TERMS OF REFERENCE FOR
WORKPLACE SAFETY NORTH (WSN) TECHNICAL ADVISORY COMMITTEES (TAC)

The Technical Advisory Committees are instruments of Workplace Safety North and the Ontario Mine Rescue program.

1. MISSION

1.1 To identify, evaluate and prioritize health and safety issues, and to recommend solutions for Ontario's mining industry.

1.2 To make recommendations on the development of health and safety programs.

1.3 To review, evaluate and provide advice on projects and programs as requested by WSN's VP, Prevention Services and VP, Ontario Mine Rescue.

1.4 To provide resources for the development and delivery of educational materials.

2. MANDATE STATEMENTS (as Adopted by Individual Committees)

2.1 Ground Control Committee

The Ground Control Committee contributes to the safe and efficient extraction of Ontario's mineral resources. The Committee provides a platform the mining industry can use to address safety and ground control issues at Ontario mines. The key objectives of the Committee are to critique existing practices and examine the impact of new materials, technologies, training, procedures and legislation in the area of ground control.

2.2 Ontario Mine Rescue Committee

The Ontario Mine Rescue Technical Advisory Committee promotes the continual improvement of emergency preparedness at Ontario mines by:

a. Providing advice and recommendations on the content of mine rescue training programs;

b. Providing advice and making recommendations regarding mine rescue emergency equipment requirements;

c. Identifying and recommending research projects; and

d. Recommending changes to the mine rescue handbook.

2.3 Mining Equipment Committee

The Mining Equipment Committee contributes to the promotion and protection of the safety of workers in Ontario's mines as it relates to mobile and stationary equipment. This group meets quarterly to identify and prioritize related safety issues, make recommendations and provide advice and guidance to Ontario's mining community through WSN. *"Mining Equipment"* is to include all major extraction and processing equipment including crushers, rock breakers, conveyors, hoists, electrical installations and track and trackless mobile equipment used in the Ontario mining environment.

2.4 Safety and Loss Control Committee

WSN's Safety and Loss Control Committee provides a forum for representatives of the Ontario mining industry to identify areas of continuous improvement relating to health and safety. The Committee will accomplish this by: i) providing leadership through the development of guidelines; ii) making recommendations on the development of health and safety programs; iii) encouraging dissemination of information throughout the mining industry.

2.5 Workplace Environment Committee

WSN's Workplace Environment Committee contributes to the promotion and protection of the health of workers and the development and maintenance of a safe environment in Ontario's mining industry. This is accomplished by identifying issues, setting priorities, and providing advice and guidance in consultation and discussion with the industry's stakeholders.

3. MEMBERSHIP

3.1 Minimum: Eight members

3.2 Membership will consist of volunteers from WSN member companies. Membership should reflect a representative cross-section of client companies.

3.3   Criteria for nomination to a Technical Advisory Committee will include:

- ability to participate and contribute; and

- actively engaged in a technical or operating function in Ontario's mining industry.

3.4   Members may serve on only one Technical Advisory Committee at a time.

3.5   WSN may invite personnel from other organizations (e.g. government agencies or academic institutions) to observe or participate in selected committee activities as Technical Advisors:

- Technical Advisors have no voting privileges;

- Technical Advisors may attend site tours included in meeting agendas at the discretion of the Committee;

- Technical Advisors may participate in open discussions during meetings at the discretion of the Committee.

3.6   WSN's VP Prevention Services or the VP Mine Rescue will designate one WSN staff person as a committee liaison, technical resource and program coordinator.

3.7   Technical Advisory Committee members will be encouraged to serve for at least two years

3.8   A chair and vice chair will be elected by the committee on an open vote simple majority basis. The chair and vice chair will serve for a period of two years. (OMR TAC may extend to three-year term.)

3.9   When an opportunity occurs for appointment to a committee, the WSN staff liaison, in consultation with the committee chair, will recommend candidates for approval by WSN's VP Prevention Services or the VP Mine Rescue.

3.10   If a member fails to attend three consecutive meetings, the employer will be notified of this situation in writing. Should the member then be absent at the next meeting, he/she will be asked to tender his resignation.

4.   COMMITTEE WORK

The Committee is to engage in activities that may include:

4.1   Identifying, evaluating and prioritizing health and safety issues and recommending solutions for Ontario's mining industry.

4.2   Undertaking projects or developing best practice documents that pertain to health and safety issues or hazards associated with workplaces in mines and mining plants.

4.3   Making recommendations on the development of health and safety programs.

4.4   Reviewing, evaluating and providing advice on projects and programs as requested by WSN's VP Prevention Services or the VP Mine Rescue.

4.5   Provide resources for the development and delivery of educational materials.

A scope of work is to be developed for any activities that the Committees will undertake. The document should include the title (project, investigation, review and evaluation of projects and programs, etc.), purpose and scope, background and objective of the work, content, timetable, and deliverables.

5.   MEETING PROTOCOL

5.1   At least three meetings will be held each year.

5.2   Meetings will normally be held in Ontario at a location determined by the committee.

5.3   Guests will attend at the discretion of the committee chair.

5.4   In the absence of the chair the vice-chair will assume the chair duty.

5.5   A member who is unable to attend a meeting is encouraged to send an alternate.

5.6   Prior to each meeting, the WSN staff liaison will consult with the chair and develop a proposed meeting agenda, which will be forwarded to each committee member.

5.7   Tour etiquette: Committee members must address issues in a professional manner. If committee members, guests or technical advisors identify something of concern while on a site tour, then the concern should be addressed immediately and directly to the tour host. No comments, no matter how seemingly innocuous or innocent are to be made outside the tour to employees of the company or outside agencies.

5.8   Members will not receive financial remuneration from WSN for time devoted to Committee activities, nor reimbursement for travel expenses incurred to attend meetings.

5.9   Minutes of meetings and other data requested by the committee will be prepared by the WSN staff liaison for distribution.

5.10   Issues recommended for consideration by WSN's VP Prevention Services or the VP Mine Rescue will be presented in report form or in meeting minutes.

5.11   The annual meeting protocol will be as outlined in Table 1; the research protocol is shown on p. 9

6.   SUB-COMMITTEES

6.1   The Committee may establish sub-committees to address specific issues.

6.2   Final reports on sub-committee projects will be approved by the Committee, reviewed by WSN and distributed to industry.

Table 1 – Annual Meeting Protocol

	1st Quarter Meeting	2nd Quarter Meeting	3rd Quarter Meeting	4th Quarter Meeting
Funded Third Party Research (i.e., MOL ROP)	Brainstorm possible issues for following year Review progress of ongoing research projects	Finalize & prioritize research issues and identify 2 or 3 key topics	Identify possible research team who will prepare proposal for review by TAC Review progress of ongoing research projects	Final research proposal reviewed and approved by TAC for submission to funding body
Key TAC Projects	Brainstorm possible topics for following year Subject Matter Expert (SME) reports on progress to date for current year project	Finalize & prioritize key TAC project for the following year, develop broad objectives SME provides draft of technical report or guideline for review	Establish subcommittee for key TAC project for the following year; subcommittee develops project scope TAC approves final version of technical report or guideline	TAC approves scope for key project for the following year; SME assigned to project WSN will determine best distribution system for report or guideline
Communication		Coordinator reports on activities of other TACs and provides WSN update		Coordinator reports on activities of other TACs and provides WSN update Coordinator facilitates Trend Analysis
Membership	Review Terms of Reference			Identify potential new members; elect chair and vice-chair every 2 years

Typical First Quarter Agenda

- Introductions
- Review Agenda
- Adoption of Previous Meeting Minutes
- Business Arising from Minutes
- Review TAC Terms of Reference
- Key TAC projects – SMEs report on progress to date for current year project; brainstorm possible key TAC projects topics for following year
- Funded Research – Review progress of current research projects; finalize and prioritize research issues and identify 2 or 3 key industry topics for the following year; identify research teams (or third-party SMEs) that can conduct research on behalf of the TAC
- High Potential Announcements

Typical Second Quarter Agenda

- Introductions
- Review Agenda
- Adoption of Previous Meeting Minutes
- Business Arising from Minutes
- Communication – Coordinator reports on activities of other TACs and provides WSN update
- Key TAC Projects – SME provide draft of technical report or guideline for review; finalize and prioritize key TAC projects and identify topic for the following year; develop broad objectives
- Funded Research – Review progress of current research projects - Identify possible research team or third party SME who will prepare proposal for external funding (such Ministry of Labour Research Opportunities Program (MOLTSD ROP) research topic, or other sources) for the following year for review by TAC prior to the preparation of a letter of support
- High Potential Announcements

Typical Third Quarter Agenda

- Introductions
- Review Agenda
- Adoption of Previous Meeting Minutes
- Business Arising from Minutes
- Key TAC Projects – TAC approves final version of technical report or guideline; establish subcommittee for key TAC project for the following year; subcommittee objective is to develop project scope
- Funded Research – Review progress of current research projects; final research proposal reviewed and approved by TAC for submission, prepare letter of support
- High Potential Announcements

Typical Fourth Quarter Agenda

- Introductions
- Review Agenda
- Adoption of Previous Meeting Minutes
- Business Arising from Minutes
- Communication – Coordinator reports on activities of other TACs and provides WSN update
- Coordinator facilitates Trend Analysis
- Key TAC Projects – WSN distributes reports or guidelines to member firms; TAC approves scope for key projects for the following year; Subject Matter Expert assigned to project by WSN
- Funded Research – Review progress of current research projects; final research proposal reviewed and approved by TAC for submission for the following year
- High Potential Announcements

Mining Sector TACs Supported Research Approval Protocol

June 06, 2017

9-12 months prior to funding deadline:
Research organizations (University of Toronto, Queen's University, Laurentian University, CROSH, University of Ottawa, Caner Care Ontario, IWH, etc.) are invited to submit possible research topics for consideration by WSN/TACs

Criteria for selection of research topics

1.0   improve health and safety in Ontario workplaces;
2.0   enhance delivery of effective occupational health and safety services and products;
3.0   strengthen the occupational health and safety system in Ontario;
4.0   potential impact of research on serious injuries, illnesses and fatalities in Ontario mining industry;
5.0   number of workers affected by the research outcome;
6.0   impact of previous research conducted on the topic; and

Funding approved

9-12 months prior to funding deadline:
TAC members brainstorm possible research topics in their respective fields, rank research priorities and identify potential research organizations

6-9 months prior to funding deadline:
WSN/TACs ranks overall research priorities and seeks research partners (e.g. other HSA's)

6 months prior to funding deadline:
As required, WSN/TACs solicit pre-proposals from research organizations, evaluate pre-proposals received and select research organizations

3 months prior to funding deadline:
Research organizations begin preparation of proposals

1 month prior to funding deadline:
WSN/TACs review draft research proposals. WSN prepares letters of support, and coordinates letters of support from industry, government, labour organizations, etc.

Research phase:
WSN and TACs receive quarterly reports/updates from researchers, review research progress and provide guidance to researchers. TAC coordinators prepare annual report on funded research.

Upon research completion:
WSN and TACs review final research reports, evaluate need for further research

Knowledge transfer:
WSN coordinates (workshop, conference, presentations, website, print products, etc.)

Evaluation:
WSN evaluates impact of research and effectiveness of knowledge transfer