

Wood Pellet Association of Canada Safety Committee

2020 Work Plan



January 09, 2020



Contents

STRATEGIC FRAMEWORK	1
OUR MISSION	1
RESPONSIBILITIES.....	1
ACCOUNTABILITY AND REPORTING.....	1
BC FOREST SAFETY COUNCIL RELATIONSHIP	2
KEY FOCUS AREAS FOR 2020	2
FOCUS AREA DETAILS	3
A) PLANT OPERATOR TRAINING AND USE OF ALARMS	3
<i>Actions</i>	3
B) LOCAL NITROGEN SUPPLY INITIATIVE.....	3
<i>Actions</i>	3
C) BOW TIE IMPLEMENTATION PLAN.....	4
<i>Actions</i>	4
D) COMBUSTIBLE DUST MANAGEMENT – RAW PRODUCT STORAGE AND GENERAL TRAINING	4
<i>Actions</i>	4
E) COMBUSTIBLE GAS & CONFINED SPACE ENTRY.....	5
<i>Actions</i>	5
F) TRAINING AND SUPERVISION OF WORKERS	5
<i>Actions</i>	5
G) INCIDENT REPORTING	6
<i>Actions</i>	6
H) COMMUNICATIONS	6
<i>Actions</i>	6
IMPLEMENTATION OF THE WORK PLAN.....	7

Wood Pellet Association of Canada Safety Committee

2020 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, we are committed to not competing on safety; 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 2020

- A. Plant operator training and use of alarms
- B. Local nitrogen supply initiative
- C. Bow tie implementation plan
- D. Combustible dust management – raw product storage areas, general training and combustible dust hazard analysis
- E. Combustible gas and confined space entry
- F. Training and supervision of workers
- G. Incident reporting – review and trend analysis
- H. Communications – clear plan to support safety improvements across all members

FOCUS AREA DETAILS

A) PLANT OPERATOR TRAINING AND USE OF ALARMS

Actions

1. Hold a session on best practices related to HCI and the use of alarms in 2020 Q2 in Prince George. Session to be led by Jenny Colman of WorkSafeBC. **Target:** April 30
2. Continue working with BCFSC to finish development of a basic plant operator training plan and general competency assessment. **Target:** February 15
3. Hold a workshop on a training on “Plant Operator Training” – a workshop for individuals from different companies who will be responsible for doing the trainings. **Target:** October 30
4. Hold training for assessors in the plant operator training program: Train the trainer workshop (Assessor Training Workshop) - a workshop to train the assessors how to do the assessment, collect information. **Target:** November 30

B) LOCAL NITROGEN SUPPLY INITIATIVE

Actions

1. Develop an effective emergency response for wood pellet industry in case of self-heating and silo fire: Research on potential costs and evaluate all options for nitrogen availability, storage and report the best practical option. Establish a formal supply chain document provide clear instructions with respect to the steps to be taken as well as potential contacts. Moreover, some infrastructure is needed for nitrogen injection on-site such as piping, injection point location and its orientation that has to be built into the silo. The proposed project is looking at identifying the required design specification for the nitrogen system, and all other infrastructure needed on-site to get connected to a central mobile nitrogen

storage, locate a nitrogen vaporizer unit centrally where any of the wood pellet plants could access them in an emergency. **Target:** September 30

C) BOW TIE IMPLEMENTATION PLAN

Actions

1. In collaboration with BCFSC, work with individual plants on making the 6 developed bow ties site specific and help with implementation of the bow ties. WSBC has agreed to work with WSBC, WPAC and plant representatives to train bow tie facilitators and help all pellet plants with bow tie implementation plans. **Target:** November 30
 - a. Identify team members for each site. **Target:** February 15
 - b. Prepare a budget and explore funding alternatives. **Target:** February 28.
 - c. Prepare a plan and review with safety committee. **Target:** March 30.
 - d. Bow tie implementation for all sites. **Target:** Before November 30.

D) COMBUSTIBLE DUST MANAGEMENT – RAW PRODUCT STORAGE AND GENERAL TRAINING

Actions

1. Member companies are to report on progress on implementing the recently developed *Best practices for combustible dust management in raw product storage areas*. **Target** October 31
2. Hold a combustible dust refresher training session during June safety conference. **Target:** June 15

E) COMBUSTIBLE GAS & CONFINED SPACE ENTRY

Actions

1. BCFSC to continue to lead the working group focused on developing best practices focused on *combustible gas awareness and risk mitigation*. Negotiate procedures for implementation with WorkSafeBC. **Target** March 31
2. Develop the “white board” style learning videos to simplify the learnings and understanding of combustible gas generation and risks. **Target:** September 30

F) TRAINING AND SUPERVISION OF WORKERS

Actions

1. Together with WorkSafeBC, hold a safety conference on June 9th in Prince George, BC. It will take place the day before the Canadian Bioeconomy Conference, on June 9th 2020. It is targeted at all forestry manufacturing sectors including lumber, OSB, pellets, and pulp. The program will benefit production personnel, maintenance staff, management and senior executives. Plan to attract industry suppliers such as insurance providers, equipment manufacturers, engineering companies and all those who benefits from a safer forest sector
 - a. Recruit conference committee members. **Target:** February 15
 - b. Develop draft agenda and budget. **Target:** April 15.
 - c. Review draft agenda with safety committee. Amend as needed. **Target:** April 15.
 - d. Develop work plan and secure speakers. **Target:** April 15.
 - e. Begin promotion. **Target:** April 15.
 - f. Hold workshop. **Target:** Before June 11.

- g. Post workshop review. **Target:** July 15.

G) INCIDENT REPORTING

Actions

1. BCFSC will provide an evaluation of how much data is being collected, give us a summary, and an assessment of how successful the data gathering is. **Target:** June 30
2. 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
3. Regular reporting by producers. **Target:** Quarterly
4. Status update by BCFSC. **Targets:** February, May, August, November
5. Preliminary analysis of trends. **Target:** September

H) 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. Drax Power: meet with Rick Taylor to develop a plan for cooperation.
4. European Pellet Council: plan and execute two safety seminars during EPC meetings.
5. Respond to WorkSafeBC regarding proposed HSA amendments, even if we have no comments, so as to demonstrate to WorkSafeBC that we are paying attention.
6. Continue the monthly agenda topic: *Sharing Safety*.

7. 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: The day before Safety Summit (June 8th) and before November 30.
8. Participate in the BCFSC – Forest Industry Multi Sector Safety Forum – **Target:** Quarterly.
9. Implement safety alerts as each incident is experienced. Submit incidents to BCSFC and change the branding as “Pellets” – **Target:** Ongoing

IMPLEMENTATION OF THE WORK PLAN

The Safety Committee will use monthly conference calls 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.