



WPAC Safety Committee
March 10th, 2021, Conference Call
Minutes & Action Items

Recorded by Cherie Whelan

Attendees:

First name	Last name	Company
Bill	Laternus	BC Forest Safety Council
Bob	Boyd	Shaw Resources
Cherie	Whelan	BC Forest Safety Council
Chris	Zuberec	BFL Canada
Corey	Gardner	Tolko Industries
Daryl	Davidson	Pacific BioEnergy
Fahimeh	Yazdanpanah	WPAC/ UBC
Frank	Wall	Premium Pellet Ltd.
Gordon	Murray	Wood Pellet Association of Canada
Grace	Cox	Canfor
Greg	Rye	West Fraser
Jeff	Mycroft	Fike Canada Inc.
Jimmy	Boudreau	Canfor
John	Swaan	FutureMetrics
Michael	Fantillo	Sinclar
Miles	Wright	Great Northern Timber
Rick	Taylor	Drax
Scott	Bax	Pinnacle Renewable Energy
Shahab	Sokhansanj	UBC -Biomass and Bioenergy Research Group
Shawn	Gamble	Platinum Pellet
Steven	Mueller	Pinnacle Renewable Energy
Todd	Bjorgen	Pinnacle Renewable Energy
Travis	McCue	Canfor
Tyler	Bartels	BC Forest Safety Council

1. Call to Order & Introduction

Scott Bax called the meeting to order at 11:02am.

2. Approval of the Agenda

Agenda is approved.

3. Approval of the Minutes of Previous Meeting

The minutes of the February 10th,2021 are approved.

4. Discussion of Action Items

a. **Safety Foundations Webinar Series-** Fahimeh and Gordon provided an update:

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- All 6 videos have been recorded; editing completed with quizzes. We're not able to use a live format if we want the quiz function to be automated, so our strategy will be to promote the videos for fixed dates as well as to make all 6 webinars available on demand on the WPAC website. There will be a campaign blast for each one over a 6-week period.
- Anticipate first emails to go out in couple of weeks. Campaign will run April-May, but content will always be available. Once user signs in they can do it at their own pace. When they complete it, they will answer a quiz and then be provided a certificate for each webinar.
- First two webinars will be on Bowties and Critical Controls to line up with the Critical Control Implementation Project.
- Gordon M. will provide links to BCFSC to share through their social media
- Will market through Canadian Biomass and BCFSC will also share info.
- WorkSafeBC and UBC are sponsors.

ACTION: Safety Foundations Webinar Series: Fahimeh provide an update at the next meeting.

- b. **Plant Operator Training: covered in agenda:** Todd Bjorgen provided update. Industry Committee review in progress. Group is currently going over assessment criteria with a goal to complete by March 15, 2021. Increasing weekly meeting time from 60 minutes to 90 minutes to work through it. Once the assessment criterion is completed, next step is to field test. Once that is completed and feedback incorporated next steps to identify and develop training to support the competencies.

ACTION: Plant Operator Training to be standing agenda item with Steve M. or Todd Bjorgen providing update

- c. **Bed Dryer Working Group** (in agenda, see below)
- d. **2021 Workplan-** (in agenda, see below)
- e. **Critical Control Implementation Project:** (In agenda, see below)
- f. **WPAC Resource Document-** Fahimeh provided update. There is still some work to do for this and will take a couple of months. She will report back when completed
- g. **Safety Share:**
- March 2021- Steve Mueller (in agenda)
 - April- Daryl Davidson

5. **Bed Dryer Working Group Update:**

Fahimeh provided an update. Jeff Mycroft will be providing updates after this meeting.

First meeting was last week and well attended with ~20 people. Reviewed scope and plan for work.

At next meeting, 2 vendors will provide a "Bed Dryer 101"

For some background, see article published in Canadian Biomass, link here:

<https://www.canadianbiomassmagazine.ca/key-takeaways-from-wpacs-belt-dryer-symposium/>

Jeff Mycroft and Jamie Collis will co-chair.

ACTION: Add as a standing agenda item for Jeff M. and Jamie to report progress.

6. 2021 Workplan: Gord Murray & Fahimeh Yazdanpanah

Gord M. provided an update and shared the 2021 workplan. Article will be in Canadian Biomass and BCFSC Forest Safety News and workplan will be posted on WPAC site and BCFSC. WSBC has been provided a copy of the workplan. Gord arranged for an article for Canadian Biomass and will forward to BCFSC for distribution and posting on WPAC and BCFSC website. See:

<https://www.canadianbiomassmagazine.ca/achieving-a-safety-culture-amid-a-pandemic/>

7. Critical Control Implementation Project (CCIP) update:

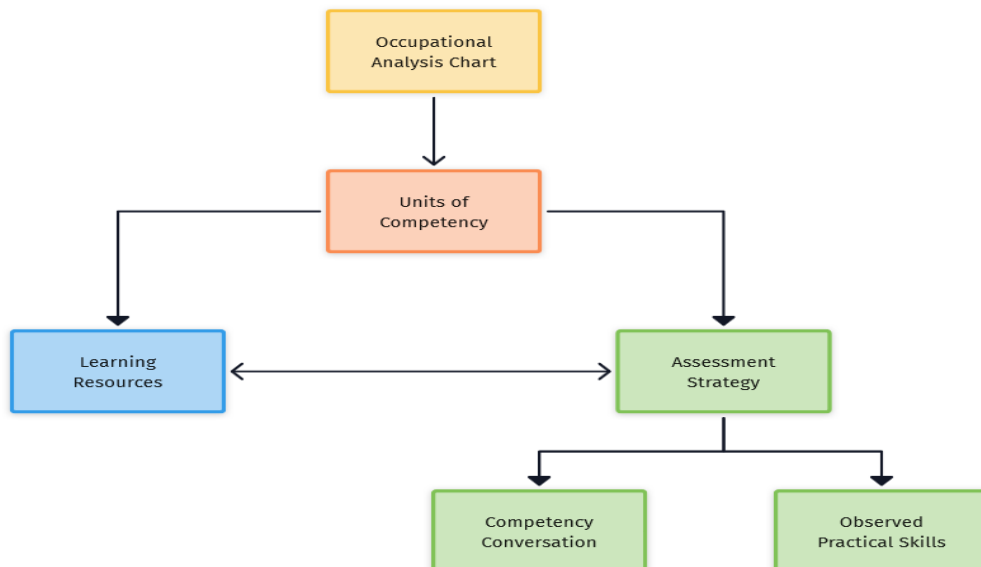
Cherie W. and Bill L provided an update. Pac-Bio on-site activities completed in February 2021. Process was flexible and Pac-Bio currently working through the bowtie templates. Once the site is finished with the Bowtie validation process, BCFSC will take the worksheet and put it through BowtieXP software so that each plan has a completed bowtie for their submission.

Gord M provided an update on the communication plan that is being developed. There will be articles, podcasts, conference presentations to get the word out about the project and the work that the sites are doing to support it.

Resources currently under development to help sites with the Bowtie Validation activities and Critical Control ID and activities summaries including 3 short videos for leaders, supervisors and plant workers. Resources planned to be available for early April. Delay with these resources due to the pilot for Premier having to be delayed because of COVID restrictions.

Provided an overview of Bowtie Validation and Critical Control ID and Summary process to Pinnacle to look at ways to potentially streamline their activities.

8. Plant Operator Competency Development- Todd Bjorgan provided an update and overview of the Development Process (see below)



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Occupational Analysis Chart	Identifies the basic building blocks of an occupation.
Units of Competency	Building on the identified basic building blocks, states in terms of outcomes the skills, knowledge and attributes required to perform effectively in the workplace. This document also identifies at a high-level what evidence is required to demonstrate competence.
Assessment Strategy	Three common assessment strategies for gathering evidence are portfolio of evidence, knowledge assessments and observed practical skills. The assessment is mapped back to the outcomes in the relevant unit of competency.
Learning Resources	Mapped to the outcomes in the unit of competency, the learning resources are modularized making it easy to provide gap training where required.

The process is cyclical in nature, meaning that as development occurs at each level, the process circles back to add, subtract as needed. Todd indicated that the group are currently meeting 90 minutes a week and the goal is to have an assessment strategy completed by March 31, 2021. Next step would be the identification and development of learning resource to aid in competency development. Plan to look at that work later in the fall of 2021. Currently, there is no finalized plan for roll-out, but will be working on that.

Times lines related to Plant Operator Development
Q1/Q2 2020 – Develop Occupational Analysis Chart and Units of Competency
Q3/Q4 2020 – Draft Assessment Strategy
Q1 2021 – Peer Review of Assessments
Q2 – 2021 – Field Testing of Assessments
TBD – Learning Resources

- 9. Safety Share:** Steve Mueller provided Safety Share. Fatality in Alberta, see alert attached to minutes. Discussion in group that this is a concern for many different employers and not enough work or guidance on how to best manage. Suggestion to develop a best practice for Self Heating Piles and Fire prevention.

Corey Gardiner provided some information on a combustible dust explosion in Asia that killed three people. He will send a link to the article to Cherie W. to include in minutes. (See links below)

<https://www.hazardexonthenet.net/article/183616/Dust-explosion-kills-three--critically-injures-five-others-in-Singapore.aspx>

<https://www.channelnewsasia.com/news/singapore/tuas-fire-explosion-3-workers-dead-5-critical-condition-14279894>

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Gord M. indicated that there is a new pellet plant in Vietnam and asked if John Swaan could provide a safety share on the differences he has seen in safety between Vietnam and Canada.

ACTION: Best Practice Fibre Pile Management Shahab will work with Fahimeh Y. Bill Laturus and Steve Mueller on Best Practice for Fibre Pile Management.

ACTION: Safety Alert Bill Laturus will develop a Manufacturing Safety Alert from the information provided in the safety share and will send out in distribution network and to this group.

ACTION: Cory Gardiner to send article on CD explosion to Cherie W. for distribution.

ACTION: Next Safety Shares:

April 2021- Daryl Davidson

May 2021- John Swaan

10. **Other Business:**

Comment that there have been some COVID outbreaks in northern BC and for employers to remain diligent with COVID controls. **Next Meeting** is currently scheduled for **Wednesday, April 14^h 2021** at 11:00 a.m. PST.

Meeting adjourned at 11:48am.

Actions arising from meeting:

Meeting Date	Action Item	Accountable
Mar-21	ACTION: Plant Operator Training to be standing agenda item with Steve M. or Todd Bjorgen providing update	Cherie Whelan
Mar-21	ACTION: Bed Dryer Working Group Add as a standing agenda item for Jeff M. and Jamie C. to report progress.	Cherie Whelan
Mar-21	ACTION: Best Practice Fibre Pile Management Shahab will work with Fahimeh Y. Bill Laturus and Steve Mueller on Best Practice for Fibre Pile Management.	Shahab S., Fahimeh Y., Steve M., Bill L.
Mar-21	ACTION: Safety Alert Bill Laturus will develop a Manufacturing Safety Alert from the information provided in the safety share and will send out in distribution network and to this group.	Bill Laturus
Mar-21	ACTION: Cory Gardiner to send article on CD explosion to Cherie W. for distribution. (COMPLETE)	Cory Cardiner