



# **Terms of Reference**

## **Access Management**

### **Working Group**

#### **(AMWG)**

**July 23<sup>rd</sup>, 2025**  
**(Version 1.0)**

## 1.0 Purpose

To reduce safety risks for workers accessing forestry worksites.

## 2.0 Scope

The Access Management Working Group (AMWG) will develop standards and procedures related to worksite access required to complete post-harvest and restoration activities that prioritizes worker safety while also ensuring social, environmental, and legislative obligations are achieved.

## 3.0 Expected Outcomes

The working group will develop materials and make recommendations to improve the safety, protection and health of forestry workers by:

- a) Creating and implementing initiatives that increase awareness of access-related hazards that workers are exposed to.
- b) Developing best practices/safe work procedures and standards that:
  - Follow the hierarchy of controls prioritizing elimination and substitution to reduce hazards.
  - Mitigating risks associated with the identified hazards.
  - Ensure access management planning considers future access needs for workers.
  - Creating a decision matrix to assist in access management planning process.
  - Identifying knowledge gaps for future development to improve process.
  - Developing recommendations to monitor safety performance related to access management
- c) Promoting industry practices that meet or exceed regulatory requirements.
- d) Improving training and awareness for licensees, workers, contractors, and regulators by:
  - Compiling a comprehensive review of existing resources and updating to ensure they are effective, relevant and relatable to stakeholders (E.G., glossary of terms)
  - Creating training resources for employers and workers to use such as:
    - On-line training materials.
    - Development of train-the-trainer course materials.

## 4.0 Group Functions

Functions of the Access Management Working Group (AMWG):

- a) To provide a collaborative forum that guides the development and implementation of initiatives that reduce the risk of serious injury to workers that are required to access forestry worksites after primary harvesting activities are complete.
- b) To work cooperatively and collaboratively to identify safety issues, strategies and initiatives that warrants AMWG attention.
- c) To apply practical knowledge, experience, and influence toward the successful execution of initiatives that reduce preventable accidents, and the risk of injuries related to access management needs.
- d) To ensure AMWG activities align with the processes identified in Appendix B.
- e) Review the TOR annually and amend as required.

## 5.0 Membership

The working group membership will consist of a broad variety of subject matter experts from throughout the forest industry supply chain including Operators, Licensees, WorkSafeBC and Industry Professionals with expertise in planning, operations, and silviculture.

### Group Members:

- John Betts/Western Forestry Contractors Association
- Jordan Tesluk/BC SAFE Forestry Advocate
- Kaitlin Conroy/Gorman Group of Companies
- Ben Pellett/BC Ministry of Forests – Engineering Branch
- Allan Bradley/FPIInnovations
- Cody Sundlie/Canadian Forest Products Ltd.
- Mark Seilis/Cariboo Carbon Solutions
- **WorkSafeBC - Vacant**
- **BC Timber Sales – Vacant**
- **Coast Harvesting Advisory Group (CHAG) – Vacant**

### The Group will:

- a. Have members that meet a defined skills list with a focus in identified key areas, as guided by Appendix “A”.
- b. Not include members of the BCFSC Board of Directors but they may, from time to time, be invited by the Chairperson to attend meetings to engage in dialogue or provide input.
- c. Forfeit membership if they:
  - Resign from the committee,
  - Fail to attend two (2) consecutive meetings, or
  - Breach confidentiality.

## 6.0 Roles and Responsibilities

### 6.1 AMWG Members

#### AMWG member responsibilities:

- a. Prepare for and attend AMWG meetings regularly. Note, it is suitable for the members to periodically nominate an alternative attendee if for some reason they are unable to attend themselves. See section 6.6.
- b. Apply their knowledge of access management & road deactivation activities towards the completion of intended working group outcomes.
- c. Provide thoughtful input and cooperation to support and contribute to AMWG functions.
- d. Work within a collaborative, consensus-based framework, respectfully listen to and provide opinions and suggestions.
- e. Support adoption and implementation of projects and/or initiatives that positively impact safety performance.
- f. Advise the Chairperson, as soon as possible, that they are or will be unable to fulfil their responsibilities.
- g. Resign if there is a significant change to the scope of their business, practice, or employment.

## **6.2 BC Forest Safety Council**

BC Forest Safety Council responsibilities:

- a. Provide a chairperson.
- b. Facilitate meetings.
- c. Support AMWG actions.
- d. Offer invited guests' reimbursement for reasonable expenses (travel, meals, accommodations) incurred to attend AMWG meetings, if travel is required.
- e. Review AMWG recommendations and provide feedback in a timely manner (i.e., within one month), including steps to action recommendations or decisions.

## **6.3 The Chairperson**

The Chairperson's responsibilities:

- a. Plan, arrange and communicate meeting dates and locations.
- b. Ensure resources are available to record, distribute and file meeting minutes.
- c. Review and approve for distribution draft meeting minutes.
- d. Confirm that meeting minutes are a true and accurate record at the commencement of the following meeting.
- e. Delegate duties if unable to perform them,
- f. Collaborate with AMWG members to generate meeting agenda.
- g. Circulate the agenda and support material one week before each meeting.
- h. Invite advisors or specialists to attend meetings when requested by the AMWG.
- i. Facilitate meetings according to the agenda and time available.
- j. Ensure discussion items end with a decision, action or definite outcome.
- k. Ensure decisions, actions and outcomes are recorded, tracked and communicated.
- l. Appoint sub-committee Chairpersons considering the recommendation(s) of the AMWG.
- m. Receive and record such written votes.

## **6.4 Advisors**

Advisors include specialists, subject matter experts and consultants with knowledge and experience relevant to matters considered by the AMWG. Advisors will provide information and technical expertise but will not participate directly in reaching decisions or making recommendations.

## **6.5 Observers**

Observers include other people invited to attend meetings. Observers may participate in meeting discussions with agreement of the AMWG but will not participate directly in making recommendations or decisions.

## **6.6 AMWG Alternates**

By notice in writing to the Chairperson, any AMWG member may recommend an alternate to represent

them for the limited purpose of attendance and participation in an AMWG meeting.

## **7.0 Governance**

### **7.1 Meetings**

- a. The BCFSC will provide a person to serve as the Chairperson for AMWG meetings.
- b. The Chairperson will call meetings at suitable intervals and provide notification of such meetings to all AMWG members in writing, and at least 14 days before the meeting date.
- c. The AMWG will meet quarterly and not less than three times each year.
- d. Meetings will be well-structured and facilitated to enable efficient progress.
- e. AMWG meetings will be conducted in a round-table format.
- f. A quorum will be constituted when fifty percent of AMWG members are present. Presence includes physical presence of the member or their designated alternate, or their recorded participation via teleconference or other electronic media.
- g. If a quorum is not achieved, for decisions or recommendations advanced at that meeting to be considered effective, they must be subsequently ratified when a quorum is present (e.g., at the next meeting). Alternatively, at the discretion of the chairperson, and depending on the complexity and magnitude of the decision at hand, decisions may be ratified by distributing relevant documents and information to AMWG members and receiving their “vote” or recommendation by email or fax. The Chairperson is responsible to receive and record such written “votes”.
- h. A special or extraordinary meeting may be called by half the AMWG members, or by the Chairperson.
- i. At the discretion of the Chairperson or at the request of the AMWG, the Chairperson may invite people to attend meetings as Advisors or Observers and to provide technical information, expertise, advice or assistance.
- j. The Chairperson may require non-sitting AMWG members to leave a meeting at any time, or if an in-camera session is required.
- k. The AMWG may delegate any of its functions to a sub-committee established consistent with terms and conditions herein.

### **7.2 Standards of Conduct**

All AMWG members, the Chairperson and any Advisors or Observers agree to operate consistent with the following rules.

Participants will:

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

for consideration.

### **7.3 Making Decisions and Recommendations**

- a. Every effort shall be made to develop decisions and recommendations through consensus.
- b. Consensus is described as all AMWG members having general agreement or acceptance of a decision or recommendation, and no member having substantial disagreement or objection.
- c. If, after reasonable efforts have been undertaken to build consensus, it appears unlikely that it will be achieved, the Chairperson may elect to implement a voting procedure by calling for a show of hands in favor of, or in objection to, a specific resolution or decision.
- d. Provided quorum is present, a resolution or decision will pass if three-quarters (3/4) of the AMWG members present vote in favor of the resolution or decision.
- e. Meeting minutes will indicate when such “voting” is applied and record the outcome.

### **7.4 Communications and Records**

#### **7.4.1 Internal communications between the BCFSC and the AMWG**

- a. BCFSC will provide the AMWG with timely and relevant information as necessary to support informed discussion and decision-making. This does not include internal proprietary or confidential information.
- b. BCFSC will maintain action items and other relevant materials and summaries for a period of not less than 2 years.

#### **7.4.2 External Communications**

The AMWG is intended as an open, collaborative forum that encourages and facilitates open communications among AMWG members and other industry groups and/or agencies. Nonetheless, practical standards and expectations apply, particularly when it involves members of public media.

- a. BCFSC communication principles and policies apply to AMWG operations.
- b. The AMWG and its members will not make public comments on behalf of the group unless the group delegates an individual(s) to carry out such tasks.
- c. Any communication to the public media, on behalf of the AMWG, will be funneled through the Chairperson or delegate.
- d. When communicating to external parties, the chairperson or delegate will not attribute specific comments to any individual AMWG member or Advisor.
- e. If an individual AMWG member who is not an AMWG spokesperson wishes to speak to the media or other external party, they must clarify they are doing so on their own behalf and that their perspective is not that of the AMWG. Such communications will also:
  - i. Be respectful of other members.
  - ii. Not characterize the suggestions or position of other members or groups in his/her discussions.

#### **7.4.3 Conflicts of Interest**

AMWG members will declare any possible or perceived conflict of interest pertaining to a specific discussion or topic, should the situation arise. The Chairperson, in consultation with the AMWG, will deliberate the outcome of any identified or potential conflict of interest.

## 7.5 Amendments

The AMWG will review this Charter annually. This document may be adjusted to meet the updated objectives and priorities of the AMWG. To amend this document, the AMWG members may make recommendations to the group and/or the chairperson.

The above Terms of Reference for the Access Management Working Group has been agreed to:

### AMWG Members Acknowledgement

Printed Name and  
Organization

Signature

Date

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## **APPENDIX A**

### **AMWG Members Skills Basis and Selection Criteria**

To build a group that collectively demonstrates the knowledge, abilities and drive necessary for the group's success, AMWG members have and will be selected using a competency-based approach.

Skill considerations:

- Ability to work in a team environment.
- Effective communicator.
- Proactive, forward-looking.
- Practical, results oriented.
- Appreciation of the need to complete goals in a timely manner.
- Respect for necessary due process and procedures.
- Flexibility and adaptability to new approaches and thinking.
- Demonstrated understanding and application of safety leadership, and practical knowledge of safety management systems.
- Operational and business management capabilities.

AMWG will maintain representation from a range of Operators, Licensees, WorkSafeBC and Industry Professionals from locations throughout British Columbia. Themes of proportional representation and balance will be considered.

The AMWG has and will consider the following attributes during its member selection process:

- Individuals that know the issues, will contribute ideas and suggestions, and understand the practical implications of recommendations and decisions the AMWG will make.
- Individuals that have the influence to aid in the successful execution of programs that are supported by the AMWG.
- People that have the interest and ability to commit the time and effort necessary to support group continuity.
- Individuals that have and maintain good contacts with others in the industry.



## **APPENDIX B**

### **AMWG Key Processes**

- Conduct agenda-driven meetings.
- Ensure that key learnings are shared within the meeting(s).
- Forward any issues or concerns that is outside of the scope the group to the BCFSC.
- Ensure communications are effective in keeping group members and other key stakeholders informed.
- Identify, define, and establish the key metrics and baselines.
- Identify and Implement plans/initiatives aimed at achieving AMWG objectives.