

# Wood Pellet Association of Canada Safety Committee

## 2024 Work Plan



November 16, 2023



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## **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 and to maintain our collective commitment to cooperate on all safety matters.
- 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 2024

1. Improving Rotary Drum Dryer Safety
2. Process Safety Management (IAW2)
3. Mobile Equipment
4. New WorkSafeBC Combustible Dust Regulation
5. Incident Reporting – Review and Trend Analysis
6. Communications

## FOCUS AREA DETAILS

### IMPROVING ROTARY DRUM DRYER SAFETY

Similar to the Belt Dryer Project, the WPAC safety committee will evaluate how to improve the safety of Rotary Drum Dryers used in pellet industry.

#### *Actions*

1. Hold a webinar symposium to review past incidents and lessons learned. **Target:** Q1 2024
2. Form a working group of all interested parties to review past incidents and develop safer operating procedures. **Target:** Q2 2024
3. Working group members to meet regularly and report back to WPAC safety committee. **Target:** monthly
4. Working group to submit a report including recommendations for safer operation of rotary drum dryers. **Target:** Q3 2024
5. WPAC safety committee to review findings and communicate them broadly to the pellet industry. **Target:** Q4 2024
6. Committee to hold a webinar on Rotary Drum Dryer Safety to share learnings from rotary dryer project. **Target:** Q4 2024

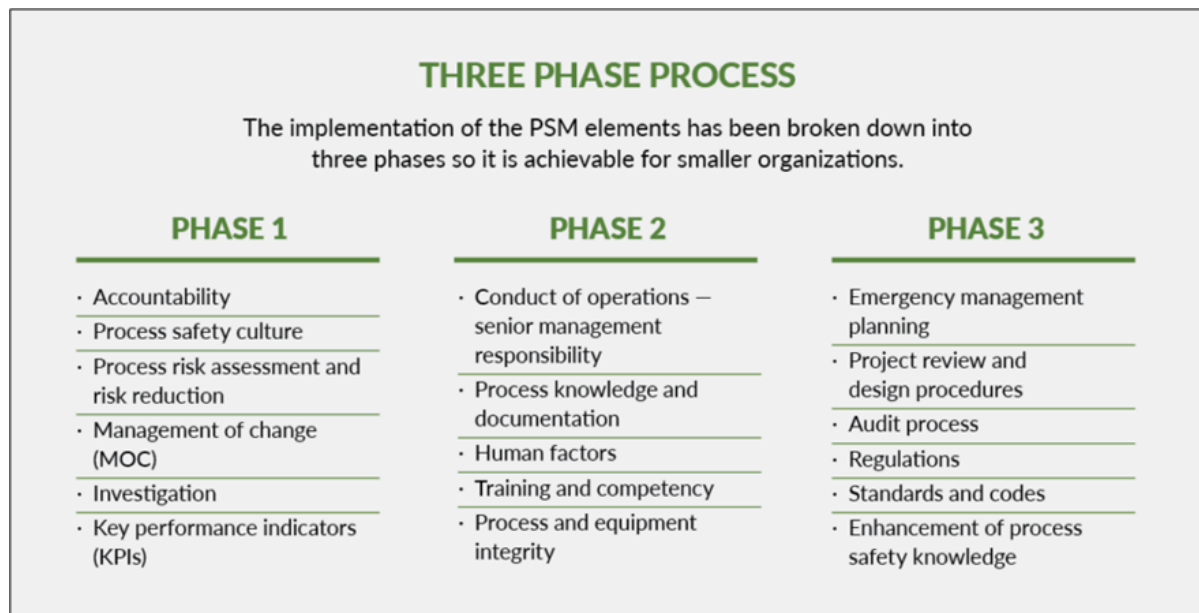
### PROCESS SAFETY MANAGEMENT (PSM) IMPLEMENTATION (IAW 2)

In 2023, WPAC, BCFSC, Dalhousie University, DustEx Research Ltd. and Obex Risk completed the project *Integrating Process Safety Management into Canadian Wood Pellet Facilities that Generate Combustible Wood Dust* funded through a WorkSafeBC Innovation at Work (IAW) grant (the second grant awarded to this research team). Using the research results from this project (also referred to as IAW 2), the WPAC safety committee will support activities for the implementation of Process Safety Management (PSM) in wood pellet operations.

## Actions

Based on the implementation strategy outlined in the research project, the proposed PSM implementations areas of focus for 2024 include:

1. Establishment of PSM Steering Committee. **Target:** Q1 2024
2. Development of implementation guide, workplan and milestones, including timeline and other processes to support implementation. **Target:** Q1 2024
3. Integration of feedback on PSM element self-assessment worksheets. **Target:** Q1 2024
4. Development of PSM implementation key performance indicators and metrics. **Target:** Q1 2024
5. Rollout of PSM element gap analysis worksheets to all operations. **Target:** Q2 2024
6. Develop and provide support for PSM element formalization, corrective action plans, and implementation (e.g., policy and procedure development, webinars, training, implementation/integration resources for leadership and frontline personnel) for Phase 1 PSM elements, and others identified as high-priority on site-specific basis (other phases listed below) **Target:** Q2-Q4 2024



## MOBILE EQUIPMENT

Every workplace has its own unique hazards that can impact the safe operation of mobile equipment that must be identified, assessed, and controlled to minimize the risk of damage or injury. To fully understand the risks associated with mobile equipment in the wood pellet plants, the following action items are proposed:

### *Actions*

1. Hold two four-hour bowtie analysis sessions on Mobile Equipment and Pedestrian Interface. The focus will be on improving pedestrian awareness around mobile equipment, as well as site layout and work processes. A summary report will be published.  
**Target:** March 30, 2024
2. Hold a symposium on Mobile Equipment Safety. **Target:** June 30, 2024
3. Publish an article in Canadian Biomass Magazine. **Target:** July 30, 2024

## NEW WORKSAFEBC COMBUSTIBLE DUST REGULATION

There have been amendments to Part 6, Substance Specific Requirements, sections 6.133 to 6.167 - Combustible Dusts, of the Occupational Health and Safety Regulation. In order to assist companies to reach full compliance on a timetable that we can collectively agree on, the following action items are proposed.

### *Actions*

1. Develop a tool to assess individual compliance against requirements in the new regulation. **Target:** Q1-Q3 2024
2. Develop an action plan to review an individual company's level of compliance and to identify gaps, to remedy gaps, and to reach state of full compliance. **Target:** Q2 2024
3. Confirm the plan with companies and submit individual company letters of commitment to the plan. **Target:** Q3 2024
4. Submit a plan to WorkSafeBC including a timetable. **Target:** Q3 2024

## INCIDENT REPORTING

### *Actions*

1. Evaluate the status of data collection and an assessment of how successful the data gathering is. **Target:** June 30, 2024
2. Identify process safety incidents after completion of the critical control project implementation and select incidents that we want to elevate awareness about. **Target:** December 30, 2024
3. Members to use the BCFSC incident tracking system for the pellet industry by submitting data quarterly. The middle month of the quarter the Safety Committee will review the data submitted to look for key learnings. **Target:** Quarterly
4. Status update by BCFSC. **Targets:** February, May, August, November, 2024
5. Preliminary analysis of trends. **Target:** September, 2024

## 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. ***New in 2024:*** Safety Hero. As part of our commitment to safety in the workplace, it's crucial to acknowledge employees who support safety. This may include leading by example, providing support to other staff, and reporting incidents. WPAC Safety Committee members are to nominate a worker at their organization who promotes and supports safety. This award will take place every two months. Nominations are to be sent to Gord Murray ([gord@pellet.org](mailto:gord@pellet.org)) or can be submitted on <https://pellet.org/safety/safety-hero-award/>.
3. Review and summarize all HSA amendments proposed by WorkSafeBC as they are released. Discuss each amendment with Safety Committee.



4. Respond to WorkSafeBC regarding proposed HSA amendments.
5. Continue the monthly agenda topic: *Sharing Safety*.
6. 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:** One meeting to be held in June 2024 and another before November 30, 2024.
7. Participate in the BCFSC – Forest Industry Multi Sector Safety Forum. **Target:** Quarterly.
8. Implement safety alerts as each incident is experienced. Submit incidents to BCSFC and change the branding as “Pellets”. **Target:** Ongoing
9. Write and publish regular articles on the safety topics and focus areas for 2024. **Target:** monthly

## **IMPLEMENTATION OF THE WORK PLAN**

The Safety Committee will use monthly web conferences 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.