

Fort St. James - Mackenzie Forest Road Safety Management Group (FSJM – FRMG)

Terms of Reference

Purpose and Intent of the FSJM – RMG:

- To coordinate and manage occupational health and safety activities on resource roads associated with this project.
- To provide a forum for discussion and collaboration resource roads and resolve local concerns over their administration, including safety
- To advise and set rules or guidelines to manage forest road safety over specific areas.
- To develop and maintain road construction schedules and traffic management plans.
- Liaise with the Mackenzie and Fort St. James district road management groups (if applicable).

Scope

- The Committee will focus on forest road use issues on the Fort St James - Mackenzie Connector Project in the Fort St James and Mackenzie Forest Districts.
- The Committee is comprised of major contractors, sub contractors, the MoFRstaf and may include representation from other parties that have a vested interest in the safe use of resource roads.

Goals and Objectives

- Reduce the risk of forest road incidents and accidents.
- Meet obligations of the Occupational Health and Safety Regulation.
- Identify common risks to road safety.
- Develop road construction schedules and traffic management plans.
- Communicate and Champion those strategies and protocols to all road users.

Guiding Principles

- The FSJM – RMG will share leadership among members and will be focused on results.
- All members will operate in an atmosphere of mutual respect.
- The group will work within current legislation and regulations.
- We will prioritize activities to achieve the most benefit in the shortest period of time.
- We will be aware of the activities of other similar groups and avoid duplication of efforts.

Governance

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 (rotational as selected by chair).

Business Rules

- A chair person will be appointed from the MoFR staff.
- Minutes will be taken and distributed by the chairperson.

- Meetings will be scheduled on the **2nd Thursday** of every month starting on **July 8, 2010**. Additional meetings may be required as determined by the chair.
- **If a committee member cannot attend a meeting an alternate will be sent in their place.**
- 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.
- All documents prepared will be vetted through the committee and distributed as necessary by the committee members to their related contractors, workers and stakeholders.
- All decisions and document distribution will be tracked.
- 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.
- Committee minutes will be kept and distributed to all members and concerned parties via email.
- All minutes and Information will be posted to the Fort St. James to Mackenzie connector Project website;

<http://www.for.gov.bc.ca/rni/EngIndex.htm>

Committee Members

- Ministry of Forests and Range (Fort St James and Mackenzie District)
- Kode Construction Limited
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