

Forestry Industry Forum Terms of Reference

1. Purpose:

The Forestry Industry Forum's (FIF) purpose is to provide an effective mechanism between the BC Forestry industry and WorkSafeBC in addressing issues, building a stronger working relationship, providing efficiencies for resolutions & communications, and improving safety standards & performance in the Forestry Industry.

2. Forestry Industry Forum Governance

- 2.1 The BC Forest Safety Council (BCFSC) will provide support and governance for two Technical Working Groups representing both the BC Forestry Manufacturing and Harvesting Sectors. (See Appendix A).
- 2.2 The Technical Working group meetings for both the manufacturing and harvesting sectors will be attended by senior leaders from each sector, labour representatives, BCFSC and WorkSafeBC. The group will also consider hosting Forest Industry Summits periodically in order to keep senior leaders from both sectors informed of FIF activities and key initiatives.
- 2.3 Each Technical Working Group will consist of Safety Leaders from the BCFSC respective Advisory Groups, BCFSC staff, labour representatives and WorkSafeBC. Each member will be responsible for effectively representing their respective organizations/groups.
- 2.4 The BCFSC CEO will designate BCFSC representatives to support the logistics and planning required for each Technical Working Group. The designated BCFSC representative(s) will attend and chair all meetings to ensure that all required activities are completed, and each Technical Working Group is supported. They will also keep the BCFSC CEO adequately informed of concerns, projects/initiatives, and updates from each Technical Working Group. The designated BCFSC representative will also ensure that there is an effective communication channel with the other Technical Working Group to ensure that common issues are flagged, communicated, and filtered to ensure there is no redundancy in efforts.
- 2.5 WorkSafeBC will designate three representatives to serve as standing members for each Technical Working Group. The WorkSafeBC representatives will be selected from each of three departments: OHS Consultation & Education Services, Prevention Field Services, and OHS Practice & Engineering Support. *Other WorkSafeBC staff may attend on an ad hoc basis to address specific topics as requested.* The designated WorkSafeBC representatives will attend all meetings to ensure that all required activities are completed, and each Technical Working Group is supported. They will also ensure that the WorkSafeBC executive and applicable WorkSafeBC departments are adequately informed of concerns, projects/initiatives, and updates from each Technical Working Group.
- 2.6 Specific Industry Advisory Groups will be tasked with designating a representative as a standing member for the respective Technical Working Group. The designated Advisory Group member will attend all meetings; ensure that all required activities are completed and that each Technical Working Group is supported. He/she will also ensure that the respective Advisory Group is adequately informed of concerns, projects/initiatives, and updates from each Technical Working Group. (See Appendix A for Advisory Group



members and related representation).

- 2.7 Each Technical Working Group (Manufacturing Working Group and Harvesting Working Group) will have three primary areas of focus:
 - Current and Emerging Issues,
 - Risk Reduction, and
 - Regulation
- 2.8 Additional guests and/or stakeholders may be invited to attend a meeting to provide additional information or engage in discussion for specific agenda items.
- 2.9 Each Technical Working Group member will attend meetings or will send delegates on their behalf.
- 2.10 As needed, smaller project focused groups may be organized to facilitate the implementation of initiatives arising from the Technical Working Groups.

3. Standards of Conduct

All Technical Working Group members and Observers agree to operate consistent with the following guidelines:

- Conduct themselves in a courteous, respectful manner,
- Act in good faith,
- Listen actively to the range of perspectives,
- Be given opportunities to speak,
- Provide others with fair opportunities to express their views,
- Ask for clarification if unclear, and
- Accept the concerns, views and objectives of others at face value, and acknowledge them as valid for consideration.

4. Logistics / Meeting Times / Dates:

- 4.1 **Schedule:** Technical Working Group meetings will occur at least quarterly and accommodate attendance from all members.
- 4.2 **Preparation:** The BCFSC will coordinate the scheduling and preparation activities for each Technical Working Group meeting and will send out a request for agenda items three weeks prior to each meeting. The BCFSC will distribute the agenda, action items and related information a minimum of 10 working days prior to the meeting. BCFSC will maintain a Technical Working Group page on the BCFSC website that will host all key information and resources.
- 4.3 **Format:** Meetings will be conducted in person, face to face or via or electronic format.
- 4.4 **Attendees/Delegates:** Must be prepared to effectively communicate with the group, both provide and take away key information/learnings as needed.
- 4.5 **Timing:** Technical Working Group Meetings will be held at a consistent day and time of each quarter or as determined by group members via poll, to allow for maximum participation. It is expected that each member of the team shows up to the meeting on time and adequately prepared.

When executed, Manufacturing and Harvesting Summits will be scheduled to align with:

- activities in their respective Technical Working Group, and
- planning activities for WSBC's High Risk Strategy.

4.6 **Record Keeping:** The BCFSC chair will track action items and distribute them within two weeks following the meetings.

5. Meeting Structure

5.1. **Agenda:** Each meeting will follow an established agenda. This agenda will be set prior to each meeting and will, at a minimum, consist of the following items:

- Action Items Review
- Current Issues
- Risk Reduction
- Regulation
- WSBC Orders
- Project updates
- Emerging Issues
- WSBC High Risk Strategy

5.2. **Action Items:**

- Action items generated from the Technical Working Group will be captured, assigned, tracked and status relayed as part of each meeting.
- Dates, actions and status will be tracked and relayed to the Technical Working Group. This process is important as it helps solidify responsibilities and ensures that actions are completed.
- An updated action item list will be made available to each Technical Working Group prior to each meeting. This updated list will be the basis for the discussion as noted in the agenda.

5.3 **Project updates**

Where the Technical Working Group(s) take on specific projects, the project lead(s) will provide an update at the Technical Working Group quarterly meetings advising on progress.

Associated Information	<i>Location</i>
Appendix A: Technical Working Group Members	Page 4

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Appendix A: Working Group Members

Manufacturing Technical Working Group

WorkSafeBC
Manufacturing Advisory Group
Wood Pellet Association of Canada
BCFSC
Labour

Harvesting Technical Working Group

WorkSafeBC
Coast Harvesting Advisory Group
Trucking and Harvesting Advisory Group
BCFSC
United Steel Workers
Western Forestry Contractors' Association
Log Truck Technical Advisory Group