



**WPAC Safety Committee**  
**July 14<sup>th</sup>, 2021, Conference Call**  
**Minutes & Action Items**

Recorded by Cherie Whelan

**Attendees:**

<b>First name</b>	<b>Last name</b>	<b>Company</b>
Bill	Laternus	BC Forest Safety Council
Bob	Boyd	Shaw Resources
Cherie	Whelan	BC Forest Safety Council
Chris	Zuberec	BFL Canada
Corey	Gardner	Aon Reed Stenhouse Inc.
David	Bickford	Timken Canada LP - Vancouver George rep
Fahimeh	Yazdanpanah	WPAC/ UBC
Frank	Wall	Premium Pellet Ltd.
Gordon	Murray	Wood Pellet Association of Canada
Grace	Cox	Canfor
Jeff	Johnston	Pinnacle Renewable Energy
Jeff	Mycroft	Fike Canada Inc.
Jeremy	Slaunwhite	Rembe Inc.
John	Swaan	FutureMetrics
John	Arsenault	Quebec Wood Export Bureau
Karen	Brandt	Brandt Strategy Inc.
Michael	Fantillo	Sinclar
Miles	Wright	Great Northern Timber
Scott	Bax	WPAC
Shahab	Sokhansanj	UBC -Biomass and Bioenergy Research Group
Shawn	Gamble	Platinum Pellet
Travis	McCue	Canfor
Trevor	Murdock	Premium Pellet Ltd.
Tyler	Bartels	BC Forest Safety Council

**1. Call to Order**

Scott Bax called the meeting to order at 11:01am.

**2. Attendance and welcome**

**3. Approval of the Agenda**

Addition of Fahimeh providing update on WPAC resource presentation. Mistake on date of next meeting, should be August 14<sup>th</sup>, 2021. Agenda is approved.

**4. Approval of the Minutes of Previous Meeting**

The minutes of the June 09<sup>th</sup>,2021 are approved.

5. Discussion of Action Items

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

- See link to WPAC Safety Foundation Webinar Series here <https://www.pellet.org/webinars/wpac-safety-foundation-webinar-series/>
- Learners will be able to complete and get certificates for each webinar and a certificate at the end to show completion of all six.
- Five have been released and available now:
  - i. Bow Tie Analysis (I): Using Bow Tie Analysis to Assess Combustible Dust Hazards and Controls
  - ii. Bow Tie Analysis (II): Using Bow Tie Analysis for Critical Controls Management:
  - iii. Human Machine Interface (HMI) (I): Situation Awareness & Effective Alarm June 15, 2021
  - iv. Human Machine Interface (HMI) (II): Situation Awareness & Effective Alarm June 29, 2021
  - v. Safe Handling and Storage of Biomass Part I (Off-gassing, Self-heating and Silo fire): Fahimeh Yazdan Panah July 13, 2021

One left and will be released in two weeks:

- i. Safe Handling and Storage of Biomass Part II (Combustible Dust and Combustible Gas): Jeff Mycroft (Fike) July 27, 2021
- Request that all members share within their respective networks.

Fahimeh indicated that 110 people have taken 4 of the webinars. She will provide another update on training numbers at the next meeting.

**ACTION: Safety Foundations Webinar Series** Fahimeh to provide stats on numbers of people completing webinars at next meeting

b. **Best Practice Fibre Pile Management:** Bill Laturnus provided and update.

- Webpage with resources live at : <https://www.pellet.org/fibre-pile-management/>
- Safety Alert and Crew Talk developed and working on a White paper from the best practice draft document.
- All content is on a WPAC Resource page.
- MAG has been provided a link to the resources

c. **ISO 20024:2020 Standard-** Fahimeh provided an update. Article on standard is written and will be published shortly. She will send out the article when done.

**ACTION: ISO 20024:2020 Standard** Fahimeh will send out article on ISO 20024:2020 Solid biofuels — Safe handling and storage of solid biofuel pellets in commercial and industrial applications once published

d. **Bed Dryer Working Group Update:** Covered in agenda

e. **Plant Operator Training:** Gord M and Cherie W indicated that the CCIP was the focus this month and that they will be putting attention to this in the coming month.

6. **Debrief from WorkSafeBC and CCIP Project July 14th, 2021 meeting:** Gord M. provided an update.
- WPAC members from BC met with WSBC to review expectations on Bowtie submissions and follow-up.
  - WPAC members are expected to respond to all questions. Recommendations from WSBC are not requirements.
  - WSBC see this as opportunities for improvement and are trying to “move the needle” on process safety.
  - If a producer does not agree with recommendation, they can ask questions and there is no requirement to implement the suggested actions.
  - Gord reinforced the need to stay positive with the process, and to maintain the positive working relationship with WSBC.
  - Budd Phillips from WSBC references some good operational efficiencies and a process safety video that members were not familiar with the video.

**ACTION: CCIP.** Cherie will send out a link to the Domtar process safety video

**Update:** link to video here: <https://www.worksafebc.com/en/about-us/news-events/campaigns/process-safety>

- BC Producer indicated that WSBC made reference to 24 criteria that they would be measuring them against, and that it would be good to know what that criteria were.  
**ACTION: CCIP.** Gordon Murray will follow-up with WSBC and request access to 24-criteria
  - CCIP project resources and support will not have to adjust because of WSBC feedback. See WPAC CCM site here for resources to aid industry: <https://www.pellet.org/critical-control-management/>
    - Three whiteboard videos have been made to help sites with understanding the work, and what their role is in the CCIP:
      - [What are Critical Controls?](#) For managers and employees
      - [Bowtie Analysis & Critical Controls.](#) For Workshop Participants to understand the process
      - [How to Manage Critical Controls?](#) For Workshop participants to understand how to manage critical controls.
      - The website will be updated with content as the project progresses
7. **Fibre Samples: Bed Dryer Working Group update:** Bill Laturnus provided update. Great collaborative effort. Original committee broken into 4 sub-committees to be more efficient and effective. Currently doing assessment on infeed product control.

A Bowtie Risk assessment is being completed. Looking at August for work to be complete. Bill L indicated that it be beneficial to get more operational people involved in that process. Bill will reach out to some people directly for participation.

Plans for a comprehensive summary document and then to evaluate the best way to train/communicate the outputs of the work.

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UBC would like some additional sampling to aid in the in-feed analysis. This is not just for BC producers. Cherie will resend instructions to members on how to provide samples for Pellet Plant Infeed Sampling

**ACTION: Bed Dryer Working Group** Contact Jaimie, Gord, Jeff, Bill L. or Fahimeh if you would like to participate in the Bowtie risk assessment

**ACTION:** Cherie to resend infeed analysis sampling instructions.

8. **WorkSafeBC Innovation at Work Research project-** Gord Murray provided an update. WOAC and Dalhousie were successful in obtaining another Innovation at Work Grant from WSBC. This research project will build off the learnings from the current one. The topic is “Integrating Process Safety Management into Canadian Wood Pellet Facilities that Generate Combustible Wood Dust”.  
The feedback from WSBC on the current bowtie submission will be considered in the project.
9. **Plant Operator Training:** Scott Bax provided an update. Assessor training currently taking place. Next steps to develop a strategy on how to rollout the materials and develop resources to support the operator competencies. Gord M and Cherie W will coordinate a meeting to discuss next steps.

**ACTION: Plant Operator Training:** Gord M. and Cherie W. to set up a meeting with WPAC BC stakeholders to review the work and look at next steps.

### 10. Safety Share:

- a) Fahimeh provided update to WPAC Resource presentation. Comments that a great job, and a couple of inclusions for the Combustible Dust Audit, Raw Product Storage, and work on Combustible Gas hazards.
- b) Miles Wright shared that some preventative maintenance recently prevented a potential fire and re-iterated the importance of preventative maintenance.
- c) Jeff Johnston indicated that it s wildfire season and that they are working on some SOP’s for wildfire preparedness. He will share with group once completed.

**ACTION:** Jeff Johnston to send Wildfire Preparedness SOP’s to Cherie at BCFSC for distribution.

### 11. Next Safety Shares:

Shahab asked if it was possible to change the dates for the Safety Share as he should have most of the Bed Dryer white paper completed by then. Gord Murray will reach out to Tom Thorn to arrange.

August 2021- Tom Thorn (tentative)

September 2021- Shahab

**ACTION:** Gord Murray to re-schedule Safety Share for August and September.

### 12. Other Business:

None.

12. Confirm date of next conference call: **Wednesday, August 11<sup>th</sup>, 2021 11am PST**  
Meeting adjourned at 12:00pm.

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Actions arising from meeting:

Meeting Date	Action Item	Accountable
Jul-21	<b>Safety Foundations Webinar Series</b> Fahimeh to provide stats on numbers of people B154:B163 completing webinars at next meeting	Fahimeh Y.
Jul-21	<b>ISO 2024:2020 Standard</b> Fahimeh will send out article on ISO 2024:2020 Solid biofuels — Safe handling and storage of solid biofuel pellets in commercial and industrial applications once published	Fahimeh Y.
Jul-21	<b>CCIP.</b> Cherie will send out a link to the Domtar process safety video	Cherie W
Jul-21	<b>Safety Share:</b> Gord Murray to re-schedule Safety Share for August and September.	Gordon M.
Jul-21	<b>Bed Dryer Working Group</b> Contact Jaimie, Gord, Jeff, Bill L. or Fahimeh if you would like to participate in the Bowtie risk assessment	All
Jul-21	<b>Bed Dryer Working Group</b> Cherie to resend infeed analysis sampling instructions	Cherie W.
Jul-21	<b>Plant Operator Training:</b> Gord M. and Cherie W. to set up a meeting with WPAC BC stakeholders to review the work and look at next steps.	Gord and Cherie
Jul-21	<b>Safety Share:</b> Jeff Johnston to send Wildfire Preparedness SOP's to Cherie at BCFSC for distribution.	Jeff Johnston
Jul-21	<b>Safety Share:</b> Gord Murray to re-schedule Safety Share for August and September.	Gord M