



Process Safety Management (PSM) Division
Minutes of 2013 Executive Committee Meeting

Rastigouche Room, Crowne Plaza
Fredericton, New Brunswick
October 24, 2013, 9:00 – 15:00

(Members Present: Roland Andersson, David Guss, *Luke Morrison*, *Martin Clouthier*, Morley Brownstein, Michelle Payne, Adrian Pierorazio, Marcello Oliverio, Gilles Laurin, Graeme Norval, John Johnson, Stephen Coe, Manny Marta, Guests: Michael Leering) (Italics indicate not present for entire meeting)

1. Introductions

- The PSM Chair (Oliverio) welcomed everyone, and full introductions of all in attendance were made.
- As a Safety Moment, watched a video about a police officer killed when responding to an accident involving an ammonia spill
- Video highlights the importance of PSM, very powerful, in terms of PSM elements highlights: training, knowledge and hazardous material identification
- Widespread agreement that rural areas and small/mid-size companies not getting the message

2. Approval of minutes from July 30th meeting in Calgary (Attachment 2)

- Minutes from last meeting were completed by Nicki Phillips and were approved with the following changes:
 - Brownstein's name should be in italics as he was not present for the entire meeting
 - Corrected the spelling of MIACC in Welcome section (MAICC)
- Motion: Coe, Secunder: Johnson, approved with above amendments
- Guss noted that the minutes from the last 2011 meeting needed to be approved at this meeting as indicated in minutes of 2012
- Motion: Guss, Secunder: Pierorazio, approved

3. Letter to Doug McCutcheon (Action from previous meetings)

- Pierorazio needs to write this
- Confusion over the definition of low and high density residential areas



- Comments provided by several members agreeing with current MIACC definition of low density residential.
4. Letter to TSSA (Action from previous meetings)
 - Pierorazio needs to write this.
 - TSSA Advisory – risk acceptance definition for commercial establishments according to the British standard, we disagreed with this definition. There was a letter exchange between PSMD and TSSA in 2010, with PSMD affirming current MIACC definitions. TSSA responded asking are you sure – and if we are, they want another letter reiterating this so that they can change their advisory.
 - Our letter is basically to state that the PSM Committee is sure, and that the definition will not be changing.
 5. BC Gas Commission LNG document – discussion of response
 - In reference to foundational document for LNG, there were a few errors i.e. < or > reversed, misalignment of risk guidelines, and the fact that there was confusion with all the comments in that they were directly contradicting each other
 - Guss indicated this is a pretty important issue for the BC government and there's a real mismatch between TSSA vs ON vs BC gov, we really need to go back to our old documents and get everything accurate, correct these issues
 - Decision that we should actually be responding with 2 letters:
 - one that says – we are PSM of CSChE/CIC we have this standard, Pierorazio will draft by November 1, 2013, Andersson, Oliverio and Guss will review
 - idea proposed that we should be sending this out to all provincial bodies, as part of a bigger strategy of rolling out our standard
 - second that follows up with specific feedback to their questions and concerns, this one will come from Oliverio and Pierorazio, with Guss and Andersson to review before being sent on CSChE letterhead
 6. PSM Standard – as a CSA Standard (Attachment 3)
 - Michael Leering of CSA Group gave a presentation about CSA and getting certification (attachment 3)
 - Generated a lot of discussion with process, key issues:



- Funding – we need to raise the funds ourselves - \$25K – \$90K depending on length of time needed to get the CSA Standard and number of people on committee etc. CSA can help with funding through their marketing/outreach, but onus is really on CSCHE to raise the funds
 - CSA Committee – need to find people that can be part of the committee, need involvement from industry (4-7 members for a 20 member committee), government – federal, provincial, municipal, regulators and legislators (4-7 members for a 20 member committee), NGOs, consumer interest groups, public etc.
 - End product can be different than PSM standard, once it goes to the CSA technical committee, they are the ones with the final say on the content, thus although the CSCHE PSM division developed the original standard the end product has the potential to be different than what was originally created – though the likelihood of a drastic change is relatively small
 - Other PSM products such as the Protocol and Audit Workbook would be added into the annex
 - Next steps as far as the PSM Division is concerned with getting the process rolling – need to determine the “Scope” of the standard – that consists of :
 - Length
 - Content (obviously we need to revisit this as right now we are much too broad in who/what we are targeting with our standard)
 - Membership assessment
 - Funding
 - Assign a committee
 - Pierorazio volunteered with the help of others to prepare the “Scope” /proposal to forward to CSA Group
 - Leering from CSA Group will be the PSM division’s initial contact, and will work with Pierorazio to find the project manager who will work with CSCHE for the remainder of the process
7. Other business/funding PSM Award/2014 Conference
- The PSM Committee approved the 2014 CSCHE PSLM Symposium Chair –Norval, with assistance from Pierorazio and Brownstein, will look to capitalize perhaps on the big nuclear community in Toronto, Andersson to inform Hector Budman of Symposium Chair choice.



- The PSM Committee gave thanks to Johnson for doing a great job at 2013 conference, Johnson's advice – get the session chairs early
- Plenary Speakers/high level keynote speakers – should we look for someone – 2014 already full, will look to 2015, which will be in Calgary – much better idea
- 2014 CSChE – ACCCE meeting takes place on the Sunday – consider a PSM workshop, perhaps an Occupational Health and Safety angle – Oliverio has some contacts he will follow up with
- 2014 CSChE – consider something with the student program, career-wise Monday am session – Pierorazio volunteered to do this, also consider something on the Sunday as well – how to approach the conference or even 1-2 industry people at each table at the awards banquet, sponsoring a student poster award
- When/where to have 2014 meetings – February 20th Ottawa, U of O if possible, with CSChE covering meeting, but not travel costs, June in Banff/Calgary and October in Niagara Falls at the Conference
- PSM Award - \$3,000 funding – was AON, but they declined this year and BakersRisk took over for this year, Andersson will take the lead on this, will re-approach AON as well

8. PSM Standard Promotion – next steps

- Pierorazio will work with Leering on the draft for the CSA, distribute draft to everyone before officially submitting
- Oliverio's summary notes from the panel discussion at the PSM workshop technical session on October 23rd (attachment 4)
- Overall goal is to get PSM Standard out to EVERY where it is needed, smaller companies are where the gaps exist
- Engaging governments (federal, provincial, municipal) – Andersson take the lead developing an approach to be discussed at next meeting, key idea is to engage and inform government – no lobbying, the government is targeting small businesses, we have the Standard for them – that's where we need to be concentrating
- Environment Canada – Andersson to take the lead, CEPA Section.200 – use this for PSM
- Municipal Associations – Laurin to take the lead
- Trade Associations – Andersson to approach with new letter, emphasizing standard and workshops (one in the east, one in the west)
- Occupational Health & Safety Groups – Norval to take the lead



- PSM Certification Program – Marta to take care of this in the long-term, no action required at this point
 - Science Media Centre of Canada (SMCC) (organization) – Andersson to approach
 - Contact Lisa Raitt – Pierorazio to approach
 - Options not going forward with at this point – hiring marketing firm/lobbyist, product stewardship, talking to media – other than SMCC, PSM certification in the short-term (has been moved to a longer-term action)
9. PSM Standard – Workshop
- A lot of interest in us holding workshops, TSSA interested, Srikanth Mangalam
 - Need to streamline for the smaller companies way to condense the information and help them get going at implementing the process
 - PSM Workshop – to promote the PSM Standard and the complementary “how to use” products – what it is and how to implement it
 - Three main points to get people thinking about PSM:
 - Where do you start
 - What’s your process
 - Identify your hazards
 - CIC/CSCHE to handle marketing of the workshops, charge for workshops should be based on company size
 - For February meeting – need content, program and initial marketing in place
 - Program Coordinator – Creedy, Phillips (both not present), Coe and Pierorazio and Oliverio working together
 - Proposed date/location – Toronto - after October PSM Committee meeting, Edmonton - November
10. Update of 2004 Risk Assessment Guideline for Municipalities and Industry and/or Risk Based Land-Use Planning Guidelines
- LNG document is the issue here – BC gas commission took the guidelines and reformulated them into individual regulations, which brought out a lot of issues/misalignments
 - At last meeting we agreed to update these documents
 - Oliverio will be the lead, he will take over as chair of the Risk Assessment Expert Committee. The plan is to stick with one



document – we will freshen up the Risk Assessment document and leave the land-use document for now – deal with it in the future – plan for long-term update adding in on-site/inside plant and societal risks

- Creedy (not present) and Laurin will work on this in Ottawa, Andersson to supply electronic version (Payne will distribute)(attachment 5)

11. Administrative matters

- Website – Payne to propose additional menus/content
- Concerns that not all the information has been put back since CIC launched new website in May 2013
- Awards Menu should be added, photos, presentations
- Want PSM division webpage to be go to place for PSM information

12. New Business

- Laurin – his organization is undergoing a major change, things are going to be very different. Thinks it would be a great idea for the two chairs (CIAC PSM and CSChE PSM Chairs) to communicate, share information, provide support and promotion for each other, combine resources - suggest a meeting between Oliverio and (Rich Cowell??)
- HISAT – rewritten and ready to go, PRIM result presented at 2013 conference