

Chapter 12: Safety Committees, Management Meetings, Safety Meetings and BCTS Corrective Action Logs

Introduction

Under the WCA, the employer has the primary responsibility for the health and safety of their employees at the workplace. The management team of the organization and the management team of the workplace, as representatives of the employer, are responsible for implementing and managing the health and safety program at each workplace.

The WCA also sets out and provides an important role for joint occupational health and safety committees, for employee and worker involvement in safety programs and meetings, and requires clear and frequent communication of management goals and objectives for safety. The Safety Council SAFE Company standard also places a high level of onus on the management of the organization to be involved with staff and workers in the on going implementation of a safety program.

As noted in the discussion of due diligence in Chapter 8, it is not sufficient for management to specify or describe what committees and meetings must be in place; management must ensure these meetings and committees are effective and must participate in them with employees.

Corrective action logs are one of the most important safety tools. They provide a communication conduit vertically through the organization as well as horizontally. In addition they ensure that all matters requiring additional action are tracked to completion and communicate the result of that completion. When any incident, inspection, or hazard identification reports a circumstance which poses an immediate health and safety risk, and requires further action or response to adequately address a corrective action will be tracked in the log.

Routine and continuous distribution and discussion of current Corrective action logs ensures all staff remain cognizant of the hazards and the intended and completed actions to address same. This ensures the organization remains focused on hazard identification and control.

Management Meetings

Senior Management Meetings (Timber Sales Leadership Team Meetings)

BCTS senior management holds meetings or conducts conference calls on a regular basis throughout the year to discuss strategic issues affecting the BCTS program.

A discussion of progress toward achieving the BCTS safety program goals and objectives and forest sector safety including the implementation of the SAFE companies initiative will be scheduled at regular intervals during the year and placed on the agenda for these meetings or conference calls. Additional safety issues of a provincial nature can be placed on the agenda for any of these meetings. Proposed agenda items should be routed to the provincial safety co-ordinator and Director of Operations for support on the agenda.

Routinely senior management will dedicate adequate time at a face to face meeting to discuss the management review of the safety program and to review and establish goals and objectives for the following year. The management review is discussed in Chapter 23.

The provincial safety co-ordinator will document and keep records of the safety discussions at these meetings.

Local Business Area Management Meetings

Local business area or headquarters management meetings are held on a regularly scheduled basis. On a regular basis during these meetings, a review of safety must be on the agenda and completed for the purposes of reviewing:

- input and adequacy of the OHS program including internal and external audit findings and corrective action.
- health and safety activities at the workplace.
- incident trends for the workplace.
- any incidents, close calls or safety alerts.
- previous action logs and needed follow-up.
- required communication or training needs for employees.
- progress on goals and objectives.

Local Business Area All Staff Meetings

Annually, most business areas hold all staff meetings to go over program goals, budgets and changes to the overall BCTS program. These meetings may be attended by members of the BCTS executive. These meetings are an ideal forum to have a discussion on higher level safety objectives including:

- review of the BCTS Safety Policy and the Health and Safety Accord.
- review of BCTS safety goals and objectives.
- provision of rewards and recognition for safety achievements as well as production achievements.
- discussion of ways to improve BCTS health and safety and the overall BCTS OHS program.

Safety Meetings

Joint Occupational Health and Safety Committees

Joint Occupational Health and Safety Committees are an important part of a successful safety program and required as specified in the Worker's Compensation Act. While the employer (management) is ultimately responsible for the overall OHS program, the committee is responsible for identifying and recommending solutions to health and safety problems in the workplace as well as other duties specified in the WCA and collective agreements.

BCTS, the MOFR, and in some locations other agencies of the provincial government occupy and share offices and workplaces including administration, record keeping, vehicles equipment and warehouse use as well as common reception, man-check and sign-out systems. In almost every case, BCTS staff at each office location will participate in a common joint occupational health and safety committee with the MOFR.

At each BCTS timber sales office location, BCTS will appoint at least one management or employer representative to sit on the committee and provide for at least one worker or union representative as selected by the collective bargaining units to be on the committee. At locations where BCTS has staff but does not have a timber sales office, BCTS will provide for at least one worker or union representative to be on the committee and may also provide for an employer representative to be on the committee as well if representation is meaningful.

In all cases BCTS managers must work with their colleague district managers in MOFR to ensure BCTS is fully represented on committees. BCTS will fully support the work of the joint committees where they have employees. Recommendations and meeting minutes from the joint committees must go to the district manager and timber sales manager for review.

The joint committees will establish their own rules of procedure, including rules respecting how it is to perform its duties and functions. Committees will meet regularly, at least once each month, unless another schedule is permitted or required

Support for the Joint Committee

In accordance with the WCA BCTS will provide:

- Paid time off for joint committee members to prepare for meetings and to fulfill the other functions and duties of the committee.
- Paid time off and reasonable expenses for annual educational leave totalling 8 hours for attending occupational health and safety training courses conducted by or with the approval of WorkSafeBC.
- In collaboration with MOFR managers, the equipment, premises and clerical personnel necessary for the carrying out of its duties and functions; and
- Information required by the committee to do its duties as specified in the WCA.

Records of Joint Committee Meetings and Actions

All meeting minutes, inspection reports, action logs, correspondence, recommendations, management responses, must be routed to the business area contact to track and have filed where they can easily be retrieved (see Chapter 17 Documents, Records and Statistics).

Business Area or Headquarters Division Section Safety Meetings

BCTS requires that each identifiable distinct section in a business area or headquarters hold regular safety meetings at least monthly. As examples this would be separate field teams or a planning section or administrative section in a timber sales office. These groups may combine to have meetings but must show that they have effective meetings with strong attendance.

These section safety meetings are a valuable communications tool. These meetings are intended to provide for:

- Information sharing – a recap of close calls, incidents and safety alerts throughout the industry.
- Discussion of site conditions – changing weather, seasons, operating areas, and other factors that bring new challenges and hazards, policies, and procedures require review.
- Review hazard identification and any actions in corrective action logs from previous meetings.
- Broad policies and procedures or important safety issues or aspects of the OHS manual can be reviewed periodically to keep staff up to date.
- A discussion of training needs and opportunities.
- Input to local and senior management on improving the program.

Minutes of these meetings must be copied to the local manager, business area safety contact, and to the appropriate joint OHS committee.

Tailgate Meetings or Work Hand Off Meetings

BCTS requires that each time a new project is started involving BCTS employees or an employee is asked to take over work in a new area or role, a tailgate or informal meeting is held between a supervisor and one or more employees or between employees. The purpose of these meetings is to ensure:

- Employees are aware of the procedures, operating procedures, emergency response and hazards of any new project. This would occur when BCTS employees were asked to take on new projects with fire fighting or new silvicultural techniques or began doing survey work in a new area.
- Employees who are competent in doing a particular job may be shifted to new areas or operating conditions to replace other employees who are on holidays or away for other reasons. A supervisor or competent co-worker should explain the concerns with working in a new area such as traffic flow, road use procedures and radio channels, emergency response, hazards, industry contacts.

These informal tailgate meetings need to be documented.

Informal Day to Day Discussion

Very effective ways to communicate hazards or changing conditions is through informal discussion at the start up or end of day.

These informal discussions do not need to be recorded unless they involve discussions of a new hazard or condition which should be made known to the full BCTS team or further in the forest sector.

Pre-work Meetings with Timber Sale Licence Holders and Contractors

These are critical meetings where BCTS can confirm licence or contract conditions and inform the timber sale licence holder or contractor of any observed hazards on the workplace, as well as any other safety information which may be appropriate.

Pre-work meetings with timber sale holders and contractors are discussed further in Chapters 18, 19 and 20.

BCTS Corrective Action Logs

BCTS will use a corrective action log to record and track hazards and associated mitigation resulting from a variety of reports and sources to ensure BCTS remains focused on program improvement locally and provincially.

Initially, each business area and headquarters will maintain a separate corrective action log for their specific area. The provincial co-ordinator will have access to and review the corrective action logs of all business areas on a bi monthly basis during year one of the implementation of this program.

During year one, the provincial safety co-ordinator will explore the options and feasibility of maintaining a provincial corrective action log on a formal data base. Summaries of all corrective action logs and recommendations for improvement and a provincial tracking system will be made at the management review.

Responsibilities for Corrective Action Logs:

Workers

- Report hazards, incidents, close calls and unsafe acts or conditions to first line supervisors as required in Chapter 15 and the remainder of this manual.

First Line Supervisors

- Enter all actions requiring further attention in the corrective action log and follow-up on required action and completion dates. Communicate the corrective action logs at safety meetings.

Business Area Safety Contacts

- Maintain the corrective action log.
- Post the corrective action log on bulletin boards and websites.
- Review the corrective action log with managers and supervisors.
- Provide current corrective action logs to provincial co-coordinators.

Safety Committees

- Review corrective action logs

Management

- Review corrective action logs at regular meetings
- Support the use of the corrective action logs and reporting of hazards, incidents, unsafe acts or conditions in regular discussions with staff
- Follow-up on overdue commitments in the corrective action logs

During 2007 the corrective action log can be maintained in paper or electronic form.

Local Procedures

Organization of local meetings

Local meeting minutes

Forms and Checklists

Appendix 12-1 Corrective Action Log Template 12-1

Appendix 12-2 Section Safety Meeting Checklist 12-2