBC if related to Certificate of Recognition or rates, etc.

12. CONFLICTS OF INTEREST

SCAC 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 SCAC will decide the member's level of involvement relative to the specific topic matter. It is recognized that audit tool and protocol design impacts all members, so it is not considered a conflict unless the topic of discussion is only applicable to a very small portion of the total number of SAFE Companies and that portion includes the member's company.

14. AMENDMENTS

The terms of reference shall be reviewed annually from the date of approval. They may be altered (within legislative and regulatory boundaries) to meet the current needs of all committee members, by agreement of the majority of SCAC members.



The above Terms of Reference for the SCAC have been agreed to:

Dated xxxxxxxxxxxxxx

SCAC Members Acknowledgement:
Signature

Name (print please)

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APPENDIX A

BC Forest Safety Council (BCFSC) – SAFE Companies Advisory Committee (SCAC) Members Skills Basis

SCAC members will be selected based on a skills basis approach. This is to align with the BCFSC's current efforts to reorganize its committee structures and to ensure the appropriate people with the right mix of diverse skills and geographic representation are involved in the associated committees.

Skill Considerations

- Current or previous experience working within an effective injury reduction safety system
- Knowledge and/or past experience with auditing systems
 - Design of audit systems
 - Training in audit systems
 - Use of audit systems (particularly SAFE Companies audits)
- Overall financial and business management astuteness
- Effective communicator
- Background in electrical and power line safety
- Technical expertise in auditing
- Safety Professional – CRSP / CHSC / CSP/ CEAA / RAB
- Knowledge of Safety Management Systems
- Operational / Active industry experience
- Results / Goal oriented / Quick turnaround on process / deliverables
- Able to work in a team environment
- Flexibility and adaptability to new approaches and thinking around audit design and methodology
- Demonstrated understanding and application of safety leadership
- Prior experience working within a COR program
- Passion for safety and to support industry in continuous improvement in getting to zero fatalities

Consideration will be given to the following diversity factors in order to provide the required skills:

Diversity Considerations

- Large or Small Timberlands operator
- Large Sawmill or Small Sawmill operator
- Contractors / Licensees
- Small Woodlot Operator
- Organized Labour
- First Nations
- Gender and cultural perspectives
- Plywood/veneer or Oriented Strand Board manufacturer
- Wood Pellet manufacturer
- Silviculture operator



BC Forest Safety

- Professionals such as:
 - RPF / RFT
 - P ENG / P GEO
 - RP BIO
 - Independent Professional Foresters
- Independent Owners / Operators
- Vegetation Management Specialists / Certified Utility Arborists (Working near and around powerlines)
- Pulp/paper mill
- Shake and Shingle, Lumber Remanufacturer
- Ministry of Lands, Forests and Natural Resource Operations / BC Timber Sales
- Geographic – Coastal operations and Interior operations
- WorkSafeBC Observers
 - Certificate of Recognition (COR) Program
 - Industry & Labour Services
- Internal / External BCFSC Auditor / Audit Reviewer

Or an association that represent one or more of the above groups