

Manufacturing Advisory Group Terms of Reference

1. Purpose:

British Columbia (BC) Forestry Manufacturing Advisory Group's (MAG) purpose is to establish a process of continual safety improvement (Appendix B) across the BC Forestry Manufacturing Industry. These efforts will strive to provide direction and oversight to the BC Forestry Manufacturing Industry to produce an environment free of injuries, incidents, and close call events.

2. Manufacturing Advisory Group Governance

- 2.1 **MAG CEO Steering Committee** will oversee and direct the work of the Manufacturing Advisory Group, provide guidance to the MAG Committee Chairperson, and approve the annual budget (see member list in Appendix A).
- 2.2 **MAG Facilitator:** The MAG Steering Committee will appoint a MAG Facilitator whom will have a standing position on the Manufacturing Advisory Group Steering Committee. The MAG facilitator is responsible for coordinating bi-annual meetings between MAG CEO committee, BCFSC CEO and MAG Organizing Support Group. The MAG Facilitator works with BCFSC CEO to coordinate annual MAG CEO Committee meeting with WorkSafeBC Senior Leadership. The MAG Facilitator communicates MAG Workplan priorities and solicits CEO feedback for MAG Committee
- 2.3 **MAG Committee Chairperson:** The MAG Steering Committee will appoint a MAG Committee Chairperson whom will have a standing position on the Manufacturing Advisory Group Steering Committee. The MAG Chairperson will chair MAG meetings and will be the conduit for MAG members to ask for any MAG interactions required to be organized to address emerging issues. The MAG will be nominated/voted in for a term of 3 years. The term will run annually from January to December and the nominations will run through the last month of the ending term period.
- 2.4 **Manufacturing Advisory Group (MAG) Committee** will consist of Safety Leaders from the Forestry Manufacturing Industry and British Columbia Forest Safety Council (BCFSC) staff (1 or 2 persons). Each committee member must be able to speak and make decisions on behalf of their respective company. The committee will review requests for additions to the committee at regular meetings and the updated committee list (Appendix A) will be maintained by the designated BCFSC facilitator (see 2.10). MAG Committee Members will attend the quarterly MAG meetings or will send delegates on their behalf. Minimum criteria for admission to MAG is that each member company:
 - (i) Maintains SAFE Certification with the MAG-SAFE Audit (including Combustible Dust Module)
 - (ii) Shares agreed upon Benchmarking incident statistics, and
 - (iii) Shares learnings from Serious Incident Failure Potential (SIFp) incidents and Best Practices.
- 2.5 **MAG Organizing Support Group:** A sub-group of MAG Committee members will provide guidance and seeks alignment on key recommendations for the MAG committee including:
 - (i) Provides recommendations and helps coordinate the MAG committee activities
 - (ii) Oversees and coordinates the communication and roll-out plan for resources and key messages from MAG Committee meetings

Manufacturing Advisory Group

- (iii) Ensures MAG TOR is adhered to
- (iv) Responsible for providing suggestions on what areas of focus for Projects/Best Practice Share Working Groups will be stood up for
- (v) Works with BCFSC to design and coordinate the MAG quarterly information packs
- (vi) Responsible for reviewing recommendations from various sub-committees and including as decision points at MAG committee level
- (vii) Responsible for working with BCFSC to build yearly workplans to support resources for industry
- (viii) Works with BCFSC Rep to develop budget to ensure MAG initiatives are adequately funded and provides recommendation to MAG Committee and MAG CEO Committee to align with BCFSC budget cycle (Note: BCFSC needs to submit a budget forecast to WorkSafeBC in March of the preceding budgeted year)

2.6 **MAG-SAFE Audit Oversight Committee-** Volunteers from the MAG Committee will provide direction to BCFSC on the administration of the MAG-SAFE Audit Program. Responsibilities include:

- i) Receives feedback/information from MAG Committee on MAG-SAFE Audit program
- ii) Reviews MAG SAFE audit data with industry incident data to recommend changes/updates to MAG Organizing Support Group on MAG-SAFE Audit tool
- iii) Provides updates to MAG Organizing Support Group
- iv) Reports out at quarterly MAG Committee

2.7 **Manufacturing Technical Working Group-**The MAG committee will select interested Manufacturing Technical Working Group (MTWG) members to represent MAG's interests at the quarterly MTWG meetings annually so that there is representation at the MTWG for the calendar year meetings. Each MAG Committee meeting will have time set aside to identify identify topics for the MTWG, for e.g. emerging Issues, risk reduction and compliance. The MTWG members will be supported by the MAG Committee to effectively address issues, build a stronger working relationship with regulators, & provide efficiencies for resolutions & communications. Additional MAG members/employees may be called on to represent MAG members depending on topics and areas of expertise.

2.8 **Projects/Best Practice Share Ad-hoc Working Groups-** As needed, smaller project focused groups will be organized to facilitate the implementation of initiatives arising from the MAG Committee. A MAG committee member will be assigned as a Project Champion to work with BCFSC and provide updates to MAG Organizing Support Group and progress at quarterly MAG Committee meetings. These Projects/Best Practice Working Groups will be responsible for coordinating Projects/Best Practice Shares with BCFSC and will work with BCFSC to develop resources for Industry.

2.9 Additional guests and/or stakeholders may be invited to attend a meeting to provide additional information or engage in discussion for specific MAG agenda items.

2.10 The BC Forest Safety Council (BCFSC) CEO will designate a BCFSC employee to support the logistics and planning required for the MAG committee and sub-committees. The designated BCFSC employee will:

- attend all meetings;
- ensure that all required activities are completed
- AG committee work is supported, and
- inform the BCFSC CEO of concerns, projects/initiatives, and updates from the MAG Committee.

3. Manufacturing Advisory Group Standards of Conduct

All MAG members, the Chairperson, 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.
- Accept the concerns, views and objectives of others at face value, and acknowledge them as valid for consideration.
- Maintain the confidentiality of company and employee information obtained during the MAG meetings or other shared data.

4. Logistics / Meeting Times / Dates:

4.1 **Schedule:** Manufacturing Advisory Group meetings will occur at least quarterly and accommodate attendance from all representative companies.

4.2 **Preparation:** The BCFSC will coordinate the scheduling and preparation activities for the Manufacturing Advisory Group meeting and will work with the MAG Committee Chairperson to build the agenda. The BCFSC will distribute the agenda, action items and reports a minimum of 10 working days prior to the meeting. BCFSC will maintain a secure MAG website that will host all meeting materials.

4.3 **Format:** Face to face (tbd) and on-line meeting to enable sharing of information.

4.4 **Attendees/Delegates:** Must be prepared to communicate take away information and key learnings as needed.

4.5 **Timing:** Meetings will be held at a consistent day and time of each quarter to allow for maximum participation by the MAG Committee. It is expected that each member of the team shows up to the meeting on time and adequately prepared.

4.6 **Record Keeping:** The BCFSC designated facilitator will record, track and distribute action items arising from the meeting. Action items will be distributed within 4 weeks of the meeting date.

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 Item Review
- Share Best Practices/Incident trend review and discussion
- MAG Committee updates-
 - Manufacturing Technical Working Group
 - MAG SAFE Audit
 - Applicable Projects
- Ad Hoc/Roundtable

5.2. **Action Items:**

- Action items generated from the MAG Committee meetings will be captured, assigned, tracked and status relayed as part of each MAG Committee Meeting.
- Dates, actions and status will be relayed to the BCFSC so the actions can be tracked and relayed to the MAG Committee. This process is important as it helps solidify responsibilities and ensures that needed actions are completed.
- The BCFSC will request updates from the action item owners one week prior to the MAG Committee meetings, and an updated action item list will be made available to all MAG participants prior to each MAG Committee Meeting. This “updated” list will be the basis for the discussion as noted in the agenda.

5.3 **Best Practice Spotlight**

A portion of each meeting will be used to share a best practice within the group. The MAG Committee will be asked for a volunteer for the next meeting. Once the Best Practice volunteer has been identified, BCFSC will coordinate required activities.

5.4. **Incident Share, Best Practice Share and Discussion**

Incidents for the previous month will be reviewed at a high level to discuss incident trends. Industry benchmarking information will be made available to the group with the agenda. The discussion will be utilized to course correct throughout the year on noted trends, incidents, best practices, etc. The intent of this discussion is to establish action items and or potential projects that will help establish an improving safety effort across BC Forestry Manufacturing Industry.

Safety Alerts for the prior period will be made available prior to the meeting on the Manufacturing Advisory Group Site.

5.5 **Committee updates**

Each Committee will provide an update at the MAG Quarterly meeting advising on progress of the project.

6. **Communication**

6.1 Key messages for industry distribution will be developed as needed based on the review of incidents and KPI's for the quarter.

6.2 The BCFSC facilitator will work with the BCFSC Communications Director to build the messaging, and the BCFSC facilitator will be responsible for distributing to the MAG Committee for circulation within their own areas.

<i>Document</i>	<i>Location</i>
Appendix A: MAG Committee List	TBD
Appendix B: MAG Continuous Safety Improvement Process	TBD
Appendix C: MAG Meeting Agenda Template	TBD
Appendix D: MAG Committee Organization Chart	TBD

MAG Committee	
Name	Company
Shane Neukomm	Canfor
Randi Zurowski	Carrier Lumber
Marla Nicol	Conifex
Tristan Anderson	Coastland
Tony Mogus	Dunkley
David Murray	Gorman Group
Ruben Gaytan	Hampton Affiliates
Ian Gray	Hampton Affiliates
Lana Kurz	Interfor
Daniel Ruzic	Interfor
Ben Cramm	Kalesnikoff Lumber
Heather Barton	Louisiana Pacific
Daryl Davidson	Pacific Bioenergy
Grant Fast	Sinclar Group
Scott Wynn	Tolko
Marsha Bell	Tolko
Troy Withey	West Fraser
Lori Satetsky	West Fraser
Derek Nelson	Western Forest Products
Carrie Harilstad	Weyerhaeuser
Jason Cerenzie	Weyerhaeuser

MAG Organizing/Support
MAG Chairperson-David Murray
tbd
tbd
tbd

MTWG
Scott Wynn
David Murray
Daryl Davidson
Kristen Stinson
Ruben Guytan

MAG-SAFE Audit Oversight
Derek Nelson
Shane Neukomm
Scott Wynn
David Murray
Carrie Harilstad

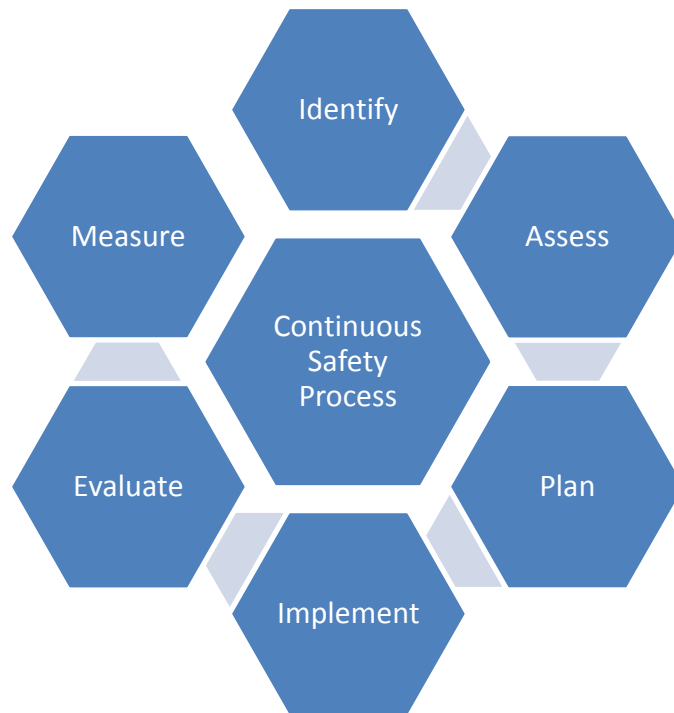
New Projects- Supervisor Development
Shane Neukomm
Scott Wynn
Daryl Davidson
David Murray

CEO Committee
Don Kayne, CEO, Canfor
Ray Ferris, CEO, West Fraser
Ian Fillinger, CEO, Interfor
Jeff Bromley, Wood Council Chairperson, USW
Brad Thorlakson, CEO, Tolko
Nick Arkle, CEO, Gorman Bros.
Ken Shields, CEO, Conifex
Greg Stewart, CEO, Sinclar Group
Don Demens, CEO, Western Forest Products
Fred Dzida, Canadian President, Weyerhaeuser
Rob Novak, CEO, Dunkley Lumber Ltd.
Steve Zika, CEO, Hampton Affiliates
Bill Kordyban, President Carrier Lumber
Chris Kalesnikoff, COO, Kalesnikoff Lumber

MAG Facilitator
Dave Lehane

MAG Committee Chairperson
David Murray

Appendix B: Continuous Safety Improvement Process



Identify

Establish and recognize the gap that is needing attention.

Assess

Evaluate or estimate the value, nature, quality or need of issue. Requesting and receiving suggestion and feedback from committee.

Plan

Developing a proposal for implementing objective. Receiving alignment and support for plan from committee.

Implement

Applying the plan and setting S.M.A.R.T. goals to complete objective.

Evaluate

Source feedback on implementation of objective.

Measure:

Develop and review quantifiable data on outcome of objective.

MAG Agenda Template

Manufacturing Advisory Group Agenda

Month XX, 201X
9:00 am - 12:00 pm

Location
Address

Please join the meeting from your computer, tablet or smartphone.

##Update GOTO meeting info

Join the conference call:

1 888 XXX XXX

Participant Code XXXXXX

- | | |
|-------|--|
| 9:00 | Welcome and Introductions |
| 9:05 | Best Practice spotlight |
| 9:30 | Incidents share- Roundtable |
| 10:00 | MAG Committee updates- <ul style="list-style-type: none">● Manufacturing Technical Working Group<ul style="list-style-type: none">▪ Emerging Issues▪ Risk Reduction▪ Compliance● MAG SAFE Audit● XX Project● XX Project |
| 10:30 | TBD |
| 11:00 | TBD |
| 11:45 | Wrap-Up- Review action items |
| 12:00 | meeting end |

Appendix D: MAG Committee Organization Chart

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