

Wood Pellet Association of Canada Safety Committee

2023 Work Plan



November 28, 2022



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Wood Pellet Association of Canada Safety Committee

2023 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 and to maintain our collective commitment to cooperate on all safety matters; 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 2023

1. Improving rotary drum dryer safety
2. Plant operator training and use of alarms
3. Process Safety Management (IAW2)
4. Incident reporting – review and trend analysis
5. Communications

FOCUS AREA DETAILS

IMPROVING ROTARY DRUM DRYER SAFETY

Similar to the Belt Dryer Project, WPAC safety committee will evaluate how to improve safety of Rotary Drum Dryers used in pellet industry.

Actions

1. Hold a webinar symposium to review past incidents and lessons learned. **Target:** Q1 2023
2. Form a working group of all interested parties to review past incidents and develop safer operating procedures. **Target:** Q2 2023
3. Working group members to meet regularly and report back to WPAC safety committee.
Target: monthly
4. Working group to submit a report including recommendations for safer operation of rotary drum dryers. **Target:** Q3 2023
5. WPAC safety committee to review findings and communicate them broadly to the pellet industry. **Target:** Q4 2023
6. Committee to hold a webinar on Rotary Drum Dryer Safety to share learnings from rotary dryer project. **Target:** Q4 2023

PLANT OPERATOR COMPETENCY RESOURCES

Actions

1. Continue working with BCFSC to finish development of a basic plant operator competency resources. **Target** March 30 2023
2. Develop online platform for basic plant operator competency evaluation. **Target** April 30 2023
3. Develop communication plan and resources to support industry in adoption of plant operator competency resources. **Target** May 30 2023

PROCESS SAFETY MANAGEMENT (IAW 2)

Using the research results from the Innovation at Work 2 (IAW 2) Project that will be completed at the end of Q1, the WPAC safety committee will support activities for the implementation of Process Safety Management (PSM) in wood pellet operations.

Based on preliminary research results, the proposed PSM elements of focus for 2023:

- Process Safety Leadership Accountability
- Process Safety Culture
- Risk Assessment
- Investigation

Proposed PSM elements of focus for 2024 and 2025 include:

- Key performance indicators (KPIs)
- Management of change (MOC)

Actions

1. Review and communicate feedback on PSM element self-assessment worksheets planned for development by BCFSC and Obex Risk Ltd. **Target:** Q2-Q3 2023
2. Support action plans as part of self-assessment worksheets. Proposed initiatives and resources include:
 - a. Process Safety Leadership Accountability Initiative: Process Safety Leadership Guiding Principles (**Target:** Q2)
 - b. Process Safety Culture Initiatives:
 - i. Webinar (**Target:** Q2)
 - ii. Safety Culture Policy Statement development (**Target:** Q3)
 - iii. Safety Culture Survey (internal resource for operations to assess and track safety culture effectiveness) (**Target:** Q4)

c. Investigation Initiative:

- i. Build on Incident Reporting initiative in workplan; align with CSA Z767 Standard guidance, build foundation for KPI development (**Target:** Q2-Q4)

d. Risk Assessment Initiative:

- i. Build on Critical Control Management (CCM) (**Target:** Q1-Q4)

INCIDENT REPORTING

Actions

3. Evaluate the status of data collection and an assessment of how successful the data gathering is. **Target:** June 30
4. Identify process safety incidents after completion of the critical control project implementation and select incidents that we want to elevate awareness about. **Target:** December 30
5. 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
6. Status update by BCFSC. **Targets:** February, May, August, November
7. Preliminary analysis of trends. **Target:** September

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. European Pellet Council: plan and execute one safety seminar during EPC meetings.
4. Respond to WorkSafeBC regarding proposed HSA amendments.
5. Continue the monthly agenda topic: *Sharing Safety*.
6. 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: One meeting to be held in June and another before November 30.
7. Participate in the BCFSC – Forest Industry Multi Sector Safety Forum – **Target:** Quarterly.
8. Implement safety alerts as each incident is experienced. Submit incidents to BCSFC and change the branding as “Pellets” – **Target:** Ongoing
9. Write and publish regular articles on the safety topics and focus areas for 2023. **Target:** monthly

IMPLEMENTATION OF THE WORK PLAN

The Safety Committee will use monthly web conferences 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.