

# **Woodlot Licence/Community Forest Agreement Safety Committee**

## **Terms of Reference**

March 9, 2024

### **Preamble**

The Federation of Woodlots BC (WLBC), BC Community Forest Association (BCCFA) and the BC Forest Safety Council (BCFSC) wish to collaborate on improving safety on woodlot licences and community forests by eliminating injuries and fatalities. To that end, the three parties agree to establish a Woodlot Licence/Community Forest Agreement Safety Committee (SC).

### **SC Tag Line**

“SAFEWOODS”

### **Purpose**

The SC is an industry-led group that has been established to improve safety. The SC will work to bring forward issues, develop solutions, and support projects that are important to the safety performance and health of people.

### **Goal**

The SC’s goal is for WLs and CFAs to eliminate injuries and fatalities.

### **Approach**

To encourage safer work environments, the SC will advance safety in our daily business, behavior and practice by:

- Identifying safety issues; including those that may be geographically specific;
- Developing specific solutions to safety issues and concerns;
- Utilize existing knowledge and past successes within the WL and CFA sectors and the forest industry as a whole;
- Effect and communicate solutions; and
- Measure and monitor improvements.

### **Membership**

- Members of the SC will consist of up to 6 representatives; three (3) appointed by the WLBC from the woodlot licence sector and three (3) appointed by the BCCFA from the community forest sector.
- There will be at least one BCFSC staff person who is a non-voting member.
- To the extent possible, representatives will be from different areas of the province and bring a cross section of experience; e.g. logging, falling, trucking, silviculture, etc.
- A WL or CFA representative may be removed at the discretion of the FBCWA or BCCFA; respectively.
- A representative may resign from the committee.
- By mutual agreement, the FBCWA, BCCFA & BCFSC may add a member who has the skills or knowledge required by the committee to achieve its purpose.

### **Structure & Reporting**

- The SC will provide reports to the BCFSC Program Committee and biannual reports to the Board of Directors of the WLBC, BCCFA and BCFSC.

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- Representatives from the FBCWA and BCCFA will seek direction from their respective Executive Committee and/or Board of Directors as required.
- The WLBC & BCCFA representatives may elect a person who will act as the committee co-chair along with the BCFSC appointee.
- Meeting minutes will be recorded.
- The SC may invite advisors; i.e. specialists, subject matter experts and consultants with knowledge and experience relevant to matters considered by the SC, to provide information and technical expertise but they will not participate directly in reaching decisions or making recommendations.
- The SC may allow observers to attend meetings. Observers may participate in meeting discussions with agreement of the SC but will not participate directly in making recommendations or decisions.
- The SC may establish sub-committees when and as required.
- Standard of conduct: All participants will conduct themselves in a courteous, respectful manner; act in good faith; listen intently 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.
- Every effort shall be made to develop decisions and recommendations through consensus. Consensus is described as all SC members having general agreement or acceptance of a particular decision or recommendation, and no member having substantial disagreement or objection.
- Meeting minutes will indicate when such “voting” is applied and record the outcome.

### **Support**

- The BCFSC will provide financial support to the SC in the form of paying for meeting expenses; i.e. room rental, A/V equipment, refreshments, lunch, etc. In addition, the BCFSC will reimburse travel costs for committee members that are not already being reimbursed by the FBCWA or BCCFA.