

Kamloops TSA Resource Road Safety Committee Terms of Reference

June 17th, 2009

A. Purpose and Intent of the Kamloops TSA Resource Road Safety Committee (KTRSC)

1. To coordinate and manage occupational health and safety activities on forest roads
2. To provide a forum for discussion and collaboration about forest roads and resolve local concerns over their administration, including safety
3. To establish a formal set of rules or guidelines to manage forest road safety over specific areas.

B. Scope

1. The Committee will focus on forest road use issues in the Kamloops TSA.
2. The Committee is comprised of major licensees, BCTS, the MFR and includes representation from Worksafe BC. Other parties that have a vested interest in the safe use of resource roads may attend as members or may be utilized as required in a consultative role.

C. Goals and Objectives

1. Reduce the risk of forest road incidents and accidents involving industry related Forest Road Users in the Kamloops TSA.
2. Meet obligations of the Occupational Health and Safety Regulation.
3. Identify common risks to safe road use in the TSA.
4. Develop local strategies and protocols that promote best road safety practices in the TSA.
5. Communicate and implement those strategies and protocols to road users.
6. Provide leadership and guidance in shaping future policy decisions.

D. Guiding Principles

1. The KTRSG will share leadership among members and will be focused on results.
2. All members will operate in an atmosphere of mutual respect.
3. The group will work within current legislation and regulations.
4. We will prioritize activities to achieve the most benefit in the shortest period of time.
5. We will be aware of the activities of other similar groups and initiatives in order to avoid duplication of efforts.

E. Governance

1. The committee will structure itself with a chair, vice-chair and members at large. The committee is considered a working committee so action items will be assigned appropriately to individual committee members. Accurate minutes will be kept by the scribe.

Kamloops TSA Resource Road Safety Committee Terms of Reference

D. Business Rules

1. A chair
2. Minutes rotational (Chair will determine the scribe).
3. Meetings will be scheduled on the 3rd Wednesday of every 3rd month starting on June 17, 2009. Additional meetings may be required as determined by the chair.
4. If a committee member cannot attend a meeting an alternate will be sent in their place or they are comfortable that other members from their industry will address their concerns.
5. The committee in part will be viewed as a working committee that either creates the procedures and standards for safe use or oversees the creation of the documents.
6. All documents prepared will be vetted through the committee and distributed as necessary by the committee members to their related contractors and workers.
7. All decisions and document distribution will be tracked.
8. Decisions of the committee will be reached through consensus except in cases where legislative compliance is a concern. In such cases the committee will offer non binding input to the workplace party that has the responsibility for compliance.
9. All documents will be reviewed annually.
10. Committee minutes will be kept and distributed to all members and concerned parties via email.
11. Information will be posted to the Kamloops or Headwaters Forest District website.
<http://www.for.gov.bc.ca/dka/>

E. Committee Members

1. Ministry of Forests and Range (Kamloops and Headwaters Forest Districts)
2. BCTS (Kamloops and Clearwater Field Units)
3. Weyerhaeuser Ltd
4. West Fraser Mills Ltd
5. Adams Lake Lumber
6. Gilbert Smith
7. Tolko Industries Ltd
8. NRFL rep
9. MOT rep
10. Woodlot rep
11. Work Safe
12. CDSA