



**WPAC Safety Committee
January 16th, 2019 Conference Call
Minutes & Action Items**

Recorded by Gordon Murray / Scott Bax

Attendees:

Scott	Bax	(Chair) – Pinnacle Renewable Energy
Gordon	Murray	(Secretary) - Wood Pellet Association of Canada
John	Arsenault	Quebec Wood Export Bureau
Corey	Gardner	Tolko Industries Ltd.
Rob	Irwin	Vanderwell Contractors (1971) Ltd.
Nic	MacGougan	J.D. Irving, Ltd
Phil	Landry	J.D. Irving, Ltd
Sirios	Serge	J.D. Irving, Ltd
Steven	Mueller	Pinnacle Renewable Energy
Jeff	Mycroft	Fike Canada Inc.
Ron	Tarcon	Tolko Industries Ltd
Lori	Saretsky	West Fraser
Kevin	Erickson	Cariboo Biomass
Steffan	Melin	UBC -Biomass and Bioenergy Research Group
Shahab	Sokhansanj	UBC -Biomass and Bioenergy Research Group
Fahimeh	Yazdanpanah	UBC -Biomass and Bioenergy Research Group

Call to Order & Introduction

Scott Bax called the meeting to order at 11:02am

Approval of the Minutes of Previous Meeting

The minutes of the Dec. 12th, 2018 meeting are approved.

Approval of the Agenda

The agenda is approved.

Review of Action Items of Previous Meeting

1. **Communication – Safety Conference** – A Steering Committee will be put together with a representative from each member group to pull together content and build support for more attendance. **ACTION #1** - Gord will lead and will recruit representatives as needed beginning in January 2019. **COMPLETE; ACTION #2** – there may be a date conflict, June 11th with the MAG group, work to resolve if possible; **ACTION #3** – develop an agenda outline to present to the SC
2. **Process Safety management** – Focus on critical hazards and critical controls (aligned with the WorkSafeBC focus) which stresses identifying major hazards, setting up critical controls, and procedures for monitoring those critical controls. Grow understanding and use of the Bowtie analysis tool through specific training. **ACTION** – Gord is to coordinate with Jenny Colman on the next PSM workshop which will focus on doing bowties for the most common major hazards in the pellet industry. In 2019 work plan.
3. **HCI Monitoring and Alarm Systems**
Control room operators are critical to the safety success of a plant. Growing our collective understanding of leading practices with respect to Human Computer interface (HCI) and alarm usage and ultimately be able to put into practice some of those leading practices. **ACTION** – Gord/Scott is to coordinate with Jenny Colman on a training workshop and add this to the 2019 work plan. **ACTION** – SC to discuss what emphasis or focus they would like to see
4. **Silo Risk Assessment Tool** – Darren M. shared PBEC's tool with the safety committee. **ACTION** – Darren is to present the tool in more detail during the February 14 Silo Fire Workshop in Prince George. -
5. **Silo Fire Suppression & Prevention Workshop** – Gord will continue to finalize the plans for silo workshop featuring Henry Persson. The date is fixed as Feb 14 in Prince George. **ACTION #1** – **COMPLETE; ACTION #2** – group to discuss how they felt the workshop was, general feedback
6. **Plant Operator training** – Dustin is to lead. Control room operators are critical to the safety success of a Using our HSA, developing a list of core competencies for being successful in that position. Upon having an experienced 3rd party establish the list, the SC can choose a couple competencies to focus on. **ACTION** – Dustin: To engage Russ Robertson to revise the prior proposal and present to the Safety Committee for approval to proceed.
7. **Combustible Gas & Confined Space Webinar** – Dustin and Kevin Ericsson have completed a combustible dust and confined space webinar that is currently being reviewed. **ACTION** – Dustin and/or Kevin Ericsson to update and present the webinar to the SC for review and discussion.
8. **Work Plan Review** – Draft 2019 work plan was presented to the group. Gord and Scott will update the Work Plan based on feedback from SC members. **ACTION** - 1) committee members suggest ideas or feedback to Gord and Scott. 2) Gord and Scott to present the Draft Final 2019 work plan to the SC for review, discussion and adoption during Feb. 20 conference call.

Safety Sharing

Shahab Sokhansanj will do the February safety sharing (postponed from January) on the topic of self-heating in pellet storage (document previously provided by Gord Murray)

Next Meeting

Next meeting is scheduled for Wednesday, February 20, 2019 at 11:00 a.m. PST