

**Wood Pellet Association of Canada  
Safety Committee**

**2016 Work Plan**



Version: March 29, 2016



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# **Wood Pellet Association of Canada Safety Committee**

## **2016 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 to educate WPAC members regarding implementation of such strategies;
- to communicate to WPAC's membership the importance of developing a safety culture;
- to circulate safety news, developments, and reports to WPAC members; and
- to provide safety resources to assist members with safety implementation issues.

#### **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**

WPAC is a member of the BC Forest Safety Council ("BCFSC"). Membership is funded through a WorkSafeBC payroll levy on BC pellet producers that is passed on to BCFSC. BCFSC's

Director of Safe Companies, Robert Moonen, participates as a member of WPAC's Safety Committee.

#### **SAFETY COMMITTEE MEMBERSHIP**

Current Safety Committee members include:

- Scott Bax, Pinnacle Renewable Energy (Chair)
- Gordon Murray, WPAC (Secretary)
- John Arsenault, QWEB
- D'Arcy Ashe, Diacarbon
- Corey Gardiner, Aon Reed Stenhouse
- Sharel Grimm, Pacific BioEnergy
- Staffan Melin, WPAC
- Robert Moonen, BCFSC
- Pierre-Olivier Morency, Rentech
- Christine Paradis, Foothills Forest Products
- Michele Rebiere, Viridis Energy
- Darrell Robinson, Shaw Resources
- 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 2016**

1. Combustible dust management (with a special focus on best practices for combustible dust management in raw product storage areas)
2. Confined space entry (with a special focus on monitoring/testing and risk management related to syngas in drum dryers)
3. Lockout
4. Safeguarding of machinery and equipment
5. Training and supervision of workers
6. Contractor management
7. Standard operating procedures (safe work procedures)
8. Communications

## **WORK PLAN**

### **COMBUSTIBLE DUST MANAGEMENT**

#### *Actions*

1. Form a working group to develop best practices for *combustible dust management in raw product storage areas*. Coordinator: Rob Moonen.
  - a. Initial consultation with WorkSafeBC. Target: February 8.
  - b. Recruit working group members. Target: March 15.
  - c. Develop draft terms of reference. Target: March 31.
  - d. Hold first working group meeting, finalize terms of reference. Target: April 30.
  - e. Preliminary progress report. Target: June 15 (in connection with Safety Seminar in Prince George).

2. All pellet plants will present an individual status report and action plan to the Safety Committee regarding where each plant is in the combustible dust planning cycle (review, take corrective action, review, audit, etc.) Responsible: Committee members. Target: June 30.
3. Complete list of qualified external auditors. Coordinator: Rob Moonen. Target: March 15.
4. Hold a combustible dust auditor training workshop. Coordinators: Gord Murray and Rob Moonen. Target: May 31.
5. Document and circulate BCFSC's offer to provide quality assurance service on combustible dust audits and how producers should go about accessing such service. Responsible: Rob Moonen. Target: March 31.

## **CONFINED SPACE ENTRY**

### ***Actions***

1. Form a working group to develop best practices regarding monitoring/testing and risk management related to syngas in drum dryers.
  - a. Initial consultation with WorkSafeBC. Target: February 8.
  - b. Recruit working group members. Target: March 15.
  - c. Develop draft terms of reference for working group. Target: March 31.
  - d. Hold first working group meeting and finalize terms of reference. Target: April 30.
  - e. Preliminary progress report. Target: June 15 in connection with Safety Seminar in Prince George.
2. Identify one or more qualified confined space experts who have the necessary expertise to sign off on procedures for pellet plants. Coordinator: Rob Moonen. Target: March 15.

3. Complete one set of confined space procedures acceptable to WorkSafeBC that producers can use as a template. Coordinator: Rob Moonen (with help from Steve Mueller of Pinnacle). Target: March 31.
4. Assemble a list of documentation on safe pellet storage for distribution to members. Verbally describe the content and relevance of each document. Responsible: Staffan Melin. Target: February 29.
5. After the discussion in item 4, post relevant safe pellet storage documents to website. Responsible: Rob Moonen. Target: March 31.

## **LOCKOUT**

### ***Actions***

1. Develop leading practices for preparing written lockout procedures:
  - a. Procedures for regular re-occurring lockouts with a written example.
  - b. Procedures for special lockout situations including group lockouts with a written example. Coordinator: Rob Moonen. Target: September 30.
2. Define what is meant by “adequate training”. This will require a consensus among safety committee members regarding how to describe and evaluate when a worker has received adequate training in lockout procedures. Coordinator: Rob Moonen. Target: October 31.

## **SAFEGUARDING OF MACHINERY AND EQUIPMENT**

### ***Actions***

1. Develop a database format to report the results of individual plant safeguarding audits. Coordinator: Rob Moonen. Target: March 31.

2. Provide data for guarding database. Responsible: safety committee members. Target: April 30.
3. Utilize the services of a safeguarding expert to “audit” a pellet plant and report out on key findings to the group. Coordinator: Rob Moonen. Target May 31.
4. Analyze safeguarding database to identify trends. Responsible: Rob Moonen. Target: May 31.
5. Discuss safeguarding trends with safety committee and develop plan for corrective action. Coordinator: Rob Moonen. Target: June 15.

## **TRAINING AND SUPERVISION OF WORKERS**

### ***Actions***

1. Together with WorkSafeBC, hold a safety workshop in connection on June 15 in Prince George. Seminar will be connected to the International Bioenergy Conference that is held every second year. Coordinator: Gord Murray
  - a. Develop draft agenda and budget. Target February 9.
  - b. Send draft agenda and budget to Tom Pawlowski at WorkSafeBC to obtain input. Target: February 9.
  - c. Review draft agenda with safety committee. Amend as appropriate. Target: March 6.
  - d. Develop work plan and secure speakers. March 15.
  - e. Begin promotion. March 15.
  - f. Hold workshop. June 15.
  - g. Post workshop review. July 15.



## **CONTRACTOR ORIENTATION**

### *Actions*

1. Complete company-specific documentation of contractor orientation procedures.  
Coordinators: Scott Bax (Pinnacle) and Sharel Grimm (Pacific BioEnergy). Target: June 30.
2. Share and discuss company-specific contractor orientation procedures with safety committee. Coordinators: Scott Bax and Sharel Grimm. Target: July 15.
3. Post sample contractor orientation procedures to website. Responsible: Rob Moonen.  
Target: July 31.

## **STANDARD OPERATING PROCEDURES (SAFE WORK PROCEDURES)**

### *Actions*

1. Each safety committee member will do an internal review of his/her own company's Safe Work Procedures relating to Combustible Dust, Confined Space; Lockout; New & Young Workers; and Contractors, and report back to the safety committee on gaps. Responsible: safety committee members. Target: September 30.
2. List common gaps in Safe Work Procedures relating to Combustible Dust, Confined Space; Lockout; New & Young Workers; and Contractors and develop a plan for the safety committee to develop new Safe Work Procedures to fill those gaps. Coordinator: Rob Moonen. Target: October 31.
3. Develop common definitions of lost time, first aid, medical aid, and near misses. Develop a central reporting system where producers can report their data confidentially so that we can track collective industry trends. Responsible: Rob Moonen. Target: May 31.
4. Implement incident data collection. Coordinator: Rob Moonen. Target: June 30.
5. Analyze the incident database to determine the degree of member participation and to see if common incident trends have become evident and need to be acted on. Coordinator: Rob Moonen. Target: December 31.

## 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. Responsible: Gordon Murray and Scott Bax. Target: ongoing.
2. Review and summarize all HSA amendments proposed by WorkSafeBC for discussion with safety committee. Responsible: Gordon Murray. Target: February 10.
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. Responsible: Gordon Murray. Target: March 15.
4. Implement a new regular agenda items for safety conference calls, entitled *Sharing Safety*. On each call, one designated member will inform the safety committee of a safety tip, a recent win, or a new development that the other members could benefit from. This will be presented in a three-minute mini presentation, supplemented by a one-page write-up for posting to the safety web page. Over time we will accumulate a good collection of valuable safety resources that we can index by subject. Members will rotate so that each member gives such a presentation only once or twice a year. We will post each one of these presentations to our website. Coordinator: Scott Bax. First presentation: February 10.
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. Responsibility for arranging meetings: Gordon Murray. Target date for next meeting: June 15.