



# Falling Technical Advisory Committee

## Terms of Reference

### 1. PURPOSE

The Falling Technical Advisory Committee (FTAC) is a diverse group of workers with experience related to hand falling that works to improve faller safety – *so fallers come home safe every day*. FTAC identifies issues, proposes solutions, addresses industry leaders, and finds ways to make the falling vocation a safe one. By applying their own expertise, and soliciting input from fallers, employers, and subject matter experts, FTAC drives practical solutions and guides development of industry best practices. FTAC members have a key role in the 2-way communication between the falling community and the BC Forest Safety Council (BCFSC).

### 2. FUNCTIONS

2.1 The functions of FTAC include:

- a. Lead industry by identifying and prioritizing current safety issues or competency gaps for fallers, falling supervisors, and by those who can influence or are influenced by falling-related activities.
- b. Guide the BCFSC's Falling Program direction.
- c. Provide direction on faller training and certification programs – tools, training materials and quality control processes.
- d. Build resources to encourage and assist fallers and employers of fallers in their training and educational efforts. Work with other agencies as needed to improve the quality of resources available.
- e. Identify and propose standards that need to be developed or revised. (In this instance standards are defined as conditions, procedures or competencies that are established, recognized, or approved by industry, and that provide a model or basis for comparison against which worker performance and workplace safety can be measured and evaluated.)
- f. Provide recommendations and rationale that can be used to assist the BCFSC's Board of Directors, WorkSafeBC or other agencies for making policy or Regulation changes.

2.2 FTAC may establish Sub-Committees to provide advice or to assist in the performance of its functions.

2.3 FTAC may delegate any of its functions to a Sub-Committee established under Subsection 2.2.

2.4 FTAC may assist in the creation and distribution (using appropriate terminology) of policies, practices, and procedures.



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### 3. MEMBERSHIP

3.1 FTAC will consist of up to 32 members.

3.2 Representatives will be recommended by FTAC and selected by the Chair based on a defined skills list in identified key sectors. Please refer to Appendix "A".

3.3 BCFSC's Board of Directors/Association Members are not sitting members of FTAC, however may at their discretion attend any meeting or Sub-Committee meeting as required to provide oversight and guidance to FTAC.

3.4 FTAC members are urged to have a designated alternate representative in their sector in the event they cannot attend a meeting. Member to provide BCFSC with their alternate representative's name and contact information.

3.5 FTAC members will forfeit their membership if they:

- a. Resign from the Committee
- b. Fail to attend 3 consecutive meetings without providing notification to the Committee Chair(s)
- c. Resign or are permanently released from their employment

3.6 FTAC membership will be reviewed annually:

- a. Member attendance
- b. Recruiting new potential members and alternates
- c. Sector representation
- d. Advisory group representatives (see 7.4.2 (e))

### 4. VACANT POSITIONS

Any vacant positions will be filled according to the Skill Considerations and Sector Representation listed in Appendix "A".

### 5. COMMITTEE CHAIR(S)

A voting member of FTAC and a representative from BCFSC will Co-Chair FTAC.

FTAC Co-Chair will serve for a two-year term, with an annual review, based on a calendar year.

FTAC Co-Chair to utilize an Alternate (voting member) to step into their role for the times they are not available. FTAC Co-Chair and Alternate positions will be filled by members volunteering or by members being nominated. FTAC members will vote in their Co-Chair and Alternate using quorum (see 7.1(d)).



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BCFSC will assign a staff member as their FTAC Co-Chair (i.e., Falling Safety Advisor, Falling Manager).

### **6. ROLES AND RESPONSIBILITIES**

#### **6.1 Member Roles**

- a. To have a clear understanding of the strengths and weaknesses of manual tree falling and know what will or will not work for the falling industry.
- b. To provide input as related to FTAC's Purpose (see "Section 1. Purpose") and Functions (see "Section 2. Functions").
- c. To attend meetings regularly, and to come prepared and informed, (review previous meeting minutes, agenda, and support information as available prior to meetings). If unable to attend a meeting, the member is to come prepared for the following meeting by reviewing the previous meeting minutes and supporting documents. They may also liaise with their alternate or other members of FTAC.
- d. To inform the BCFSC FTAC Coordinator of any planned absence and arrange for an informed alternate to attend.
- e. To agree to work collaboratively towards a consensus. If a member feels that they cannot agree, they will articulate their concern and suggest a potential solution.
- f. To recommend the invitation of specific advisors (see 6.5).
- g. To communicate the activities of the Committee and BCFSC's Falling Program to and from their own constituents and to the broader industry.

#### **6.2 Alternate Roles**

- a. When attending a meeting in the place of a regular member, the Alternate roles shall be as per the Member Roles (see 6.1).
- b. If attending a meeting at which the regular member is in attendance, the Alternate's role shall be as per the Observer's role (see 6.6).
- c. Alternates will receive expense reimbursement only if the regular member is unable to attend the meeting.

#### **6.3 BCFSC Roles**

- a. To provide support, meeting room, facilitation, and expense reimbursement for regular FTAC members (if travel is required).
- b. To review FTAC recommendations and feedback and respond in a timely manner.
- c. To follow a process with industry recommendations: FTAC, to staff and then to Program Committee. Certain processes may also involve the Board of Directors, WorkSafeBC, CHAG, and/or other industry advisory committees.
- d. To work in collaboration with the FTAC group to make final decisions regarding recommendations. If the BCFSC does not accept FTAC recommendations, BCFSC will provide FTAC with verbal and/or written documentation explaining the rationale by the next FTAC meeting. If it is not reasonably possible to provide a response before the next FTAC meeting, the BCFSC will provide within that time a written explanation for the delay, together with an indication of when the response will be provided.



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### **6.4 Committee Chair(s) Roles**

- a. Review and approve the draft minutes for distribution prior to commencement of the next meeting. Recommend as a true and accurate record.
- b. Invite advisors (see 6.5) to attend meetings as required by FTAC.
- c. Collaborate with members to generate meeting agendas and to circulate the agenda and support material one week prior to each meeting.
- d. Guide the meeting according to the agenda.
- e. Ensure all discussion items end with a decision, action, or a defined outcome.
- f. Ensure decisions, actions and outcomes are documented, tracked, and communicated.

### **6.5 Advisor Roles**

Advisors may include specialists, subject matter experts or consultants that FTAC may ask to be brought in to provide technical expertise in falling or any other related activities. Advisors will provide technical information to FTAC when asked to do so but will not participate in consensus-based recommendations or decisions.

### **6.6 Observer Roles**

Observers include BCFSC staff and other persons invited to attend meetings. Observers may participate in meeting discussions with agreement by FTAC but will not participate directly in making recommendations or decisions.

### **6.7 Sub-Committee Roles**

Occasionally, there may be specific issues or topics better handled by a smaller group of individuals or where the volume of work requires separate work groups. At the request of FTAC or BCFSC, a Sub-Committee may be created to facilitate the collection of information, consultation, negotiation, or the development of possible solutions to create a desired outcome. This information will be presented to FTAC for review and comment.

## **7. GOVERNANCE**

### **7.1 Meetings**

- a. FTAC will be scheduled to meet at least quarterly, on a date and time determined by the Committee Chair(s).
- b. Meetings will be in-person except for extraordinary circumstances or conditions.
- c. Special or extraordinary meetings may be called by the Chair(s).
- d. A quorum will be constituted when 50% of voting members or designated alternates are present, of which 50% must be certified / qualified fallers. If quorum is not present, a meeting may proceed, but decisions made by the Committee must be subsequently ratified when a quorum is present, or by distributing the decision by email to the Committee members and requesting their endorsement.
- e. Advisors and Observers may be invited to attend the meetings at the request of the Committee Chair(s) to provide advice and assistance where necessary. Non-FTAC members (excluding any present Board of Director members) may be requested to leave the meeting at any time by the Committee Chair(s) if an in camera session is required. (In camera sessions - off the record - will be moderated by FTAC appointed/elected Co-Chair for FTAC members only).



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- f. Meetings will be well-structured and facilitated to enable efficient progress.
- g. Meetings will be facilitated working groups / “round table” discussions when possible.

### 7.2 Standards of Conduct

Committee members agree to work by the following protocols:

- a. Treat others with respect.
- b. Maintain professionalism.
- c. Be given the opportunity to voice their opinions and perspectives.
- d. Respect the opinions and perspectives of others.
- e. Ask for clarification if unclear.
- f. Accept the concerns, views, and objectives of others at face value, and acknowledge them as valid for consideration.
- g. Act in good faith in all aspects of the process.
- h. Work in the best interests of faller safety.
- i. Members can make ‘off the record’ statements during meetings and these statements will not be included in the meeting minutes.

### 7.3 Making Decisions and Recommendations

- a. Every effort shall be made to develop decisions and recommendations through consensus.
- b. Consensus is defined as all FTAC members having general agreement or acceptance of a particular decision or recommendation, and no member having substantial disagreement or objection.
- c. If consensus cannot be reached, differences in recommendations will be noted. The Committee Chair(s) may elect to implement a voting procedure to come to a resolution or decision.
- d. Provided quorum is present, a resolution or decision will pass if 75% of FTAC members present vote in favor of the resolution or decision. If quorum is not present, a voting procedure may be pursued at a later date by email.
- e. Meeting minutes will indicate when such voting takes place, and outcomes will be recorded.

### 7.4 Communication and Records

#### 7.4.1 Internal communications between BCFSC and FTAC

- a. BCFSC will provide FTAC with all relevant information (as required) to support informed discussion and decision making. This includes existing legislation, historical information, faller systems and related documentation. This does not include internal proprietary and confidential information.
- b. BCFSC will provide meeting minutes to FTAC members. Minutes will be general summaries of the meeting. The meeting minutes will not attribute specific comments to any individual FTAC member or advisor.
- c. BCFSC will maintain electronic meeting minutes and other relevant materials.
- d. A contact list of FTAC Members will be provided to the FTAC Chair(s) for scheduling meetings.



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### **7.4.2 External to FTAC**

Only members approved by FTAC will speak to the media or public on behalf of FTAC and its work. Approved spokespeople can be reviewed any time. Note that overall BCFSC communication policies apply.

- a. FTAC and its members will not make public comments on behalf of BCFSC.
- b. Any communications to the public media on behalf of FTAC will be channeled through the Committee Chair(s).
- c. When communicating to external parties, FTAC members, the BCFSC and advisors (if any) will not attribute specific comments to any individual FTAC member or advisor.
- d. If an FTAC member who is not a spokesperson for FTAC wishes to speak to the media or other external party, they are to speak only on their own perspective and not on behalf of FTAC (or BCFSC). This communication must also:
  - Be respectful of other members.
  - Not characterize the suggestions or position of other members or groups in their discussions.
- e. FTAC will appoint members as needed to represent FTAC within other industry advisory groups. These appointments will be reviewed annually (see 3.6(d)).

### **7.4.3 Internal to BCFSC**

- a. Recommendations from FTAC will be reviewed by BCFSC following each meeting. BCFSC will provide feedback to FTAC on how its recommendations were addressed.

## **7.5 Conflicts of Interest**

FTAC members will declare any possible or perceived conflict of interest pertaining to a specific discussion or topic, should the situation arise. In such cases, FTAC will decide the member's level of involvement relative to the specific discussion or topic.

## **7.6. Amendments**

FTAC will review these Terms of Reference annually. They may be altered (within legislative and regulatory boundaries) to meet the current objectives and priorities of industry, FTAC or BCFSC, by agreement of the majority of its members.

The above Terms of Reference for the Falling Technical Advisory Committee and the BC Forest Safety Council have been agreed to:

**Approved on March 10, 2021 (FTAC members voted by email to adopt updates).**

**Approval recorded on March 19, 2021 Meeting Minutes**

**Last Review date: Sept 16<sup>th</sup>, 2022**



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### APPENDIX A

#### BCFSC – FTAC Members Skills Basis

FTAC members will be selected based on a skills-based approach to ensure adequate representation to make recommendations on behalf of industry. The committee will consist of up to 32 members.

#### Skill Considerations:

- Knowledge of falling and falling supervision activities
- Influence within their sector
- Practical approach
- Goal oriented
- Ability to:
  - stay on task and meet deadlines
  - work within a budget
  - commit time -- their employer / organization must also commit the time

<b>Sectors to be Represented (voting)</b>
BC Wildfire Service
Canadian Association of Geophysical Contractors
Certified Utility Arborist
Community Forests / Danger Tree Blasting
Falling Contractor Large (Coast)
Falling Contractor Small (Coast)
Falling Contractor Large (Interior)
Falling Contractor Small (Interior)
First Nations Forestry
Independent Faller (Coast)
Independent Faller (Interior)
Interior Logging Association
Licensee Coast
Licensee Interior
Logging Contractor Large (Coast)
Logging Contractor Large (Interior)
Logging Contractor Small (Coast)
Logging Contractor Small (Interior)
Ministry of Forests, Lands and Natural Resource Operations
Truck Loggers Association
United Steelworkers
Western Fallers Association
Western Forestry Contractors' Association (Silviculture)
<b>Observers (non-voting)</b>
Forest Safety Ombudsman
WorkSafeBC Prevention Field Services
WorkSafeBC Forestry, OHS Consultation and Education Services
<b>BCFSC Support Staff (non-voting)</b>
FTAC Co-Chair
FTAC Coordinator



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