

## WSN Forestry, Paper, Printing & Converting Advisory Committee Meeting

**Date & Time:** Thursday, June 11, 2020 at 1:30 p.m. to 3:30 p.m.

**Present:** Mark Lovell (Chair), Mark Tranter (Vice-Chair), David Berry, Marilyn Findlay, Stewart Taylor and Tom Welton,

**Regrets:** Jocelyn Legacé, Hillary Mudford

**Location:** Zoom

### 1. Call to Order, Approval of Agenda, Safety Share, Welcome

- Introduction of newest member Stewart Taylor from Graphic Packaging International to the rest of the committee.
- Jocelyn Legacé resignation. He has accepted a Health and Safety position outside of forestry and regrets he will have to leave the advisory committee. He has enjoyed his time on the committee.

Approval of Agenda: All approved

### 2. Approval of Last Minutes: Approved

### 3. Business Arising from the Last Minutes

- Follow-up on WSN Board request to consider how FPPC sector results other sectors and provincially to the industrial sector overall. Data slides from Dennis Griem indicate a lower lost time injury rate. Significant reduction to workplace fatalities, however early January there was already one fatality in the logging sector in 2020. Tom also noted a significant increase in the number of fall injuries in 2019 compared to 2018.
- Safe Driving on Forest Roads program funding requested to make this information available in French was not approved by SFI. We are continuing to look into other funding sources to achieve this goal.
- Potential development of WSN resources to support the Risk Assessment/Root Cause Analysis activities in partnership with MOL. Looking at September for the new date. This will be attempted in a virtual format which will be a first for this format. Sujoy Dey will lead with WSN staff supporting this initiative.

Train-the-Trainer is the second part of this as there is only one Sujoy and a lot of risk assessments and root cause analysis that need to be completed for all sectors. Sujoy will do this training virtually and will always be involved for oversight and guidance. Training of field staff will be for WSN and all other HSA's.

- WSN to continue to carry forward discussion on how the Risk Assessment results could cascade into the Excellence Program topics.

AGENDA: Will carry this forward to next meeting and provide more information on it as there are opportunities to explore a bit more.

- Follow-up on interest in CROSH "line of sight and knowledge transfer projects. Reminder that committee members can trail this for free with CROSH.

- WSN Health and Safety Excellence Program update and impact of Covid-19. Changes with Covid to the HSEP program. Changes and number of topics and several levels. Structure can include Covid activities now that organizations are already doing. The work that is being done with that to increase health and safety programs can be counted as part of the process.

<https://www.workplacesafetynorth.ca/sites/default/files/uploads/COVID-19-webpage-update-HSEP-WSIB-2020-04-06.pdf>

- WSN Excellence Awards reevaluation involving Advisory Committee. Will be 2021, will not provide award this year. This gives more time to develop criteria for 2021. Feedback will be brought to the advisory committees as part of the process.

#### **4. Review and discussion on Advisory Committee Terms of Reference. Update on search for new FPPC Advisory Committee members**

Required attendance at three of four scheduled meetings per year is being requested from the mining advisory committee. After reviewing the committee voted to approve it. All in agreement.

Tom will reach out to one committee member who has been struggling to attend meetings.

Currently looking for new members to fill some vacancies. Tom and Mark will reach out with two applications hoping to have vacancies filled by September meeting.

#### **5. Covid-19 discussion and sharing of leading practices from committee members and WSN (Please share any related documentation with Tricia prior to the meeting)**

- One area are locker rooms and how are other committee members handling that? Some have had to reorganize locker rooms, pull lockers out, rent trailers.
  - Criteria for cleaning regiment
  - Limit people in locker room
  - Staggered start time each department
  - One way though locker rooms and lunchrooms
  - Smaller crew size easier to maintain.
- Biggest struggle is complacency and everyone settling and getting lacks. Beginning was overwhelming with staffing, fears, testing etc.

ACTION: Stew will share a company document with 40 items that have in place currently.

- PPE and ministry visit helpful for one member as they were able to help them make decisions on face masks vs. shields. Surgical masks were good enough as others were creating behaviours that company did not want such as lifting shields when uncomfortable/hot.
- Other companies mandated the face masks and are now struggling to keep it enforced as hard to manage absenteeism and gets complicated with discipline and created issues. This situation has helped to expose weaknesses.
- Temperature testing. Dividing operations between two areas when/where can have this. Temperatures already have heat hazard and when created barrier and create higher hazard of concern. Does anyone have to deal with that and what works with temperature and humidity so high.
- Running out of gloves/masks and if introduce and cannot supply then what happen?
- Alterations to line wherever needed, where unable to separate, moved equipment, shifted start time/ break time, shift ends and start, outside cleaners coming in

- Disinfection and extra cleaners for common areas and twice a shift 24 hrs cleaning, protocols where workers do their own cleaning. It has not been easy.
- Contactors onsite from province, outside province other country. All must be looked at risk assessed.
- One member had a case identified through a contractor. A low risk assessment based on the contractor, however their low risk was high risk as they weren't telling their bosses the right story, such as sharing rides, equipment, across eating at lunch, so when they thought was low risk it was not the case. Missed on auditing them so now have got it all in place. All contracts. Embedded contractor doing shipping and all entering through lockdown area and that person was asymptomatic. Lucky as it could have gone across the site.
- Anyone who decided to stay home still receive pay so they do not feel pressured to go to work for financial reasons. Or topped them up as if they were off for loss of daycare or something like that.
- Covid planning and activities to address mill shutdown for annual maintenance presentation shared.
  - presented plan to community agencies until comfortable with it and execute it.
  - rented Best Western conference centre which housed 88 rooms only,
  - had to make sure each contractor had protocol. Only work and back to the hotel, not going anywhere else.
  - facility had meals there at hotel.
  - condition of employment, including screening – pre arrivals questionnaires and approval before coming on site. Safety inductions at hotel as well in their large banquet room for distancing
  - Given unique number for each contract employee given to them so hotel and mill could track them – holding up name –
  - mask when social distancing didn't happen – cleaning more – trailers set up and washrooms cleaned two times shift, radio cleaning stations, - marking out control room and lockout communication stations – control rooms only the operators allowed outside – work redesign like limiting number people in elevator – stairwells – one for up and one for down – a lot of appreciation for contractors so thank you and take care of them while they there as appreciated.

## **6. Update on Pulp and Paper Root Cause analysis and Train the Trainer planned for WSN staff to assist with future Risk Assessment and Root Cause analysis workshops**

Trial as virtual session and will be setting up dates and contacting same people for risk assessment to see if interested in being involved in root cause and will be able to do it from home or employer locations.

TTT will also virtual and will be working with Sujoy to set that up and be able to expand and be able to get into the other sectors and delve a little deeper into areas or sectors and risks more than just #1 on list.

## **7. Marketing and Communication Update (Meg Parker)**

*See presentation attached.*

## **8. Progress on Key Programs, Initiatives & Recent Successes**

- Online vs. virtual training: Virtual classroom training has a live instructor to walk through presentation. Using Zoom/Teams/Webex platforms for the training and the trainer leads individual participants thought training. Built in surveys, Q and A, very engaging.
- Went through Course Development Timelines document – *see document attached*
- Can provide training for your trainer as well.
- CPO: Just submitted Virtual JHSC Refresher for approval and Part 1 & Part 2 under development by Educational Services.

- WSN is currently offering virtual training at no cost other than participant materials as we are piloting and offering free of charge. If interested, please let us know.
- 2020 Logging fatality: Contractor doing work with raised attachment on a piece of equipment. The machine was locked out but the raised attachment had not been blocked. When stored energy was released the raised attachment fell fatally injuring the worker.

To assist industry and put a specific focus on stored energy WSN has put together a risk assessment document which will be reviewed with all logging employers and workers throughout 2020 consultations. Risk assessment was put together by internal field staff and will include a micro training class during that session.

- MarCom group doing a great job with the associated material with the excellence program on our webpage. A great resource site for participating firms.

**Note:** NFFSA and BC Forest safety council to share best practices, trends, and leading practices. The manufacturing committee in BC is interested in meeting with this committee. They have an upcoming meeting in June and have a short discussion on Covid-19, best practices, and challenges on Covid-19. May be beneficial to continue to have discussions with this group moving forward as both focussing on forest initiatives. Interest June 24 from 1-1:30 pm.

- Tricia and Tom will summarize notes and send out meeting invite to everyone. We have a planned focus during our discussion to include a presentation on addressing Covid concerns and contractors as well as the challenges that surround PPE.

## **9. Best Practices/Meeting Round Table/Wrap-up**

Sept. 24 would have been the AGM, which is potentially moving to virtual this year. Next meeting will connect with committee moving forward once understanding of what is happening with the AGM and our next meeting.

*Adjournment 3:19*