

# Wood Pellet Association of Canada Safety Committee

## 2019 Work Plan



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# Wood Pellet Association of Canada Safety Committee

## 2019 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;
- readily and openly share safety, we are committed to not competing on safety; 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.

## **KEY FOCUS AREAS FOR 2019**

- A. Process safety management
- B. Silo fires – risk assessment & response
- C. Plant operator training and use of alarms
- D. Combustible dust management – raw product storage areas, general training and combustible dust hazard analysis
- E. Combustible gas and confined space entry
- F. Training and supervision of workers
- G. Incident reporting – review and trend analysis
- H. Communications – clear plan to support safety improvements across all members

## FOCUS AREA DETAILS

### A) PROCESS SAFETY MANAGEMENT

#### *Actions*

1. Using the assistance of Jenny Colman of WorkSafeBC, hold one or two workshops to: (a) review bowtie analysis, and (2) identify common major process hazards across all facilities and conduct bowtie analyses for each process hazard. **Target:** September 30
2. Each member company report on progress on implementing of bowties within their own company. **Target:** November 30

### B) SILO FIRES – RISK ASSESSMENT & RESPONSE

#### *Actions*

1. Hold silo fire workshop. **Target:** February 14
2. Review silo fire workshop and devise plan for further training to address knowledge gaps.  
**Target:** March 15

### C) PLANT OPERATOR TRAINING AND USE OF ALARMS

#### *Actions*

1. Hold a session on best practices related to HCI and the use of alarms during the 2019 safety conference. Session to led by Jenny Colman of WorkSafeBC.
  - a. **Target:** June 30

- b. Work with BCFSC to develop a basic plant operator training plan and general competency assessment. **Target:** October 30

**D) COMBUSTIBLE DUST MANAGEMENT – RAW PRODUCT STORAGE AND GENERAL TRAINING**

***Actions***

1. Member companies are to report on progress on implementing the recently developed *Best practices for combustible dust management in raw product storage areas*. **Target** October 31
2. Hold a combustible dust refresher training session during June safety conference. **Target:** June 30

**E) COMBUSTIBLE GAS & CONFINED SPACE ENTRY**

***Actions***

1. BCFSC to continue to lead the working group focused on developing best practices focused on *combustible gas awareness and risk mitigation*. Negotiate procedures for implementation with WorkSafeBC. **Target** July 31
2. Prepare and hold combustible gas and confined space webinar. **Target:** September 30

**F) TRAINING AND SUPERVISION OF WORKERS**

***Actions***

1. Together with WorkSafeBC, hold a safety conference around June 10-11 in Prince George, BC.
  - a. Recruit conference committee members. **Target:** February 15
  - b. Develop draft agenda and budget. **Target:** April 15.

- c. Review draft agenda with safety committee. Amend as needed. **Target:** April 15.
- d. Develop work plan and secure speakers. **Target:** April 15.
- e. Begin promotion. **Target:** April 15.
- f. Hold workshop. **Target:** Before June 11.
- g. Post workshop review. **Target:** July 15.

## G) INCIDENT REPORTING

### *Actions*

1. BCFSC will provide an evaluation of how much data is being collected, give us a summary, and an assessment of how successful the data gathering is. **Target:** June 30
2. Members to use the BCFSC incident tracking system for the pellet industry by submitting data quarterly. The middle month of the quarter the SC will review the data submitted to look for key learnings. **Target:** Quarterly
3. Regular reporting by producers. **Target:** Quarterly
4. Status update by BCFSC. **Targets:** February, May, August, November
5. Preliminary analysis of trends. **Target:** September

## H) 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:** before June 30 and November 30.
6. WPAC to engage regularly in 2019 with pellet producers in Europe. **Target:** Two in person events by end of the year.
7. Participate in the BCFSC – Forest Industry Multi Sector Safety Forum – **Target:** Quarterly.
8. Implement safety alerts as each incident is experienced – **Target:** Ongoing

## **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.