



MINUTES

WSN Forestry, Paper, Printing & Converting Advisory Committee

Date & Time: Thursday, March 22, 2023, at 9:30 a.m. to noon

Attendance: Norm Antonio, David Berry (Chair), Scotia Biloski, Beckie Gallardi, Darrell Hamlyn, Jesse Kydd (Vice Chair), Robin McCullough, Troy Rosborough, Stewart Taylor,

WSN Staff: Mike Parent, VP Prevention Services
Meg Parker, Marketing Communications Specialist
Chris Serratore, Director, Prevention Services
Tricia Valentim, Executive Assistant, Prevention Services (recorder)
Tom Welton, Director, Prevention Services & Educational Programs
Jerry Traer, Program Training Specialist (guest)

Virtual Link: <https://us06web.zoom.us/j/89643623877?pwd=bk5PN0t1NXVlbm0zMmt6WGFQTVNRdz09&from=addon>

1. Welcome, approve agenda, safety share

a. Mike Fitzpatrick, Corrugating sector

Mike will be retiring and has stepped down from committee. Did enjoy his participation in the group.

b. Norm Antonio, Corrugating sector

- Atlantic Packaging. On JHSC worker rep. Very happy to be on this committee as it is an opportunity and looking to learn a lot.
- Introductions were made from the other committee members.

Paul Andre:

WSN Board of Directors currently looking for a forestry representative so if anyone is interested or knows of someone, please forward information along to us. ([Call for Applications | Workplace Safety North](#))

2. Approval of last minutes

Reviewed and approved.

3. Business Arising from the Last Minutes

a. Review Committee Member Terms based on TOR timelines (Dave)

- Dave at the end of his two terms.
- Stew interested in continuing into his second term.

- Jesse interested in continuing into his second term.
- Rest of the committee members are still within their first terms.

Dave Berry is looking at retirement and is no longer looking after health and safety at his operation. The individual taking over health & safety is a good fit and will help bring the operation up to the next level. Dave will encourage someone from safety side to put their name forward to fill the spot.

Tom thanked Dave for all his service and support over the years.

Next steps: Chair role will be filled over the coming weeks. Jesse as vice chair will confirm his interest in filling the chair position and will advise. Further discussion and promotion of available Pulp and Paper sector representation available to come.

b. Safe Driving on Forest Roads – Project Update (Chris)

- Still in the stage in collecting post training follow up. Engaged a survey with Lakehead University. Working with us for just over two years with survey and date. Lost time with Covid so focussed on virtual learning.
- Requested by Ministry to provide follow up data based on all work we do based on clients and programs.
- Learning process on how to do that properly through training. Pre, post, and 3-month past training. Challenge to get a hold of people.
- About 20 people short to get the number for most accurate data.
- Have streamline the questions to try and help with individuals doing the surveys.
- SDOFR program we have had good uptake on it. Later side of 2022 we have been able to do some more in person training which will help.
- French translation is posted now and available. This will also give other opportunity to get involved to help with validation process.

c. Lockout/Tagout Committee – Project Update (Jerry)

- The working group has recommended three stages to the LOTO workplace assessment including:
 - First, using a request for supporting documentation through the key contact leading the lockout program for the firm. This includes requesting information supporting the lockout program, what in place, review documentation, answering questions.
 - Secondly a climate survey is provided to the company to share with all workers performing lockout and supervision overseeing these

workers to assess their understanding of the LOTO program within the firm. This information is returned to WSN and compiled for review prior to conducting the workplace assessment.

- Thirdly the on-site workplace assessment is conducted using the Continuum program (similar to the CAAT audit). This assessment documents LOTO documentation and records available which support the LOTO program and includes the completion of worker interviews and on-site observations.
- Learned a lot with this first pilot at Graphic Packaging. Will make modifications from there and fine tune it a little more. Jerry will be finishing up the details from the pilot and will provide Stewart with the report.
- WSN staff are already reaching out to clients to let them know about it. We will be connecting with staff to review and explain the process for the workplace assessment and share feedback on the pilot.
- Would look forward to having FPPC advisory committee members involved with this program and get feedback on how it goes, and how to improve it.
- Please advise Tom if your firm is interested in participating.

d. Paper Products Contacts for upcoming Risk Assessment (Tom and group)

Currently interested in getting contact information for trade associations, unions and related group who could support this risk assessment in assisting with gaining participation of SME's. Please share any information which may assist.

- Any insights or groups we should consider engaging as we have found beneficial to help identify subject matter experts.

Action: *Troy & Stewart to connect with Tom on this with the proper individuals for the international and regional levels.*

- Will be looking at getting engagement over the coming months. Would like to get the risk assessment done this Fall if possible.
- Anyone interested and wanted to participate as observe you are welcome to.
- Paper product specific which will deal with tissue and packaging.

Action: *Include the specific definition of it in the meeting minutes (See below)*

Paper Manufacturing:

This subsector comprises establishments primarily engaged in manufacturing pulp, paper, and paper products. The manufacture of pulp involves separating the cellulose fibres from other impurities in wood, used paper or other fibre sources. The manufacture of paper involves matting these fibres into a sheet. Converted paper products are produced from paper and other materials by various cutting and shaping techniques.

e. Update on 2023 FPPC and Manufacturing Advisory Committee meetings (Tom)

Our next meeting is scheduled for Thursday, March 30th and will focus on hand injuries and recent research on gloves in industry. Tricia has also blocked dates for the quarterly meetings.

- Interest in engagement between the two committees, as have gained a lot through those interactions. Example was Lockout Tag out as worked with them on how they have been working it on their end.
- Next meeting, next week will focus on hand injuries. Dave Berry will be providing an overview on the program Resolute has instituted at their site. With the BC group they have redone their gloves for focus need in their site.
- Looking for engagement and ideas please forward to us to put forward.
 - Contractor safety and contractor management.
 - a. What expectations onsite.
 - b. Person onsite who responsible for contractors – reviewing scope work for contractors such as lockout tagout.
 - c. Putting them through training programs, doing gap analysis, determining scope of work and planning part of it.
 - d. Managing differences with OEM's coming into do repairs on machines. Part of program or not? Challenges with this issue.
 - e. Contractors small up here in the North so little knowledge of what is needed or what expected from these smaller operations.
*Include Safe Workplace Ontario program update of WSN document working on with an appendix item of Contractor – Work Readiness Evaluation. Something to work from to get started.

Action: Tom will carry this forward to discuss with our lead for the BC Forest Safety Council for the next meeting.

4. Risk Assessment/Root Cause Analysis Projects Update – Tom

- a. Corrugating Sector Update – Industry Webinar [Webinar: New Research on Root Causes of Pedestrian-Mobile Equipment Incidents | Workplace Safety North.](#)

- Jerry and Tom will be hosting a webinar next Wednesday. Link is provided above. Also, on WSN website.
- Looking at next steps on this topic and moving forward with something like we are with LOTO. Initial assessment and outcomes of that we can share and assist with providing support and resources. Not until late Fall.

b. Logging Sector Update

Risk Assessment now complete, validated and the final report and infographic is being prepared. We anticipate making this available in late April.

c. Silviculture Sector Update

Risk Assessment is planned for March 29th, and we have had significant interest from industry subject matter experts. Looking forward to having information to share at our next meeting.

d. Paper Products Sector Update

Currently initiating planning which includes linking with trade associations, unions, etc. We look forward to moving this forward with the risk assessment planned for this fall.

5. Annual Advisory Committee Survey Results (Dave)

Had a low response rate. Currently saying experiences that are good.

Action: Tricia to resend the document, which is now in an electronic format since first sent out.

6. Best Practice/Meeting Roundtable/Wrap-up

Stew: Cleat issue with slip and fall. Forwarded Dave Berry email on his site usage and has been very helpful. Incident usually occur when discussed.

Beckie: One of their directors, awareness and slow change, safety share and how focus more on environment as well. An environmental health and safety share implemented now, or a wellness health and safety share.

Darryll: accepted challenge on reduction of on incidents. Safety and reporting over the year look like they are close to their number, even better in the corrugating group. Initial stages easier to achieve, and plateau usually after. Good for organization and for the people. Lots work to do, looking at all aspects of program such as engineering etc. All will go towards achieving their goal.



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Jesse: 376 without recordable injury. Best performance since 2011. Did have a minor one with a twisted knee. Now let's continue and keep doing it message moving forward.

Discussion on how to be an effective committee member, and how to use the time with committee to help with best practices and knowledge in your own workplace.

7. Next meeting: June 7, 2023

Hosted with an onsite meeting and tour usually with this meeting. Travel and accommodations will be covered for committee members who can participate. Please let us know if you interested in hosting us for that time.

Action: *Stew will confirm in coming days if approved for tour of his worksite.*