

WSN FPPC Advisory Committee

Date & Time: Wednesday, November 27, 2024,

FPPC Attendance: Dana Greenly, Victor McKee, Christina Merrett, Stewart Taylor (Vice Chair)

Regrets: Jesse Kydd (Chair), Scotia Biloski, Jenanne Graham, Robin McCullough

WSN Staff: Chris Serratore, Director Health and Safety Services
Cindy Schiewek, Director Health and Safety Services
Tiana Larocque, Manager, Education Services
Tricia Valentim, Executive Assistant, Health and Safety Services
Meg Parker, Marketing Communication Specialist

Joint Meeting:

Initiatives and Development

1. **Marcom & Events Update** (Meg Parker, Kass Bazinet, Paige Jones)

- a. Meg's presentation (attached)

Note: Thanks was given to Meg Parker for her work over the years. This will be her last meeting as she is retiring, Kass Bazinet will be the liaison moving forward.

2. **Advisory Committee Professional Development:**

- a. Mental Health Training/Open Forum

- i. Mental Health training is still wanted and needed. Want to bring back to our teams. Coping/Prevention strategies. [Workplace Mental Health: A Framework for Leaders | Workplace Safety North](#). Decision was made that this training will take place the day ahead of the AGM and meetings.

Note: There will be shift for the Advisory Committee, Board of Directors, and the AGM to be held in the Sudbury office in 2025.

Agreed upon was that a Professional Development session will take place the day before for advisory committees. If needed, the next morning during the meetings there will be an open forum for discussion on the training and follow up conversations.

- b. HIPO Database – Chris

The discussion focused on Ontario's legal framework, which differs from BC's mandatory enforcement branch where a notice goes out at a high level, with no company details, and onto WorkSafe BC's site, updated regularly. Only 3-4 lines and what sector it happened in.

There was a concern about the potential legal issues and nervousness around handing information to the ministry, which could lead to charges. The approach suggested was to sanitize the information and make it general enough to focus on prevention while capturing key points.

A template was proposed that outlines how the information will be used, allowing different groups to bring it to their companies and legal teams for approval.

There was also a mention of redesigning hazard processes. The importance of sharing information internally and externally was emphasized, with a focus on controlling messages.

- <https://www.workplacesafetynorth.ca/en/news-resources/news/hazard-alerts>
- Typical format: https://www.workplacesafetynorth.ca/sites/default/files/2024-02/Hazard_Alert_More_fires_linked_to_power_tool_batteries-WSN-2024-02-12.pdf

WSN's practice of removing logos and identifiable faces from photos used in hazard alerts was highlighted. The discussion also touched on keeping the focus on hazards rather than incidents and using incidents to inform which hazards should be prioritized.

c. Advisory committee promotion of opportunities

- When committee members can forward information about hazard incidents, we can then put up onsite.
- Include TAC committee updates
- Tours of facility for advisory committee can include JHSC as a participant for learning opportunities, if there is room to do so.
 - Arranging outside tours with other companies can happen at any point. Not have to wait until advisory committee tours.

3. **Meeting Dates:** From March up to 2026

**please let us know what dates won't work for you so we don't make the same dates.

FPPC Meeting

1. Welcome and Introductions

- Introductions
- Meg Parkers (WSN Marketing and Communications) last meeting as she will be retiring at the end of December.

2. Review and Approval of Agenda

Approved

3. Approval of Previous Meeting Minutes
Approved

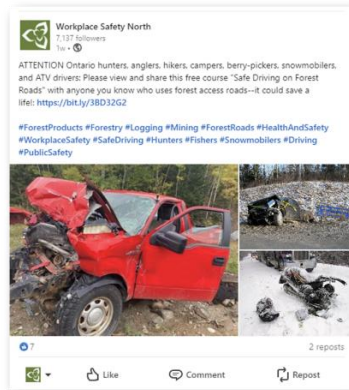
4. Review of Action Items and Recommendations

Action:	Who:	Deadline:	Notes:
Look for opportunities to promote the work this advisory committee is doing and how they are making workplaces safer.	Tiana Larocque		***Joint Meeting Discussion TAC added to website
WSN acting as a central point of collection for HIPO. Anonymous hazard alert creation and communication.	Cindy Schiewek		***Joint Meeting Discussion
Recruitment for FPPC Committee			Circulate link to anyone especially worker representation Advisory Committee Application Form Workplace Safety North

5. Sector-Specific Health and Safety Updates – Cindy Schiewek

a. **Case Study – Hazard**

- HIPO and sharing hazard information discussion.
 - Encourage starting with a smaller group to share hazards and incidents as they happen. Despite complications, initiate the sharing process using the existing vetting process to sanitize information and ensure it is not linked to any specific company. This commitment will help build a database for sharing incidents back with workplaces.
 - Keep the process open by using current resources and circulating information to the group. Members can reach out to their HSS or Chris directly and work in conjunction with the MarCom team.
Action: Include a standing agenda item to review any incidents brought forward.
- A Member reached out regarding road safety and going back to industry risk assessment hazard on the roads. MarCom is doing a good job with this campaign.



- The Silviculture committee is also working with this hazard currently.
- Discussion around potential to produce a short video related to that.
- Have done the RA and RCA, and now must identify the short list of controls that individual companies should be working on. Help each other point to other resources to assist them with that.
- Also bring these controls to the public. Example driving logging roads as public uses for recreational purposes like hunting. Reaching out to snowmobile clubs so this get highlighted to them to help controls with sledders.

- b. **Health and Safety Information Exchange:** Open forum for members to exchange sector-specific information, experiences, and concerns.

Sharing of information and roundtable:

Stew shared his screen to show an example of how they looked at Hazard Mitigation and roll alignments. Worked with an external company to project the lines, rather than having them painted on the floors. Thought outside the box for this engineered solution.

6. WSN Update: Program and Service Feedback

a. **Safe Driving on Forest Roads – Project Update**

- Linking back to the controls now.
- Online learning component is being developed with an additional in-vehicle driver competency checklist added on piece. Victor is working on a similar project and will share resources with Chris to support the initiative.

b. **Risk assessment & root cause analysis projects update – Tiana Larocque**

The primary focus was on Paper Products RA and RCA, with RCA generating stationary conveyance and plans for next year. An abundance of material has been accumulated shifting the focus to controls and resources. The process was eye-opening for participants and beneficial for their

workplace. We have accumulated an abundance of material so the focus will be controls and resources around the controls.

c. LMS

i. E-learning for Competent Supervisor Refresher (Tiana)

The Supervisory and Duly Diligence course, previously lead by Jerry Traer who has now retired, is being offered as an in-person half-day CS program. It is currently in a soft launch phase alongside ongoing professional development effort.

The ad hoc committee has received the program for feedback and will gather responses. Anyone interested in participating should contact Tiana to facilitate feedback, which is crucial to ensure the program meets industry needs.

d. Advisory Committee involvement:

i. Piloting participation process

The committee will participate in the product development process by piloting online training. This opportunity is open to others in the workplace, including those on the advisory committee, who might want to take the training and provide feedback.

- A discount code will be available for the group.
- Hybrid sessions are being conducted with the mining committee and the Mining SCC series, offering an opportunity for interested parties to participate.

7. Next Meeting Date – * Joint Discussion**

- The format below helps to align the Terms of Reference and what the group expectations are throughout the year.

	1st Quarter Meeting (April – June)	2nd Quarter Meeting (July – September)	3rd Quarter Meeting (October – December)	4th Quarter Meeting (January to March)
Committee Format	Tour/Meeting on-site at a host facility.	In-person individual committee meeting.	Virtual Crossover meeting with individual committee meetings.	Virtual Crossover meeting with individual committee meetings.
Key Focus	<ul style="list-style-type: none"> • Tour at a facility with meeting onsite. • Presentation from TAC representatives who can also 	<ul style="list-style-type: none"> • Joint advisory committee professional development opportunity in person. • In-person meetings 	<ul style="list-style-type: none"> • Review of the past year for WSN strategic goals. • Review of the year for advisory committee and how benefited WSN strategic plan. 	<ul style="list-style-type: none"> • Finalized agreement on goals for the new year. • Discussion on where Q1 tour host will be • Guest speaker: common trends/hazards etc.

	<p>take part in the tour, which provides networking opportunities for committees.</p>	<ul style="list-style-type: none"> • AGM attendance 	<ul style="list-style-type: none"> • Discussion on future goals for the upcoming year. • Review of Terms of Reference during crossover period. 	
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8. Adjournment