



# MINUTES

## WSN Forestry, Paper, Printing & Converting Advisory Committee

**Date & Time:** Tuesday, June 6<sup>th</sup> at 1:00 pm to 4:00 pm  
Wednesday, June 7<sup>th</sup> at 8:30 a.m. to 3:00 pm

**Attendance:** Norm Antonio, Beckie Gallardi, Jesse Kydd (Chair), Stewart Taylor,

**Regrets:** Scotia Biloski, Robin McCullough, Troy Rosborough,

**WSN Staff:** Jerry Traer, Program Training Specialist (guest)  
Tricia Valentim, Executive Assistant, Prevention Services (recorder)  
Tom Welton, Director, Prevention Services & Educational Programs

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**Tuesday, June 6, 2023:** Tour - Graphic Packaging, Cobourg, ON

**Wednesday, June 7, 2023**

(Venture13 Innovation and Entrepreneurship Centre, 739 D'Arcy Street, Cobourg, ON)

### FPPC ADVISORY COMMITTEE MEETING NOTES:

#### 1. Call to Order, welcome, approve agenda, safety share

- Resignation of Darrel Hamlyn from Corrugating sector. Discussion on recruitment to take place further in the agenda.
- Approval Agenda
- Shared was a reminder of why we do what we do in safety.
- Discussion on the air quality due to forest fires.

#### 2. Approval of last minutes

Approval of minutes.

#### 3. Business Arising from the Last Minutes

##### a. Review Committee Membership and vacant positions (Jesse)

##### i. Discuss interest in Vicechair position.

Stew Taylor accepted Vice Chair position.

##### ii. New committee members required & future plans

- Review our current list flagging vacancies.
  - Pulp & Paper
  - Logging
  - Veneer

- Initially we can follow-up with interested individuals. If needed, we can post an available position on the WSN website.
- b. Safe Driving on Forest Roads – Project Update (Tom for Chris)  
Tom presented on behalf of Chris a PPT. See attached.
- c. Lockout/Tagout Committee – Project Update (Jerry)
- Thank you to Jesse for providing the original tool Jerry started with.
  - Questions came originally from this advisory group.
  - Focus will be with verification, observation, interview.
  - Staff try to make sure that they receive the firm’s lockout tagout policy and related documentation first so the team can review before going into the firm’s plant.
  - Give time to the firm to fill in all the necessary information and receive it back so WSN can read through it and have questions ready.
  - We limit our time on-site to ensure that we do not burden the firm during our activities to speak to workers on the floor or confirm if the lockout tagout policy is in place.
  - Jerry reviewed level and process of spectrum.
  - We encourage lockout and tagout implementation of policies and procedures to engage key workplace parties and follow-up to ensure that this is working properly. We key in on that if the person who overseeing leaves, the next person should just be able to pick it up were left off and continue with changes in behaviours.
  - Tom and a Health and Safety Specialist Konor will be going to Jones Packaging to start the process as well.
  - Jess would like to look at having this done at GreenFirst.  
**ACTION:** Tom to follow up with Jesse and look at seeing if Andre or Stephanie can assist. (Complete)
  - Once pilot information is complete and we have data and feedback then the next step is to build a training program in a Train-the-Trainer format
  - Stew indicated that further down the road he would like a follow up to be able to compare to before and afterwards.
- d. Paper Products planning for Risk Assessment (Tom and group)
- Review infographic (traumatic vs occupational illness)
    - Falls are coming up as an area of concern. Is legislation driving that?
    - Occupational Disease needs work. Ex. Hearing loss.
  - Unifor supports Graphic Packaging unionized sites.
    - **ACTION:** Stew will give Tom the contact number of someone to connect with.
    - Stew would also be interested in participating in the Paper Products risk assessment.

- Initiate plans for fall 2023 RA, strategies to connect beyond union, management ideas (key players)
  - Promote that improved reporting helps, more open to reporting.
- e. Update on next FPPC and Manufacturing Advisory Committee meeting (Tom)  
Our next meeting is scheduled for Thursday, June 15<sup>th</sup> and will focus on Contractor Safety programs working effectively in industry.
  - Discussion on challenges of this from the committee on issues and what best practices are needed.

Ideas for fall meeting (Potentially sharing Logging RA/RCA results)

- Update on lockout tagout from Jerry.
  - Risk Assessment results from Logging and Silviculture
- ACTION:** Please send ideas to Tom and Tricia.

#### 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.](#)
- b. Logging Sector Update  
Review OFIA presentation to share RA results and comparison to 2017.
  - Top 3 out of 5 were driving hazards so this will be a part of the root cause analysis in the Fall.
  - Discussion on tracking and monitoring speed and how it is measured.
  - Discussion on dust amounts due to little rain activity.
  - Discussion on electronic devices that aid as distractions – GPS, Phones

#### Silviculture Sector Update

Current finalizing validation. Results to follow at next meeting.

- c. Paper Products Sector Update (plans as noted above).

#### 5. Marcom Update (Meg)

Tom reviewed Meg's presentation which is attached.

#### 6. Risk Based Approach to 2023 WSN Recognition Awards

Discuss award and review application and guide to assist (attached)

#### 7. Annual Advisory Committee Survey Results (Jesse)

Review of results were completed.

Discussion on how improve Diversity, Inclusion, Equity. Example Indigenous Forestry Rep.

Discussion on Mental Health training.

## 8. Discuss Advisory Committee Future Goals (Jesse)

- Mental Health training.
- Risk Assessment using risk-based approach.
- Health and safety committees and how to get engagement in them and recruitment.
  - MLITSD writing up orders.
  - Incentive to sit on committee.
  - Focussed topics.
  - New membership needed to replace long-standing ones.
  - Terms of Reference discussion and length of terms
  - Compressing meetings and inspections
  - Positive comment on the housekeeping seen at Graphics Packaging during the tour.

## 9. Best Practice/Meeting Roundtable/Wrap-up

- Heat stress campaigns starting up – need to include it for both outdoor and indoor due to humidity levels. Educating workers on what symptoms to watch for, what the legislation is around it, anticipation of weather before coming into work, rotation of workers in cooler areas.
- Discussion on contractors and how supervisors need for training and knowing what contractors are doing in a day. Struggle with contractor safety.
- Construction vs Maintenance and how the Ministry views it.
- Building in pre-job meeting
- Documentations and where they are kept for project, building safety etc.
- Need for check-ins.
- Need to follow firms' rules and policies.
- Contractors using employers' equipment discussion – training, sharing of information, waiver signing, coverage should something happen with WSIB.

## 10. Next meeting: September 27 & 28, 2023 – North Bay

### Potential Agenda:

- Mental Health training (Update on program and guidance for firms)
- Discussion on strategies to address Fatigue (being shorthanded is a big issue)