

# Wood Pellet Association of Canada Safety Committee

## 2017 Work Plan



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# Wood Pellet Association of Canada Safety Committee

## 2017 Work Plan

### STRATEGIC FRAMEWORK

#### OUR MISSION

To improve the wood pellet industry's collective safety performance, to earn a reputation with regulatory authorities and the public as an industry that is highly effective at managing safety, and to learn and share best practices regarding safety.

#### RESPONSIBILITIES

The Safety Committee's responsibilities are:

- to develop strategies for continuous improvement of safety and promote such strategies to WPAC members;
- to communicate to WPAC's membership the importance of developing a safety culture; and
- to circulate safety news, developments, and reports to WPAC members.

#### ACCOUNTABILITY AND REPORTING

The Safety Committee is appointed by the Board of Directors of the Wood Pellet Association of Canada ("WPAC") to discharge the Board's responsibilities relating to the safety objectives of ("WPAC").

The Safety Committee shall report to the Board on a regular basis.

## **BC FOREST SAFETY COUNCIL RELATIONSHIP**

The BC Forest Safety Council (“BCFSC”) is the Health & Safety Association (HSA) for WPAC. Membership is funded through a WorkSafeBC payroll levy on BC pellet producers that is passed on to BCFSC.

## **SAFETY COMMITTEE MEMBERSHIP**

Safety Committee members include:

- Scott Bax, Pinnacle Renewable Energy (Chair)
- Gordon Murray, WPAC (Secretary)
- John Arsenault, QWEB
- Bill Carson, Rentech
- Sidney David, Canfor
- Kerry Douglas, West Fraser
- Matthew Franks, Canfor
- Corey Gardiner, Aon Reed Stenhouse
- Sharel Grimm, Pacific BioEnergy
- Staffan Melin, WPAC
- Dustin Meierhofer, BCFSC
- Bill Munro, Rentech
- Pierre-Olivier Morency, Rentech
- Christine Paradis, Foothills Forest Products
- Travis Peterson, Canfor
- Darrell Robinson, Shaw Resources
- James Snow, Nechako/Premium Pellet
- John Stirling, Princeton Standard Pellet Corporation
- Robert Tarčon, Premium Pellet Ltd.

WPAC’s board of directors has authorized the Safety Committee to add members as it deems appropriate.

## KEY FOCUS AREAS FOR 2017

1. Process safety management – delivery of PSM content
2. Plant operator training & use of alarms
3. Combustible dust management – focus on best practices for combustible dust management in raw product storage areas and the completion of site level *dust hazard analysis*
4. Confined space entry - (with a special focus on monitoring/testing and risk management related to syngas in drum dryers)
5. Safeguarding of machinery and equipment
6. Safe work procedures
7. Training and supervision of workers
8. Incident reporting – common platform to track incidents & identify trends
9. Managing exposure to heat
10. Communications – clear plan to support safety improvements across all members

## PROCESS SAFETY MANAGEMENT

### ***Actions***

1. Using the assistance of independent experts, develop two process safety training modules. The first module's subject will be *management of change*. Target: April 15 & August 30.
2. Set training dates, promote & organize two training modules. Target: April 15 & August 30
3. Hold two training modules. Targets: before June 30 & before November 15.

4. Develop a follow-up plan after completion of each training module. Targets: July 15 and November 30.

#### **PLANT OPERATOR TRAINING AND USE OF ALARMS**

##### ***Actions***

1. WSBC to visit the site of 3 pellet producers (Premium Pellet, Pacific BioEnergy, and Pinnacle) to look at HCI (Human Computer Interface) as well as the use and effectiveness of alarms.
  - a. Complete site visits. Target: April 15.
  - b. Summarize findings. Target: June 1.
  - c. Present findings at safety workshop. Target: June 15.
2. Establish WPAC working group to identify core areas of competency to focus HCI training.
  - a. Core areas identified. Target: July 15.
  - b. Development of baseline training checklists for core areas. Target: August 31.
  - c. Develop training plan. Target: September 30.

#### **COMBUSTIBLE DUST MANAGEMENT**

##### ***Actions***

1. BCFSC to re-establish a working group and lead the process to develop best practices for *combustible dust management in raw product storage areas*.
  - d. Recruit working group members (team identified as Dustin Meierhofer, BCFSC; Darren Beattie, Conifex; Steven Mueller, Pinnacle; John Stirling, Princeton; Charlie Tutt, WSBC and Barry Nakahara, WSBC).
  - e. Develop draft terms of reference. Target: March 31.
  - f. Communicate progress with WSBC. Target: April 15.

- g. Hold first working group meeting, finalize terms of reference. Target: April 30.
  - h. Preliminary progress report. Target: June 15 (in connection with Safety Seminar in Prince George).
2. Hold a combustible dust refresher training workshop in connection with the Safety Seminar. Target: June 15.
  3. Develop an implementation outline and materials, to enable members to effectively complete Dust Hazard Analysis on their sites in 2017. Target: September 30.

#### **CONFINED SPACE ENTRY**

##### ***Actions***

1. Re-establish a working group to develop best practices regarding monitoring/testing and risk management related to syngas in drum dryers.
  - a. Recruit working group members. Target: June 15.
  - b. Develop draft terms of reference for working group. Target: June 30.
  - c. Hold first working group meeting and finalize terms of reference. Target: July 15.
  - d. Preliminary progress report. Target: September 15.

#### **SAFEGUARDING OF MACHINERY AND EQUIPMENT**

##### ***Actions***

1. Prepare summary report, findings, and recommendations as a follow-up to the 2016 round of external audits identifying, good, better & leading practices as well as opportunities to improve. Target: April 15.
2. Committee to discuss findings. Target: May 15.
3. Devise follow-up plan. Target: May 30.

## **SAFE WORK PROCEDURES**

### ***Actions***

1. Each month, Dustin Meierhofer will send an email to committee members seeking written safe work procedures for specific topic, i.e. The safe work procedures will be collected and distributed to committee members. On each safety call the committee will discuss that specific topic and be able to incorporate collective ideas into their own internal safe work procedures. Initial list of topics to cover:
  - a. Combustible dust
  - b. Confined space
  - c. Lockout
  - d. New & young workers
  - e. Contractor safety orientation and management

## **TRAINING AND SUPERVISION OF WORKERS**

### ***Actions***

1. Together with WorkSafeBC, hold a safety workshop around June 15 in Prince George similar to the one held in 2016.
  - a. Develop draft agenda and budget. Target: March 31.
  - b. Review draft agenda with safety committee. Amend as needed. Target: April 15.
  - c. Develop work plan and secure speakers. Target: April 30.
  - d. Begin promotion. Target: April 15.
  - e. Hold workshop. Target: Before June 30.
  - f. Post workshop review. Target: July 15.



2. Review new joint safety committee requirements with Safety Committee and determine if follow-up is required. Target: May 15.
3. Safety committee to develop a list of training needs. Target: August 30.
4. Safety committee to develop a training plan following identification of training needs. Target: September 30.

## **INCIDENT REPORTING**

### ***Actions***

1. BCFSC to rollout an efficient incident tracking system for the pellet industry. When ready, instructions will be sent pellet producers on how to submit data. Data will be reviewed quarterly by the Safety Committee. Target: March 8.
2. Regular reporting by producers. Target start: March 31.
3. Status update by BCFSC. Targets: April 30 and August 30.
4. Preliminary analysis of trends. Target: December 31.

## **MANAGING EXPOSURE TO HEAT**

### ***Action***

1. Prepare a clarification memorandum that explains company responsibilities. Target: May 15.

## COMMUNICATIONS

### *Actions*

1. Hold monthly Safety Committee conference calls at 11:00 a.m. Pacific (PST), every second Wednesday of the month. Follow good practices regarding notification, agenda preparation and recording minutes.
2. Review and summarize all HSA amendments proposed by WorkSafeBC as they are released. Discuss each amendment with safety committee.
3. Respond to WorkSafeBC regarding proposed HSA amendments, even if we have no comments, so as to demonstrate to WorkSafeBC that we are paying attention.
4. Continue the monthly agenda topic: *Sharing Safety*.
5. The Safety Committee will meet twice yearly with WorkSafeBC. Purpose: to share progress on our Work Plan, to learn about WorkSafeBC's concerns as they emerge, and to demonstrate to WorkSafeBC the ongoing commitment of WPAC members to safety. Targets: April 15, June 15.
6. WPAC to engage regularly in 2017 with our USIPA counterpart to gain safety traction, expedite the rate of safety sharing. We will find two items to collaborate on. We will update the committee when applicable monthly.

## IMPLEMENTATION OF THE WORK PLAN

The Safety Committee will use monthly conference calls to monitor progress on the Work Plan. Work items will be listed on the agenda for each call. Committee members will share in taking responsibility for taking the lead on specific tasks. Tasks will be updated during each conference call and progress recorded in the minutes.