

WSN Forestry, Paper, Printing & Converting Advisory Committee Meeting

Date & Time: Thursday, March 5, 2020 at 1:30 p.m. to 3:00 p.m.

Present: Mark Lovell (Chair), Mark Tranter (Vice-Chair), Marilyn Findlay, Jocelyn Lagacé

Regrets: David Berry, Hillary Mudford

WSN Staff: Meg Parker, Marketing Communications Specialist
Tom Welton, Director, Prevention Services & Education Services
Chris Serratore, Director, Prevention Services
Tricia Valentim, Executive Assistant Prevention Service (minute-taker)

Guests: Sujoy Dey Ph. D, CRM, Corporate Risk Officer MLTSD;

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

Douglas was unable to continue and retired from his work and committee at same time. Tom W. has put together a plaque and passed along his appreciated for the committee.

Approval of Last Minutes: Minutes were approved

2. Business Arising from the Last Minutes - Chair

- Follow-up on WSN Board request to consider how FPPC sector results other sectors and provincially to the industrial sector overall (Dennis Griem following up) **Dennis has not had opportunity to work on so carry forward to next meeting. – CARRY FORWARD**
- Safe Driving on Forest Roads program material will be available in English and French. Positive commitment from Sustainable Forest Initiative (SFI) for funding as proposal in for both classroom and online translation. Sister organization in Quebec will also be involved. Hoping to hear soon about funding.
- Moving ahead on development of WSN resources to support the Risk Assessment/Root Cause Analysis activities in partnership with MLTSD (formerly MOL). **Tom and Sujoy speaking about it during this meeting.**
- WSN to continue to carry forward discussion on how the Risk Assessment results could cascade into the Excellence Program topics
- Update on new WSIB classification units replacing previous rate groups. Rate group and classification units should carry forward as business as usual. **COMPLETED**
- Follow-up on interest in CROSH “line of sight and knowledge transfer projects. – **CARRY FORWARD AS AGENDA ITEM**

3. WSN/MOL Pulp and Paper Sector Risk Assessment results, Root Cause Analysis on primary risk & discussion on next steps. - Sujoy Dey (Corporate Risk Officer, MLTSD)

- Pulp and Paper Risk Assessment workshop (September 25, 2019)
- Pulp and Paper Root Cause Analysis workshop (April 28 & 29, 2020)
- Risk Assessment/Root Cause Analysis staff workshop (June 9, 2020)
- Development of the Pulp and Paper Root Cause Analysis risk statement for the identified risk of Inadequate or Improper Lockout of Machines
- Use of fish bone diagram for improper lock out.
 - First day, what is the root causes,
 - Second day look at top ten root cause and then itemize the final listing and controls to look at risk management.
 - No pre workshop prep. Will have solid action items moving forward.

- **Action:** Tricia will follow up with everyone from previous workshop.
- Bring in subject matter expert (SME).
 - Tom will connect with someone who has indicated they are interested and has the background to see if SME is available to participate in workshop

Risk statement: Inadequate or improper lockout of machines resulting in unintended or adverse effects on workers.

- Risk assessment Train-the-Trainer is scheduled for June 9. Limited resources with Sujoy being lead and stretched thin so need additional resources. This will help broaden scope for Top 10 with highest risk for each sector. June 9 there will be session, led by Sujoy, and will provide other resources from other HSA's to participate as well. Will look to set up other Root Cause Analysis for next area want to cover.

4. Presentation on recent CROSH initiatives including the "line-of-sight" and knowledge transfer projects. – Tom W.

- Have more discussion on the line of sight conversation to take back to committee's individual firms as CROSH is interested in helping and working on a pilot for this project. Looking to see if anyone was able to carry it forward to their firms and see if they can partner with CROSH on this.
- We will continue to invite CROSH once a year to provide an update and provide feedback on firms who have trials and resources they have put together.

Action: Connect in Fall at one of the meetings.

5. WSN Excellence Awards re-evaluation and Advisory Committee Input – Tom Welton

- Looking at internal team of how to advance the awards program. Historically there was a self-evaluation of your management system. Firms did on own and then top 2-3 would do an onsite with WSN Health and Safety Specialist, then award winner be selected.
- Wanted to advance this process to include culture and leadership programs. Looking at how to build the key components that came out of the assessment of culture audit if firms have these key components in place, they have highest impact on safety of workers.
- Mentioned last meeting that some FPPC members would be interested when draft information is ready. Once ready we will share.

Action: Invite for internal team meeting next week.

6. Progress on Key Programs, Initiatives & Recent Successes – Tom Welton

Active and busy with education services group. New programs will be introduced:

- Machine Guarding program upgrade based on CSA standard of manufacturer guidance and reference to tool that is based on CSA standard to develop machine guards. Great for those developing guards and knowing what a good guard is.
- Leadership + focusses on training supervisors with a lot of the soft skills necessary, not just legislative requirements. Upgrades to that as well doing pilots over next month or so. Going beyond Competent Supervisor.

Action: Tom provide information in meeting minutes. Doing pilots in various industries that will help engage how this material will move ahead.

- JHSC French. Submitted to for approval and it will be the only JHSC refresher in Ontario in French. See a lot of opportunity for this.
- Introduction to Auditing program is a new program where the essentials were based on health and safety management system and basic overview of auditing and how to effective. Helpful for auditing basic skills and JHSC committees.

Action: Tom will provide description of meeting minutes.

- Advanced Fall Protection finalized for third party and associated training to start. Under Wah as a provider of legislative training.
- Safe Driving Forest Roads the classroom training finalized and printing it right now. Introduction to industry May 1st Online training. Within next month regarding potential funding for both classroom and online translation in French
- Risk Matrix: One component as a workshop element is the issue with needles and the opioid crisis. Looking to bring forward this issue into sessions. WSN has developed a needle clean up video available on YouTube for anyone to use. <https://www.youtube.com/watch?v=dmrCZ8S0Gpk>
- Health and Safety Excellence Program is the next level with Safety Groups program, and the only one available now.
 - Currently have 47 participants tied into program, and doing webinars and sessions, working jointly with WSIB with Excellence Program.
 - Continuing to grow daily basis, with the added benefit is that you can now join any time.
 - When submit they will provide you with any gaps in program material to meeting programs and 60 days to get back to WSIB with updates.
 - WSIB trying to work with industry and move ahead in positive way. If you are unable to complete you can carry it forward, unlike how before when you would be penalized.

7. Best Practices/Meeting Round Table/Wrap-up

Atlantic just integrated a few PPE policies. Have now mandated head protection and gloves on hands. Has been a challenging few weeks as most frequent injuries has been hand and most costly head.

Meg Parker mentioned that WSN has just put out a new 2020 catalogue for download. It includes course accreditation through OWWCA and four new mental health.

https://www.workplacesafetynorth.ca/sites/default/files/uploads/Workplace-Safety-North-catalogue-2020_0.pdf

Next meeting scheduled for June 10 & 11, will be a face-to-face meeting and will include a tour of plant as well. Mark L. and Mark T. will both see if they are able to host.



Mark Lovell, Chair

March 5, 2020

- **June 10 & 11, 2020 (Meeting and tour) Location TBD**
- September 24, 2020 (8:00 am to 3:00 pm) meeting North Bay
- December 3, 2020 (1:30 pm to 3:00 pm) teleconference