Process Safety Management Division Meeting Minutes

350 Sparks Street, Suite 805 (CIAC Boardroom), Ottawa, Ontario
February 20, 2014, 9:00 – 17:00

(Members Present: Roland Andersson, Michelle Payne, Adrian Pierorazio, Morley Brownstein, Marcello Oliverio, Graeme Norval, Max M. Alsayer, Manny Marta, Gilles Laurin, Jyoti Patel, Graham Creedy, John Shrives; Members Present Teleconference: David Guss, Melanie Wilson, Guests : Chantal Vienneau, Michael Leering, Susan Roe, Salah Berro) (Italics indicate not present for entire meeting)

1. Introductions
   - The PSM Chair (Oliverio) welcomed everyone, full introductions of everyone in attendance by phone and in person were made
   - Some requests for changes to the agenda:
     - Marta asked to have some time in other business to discuss PSM Certification and integration with CIAC PSN
     - Andersson asked to add in Quebec Alliance PSM Document and Transport Canada Phase 2 Input Letter

2. Review and Approval of minutes from October 24th meeting in Fredericton
   - Update on action items from minutes:
     - LNG document – two letters were to be sent, first was sent and had a response back to it, the 2nd letter will be sent within the next two weeks
     - CSA Proposal – will discuss later in meeting
     - Workshop - Phillips emails gone back and forth, but no outline as yet
     - Risk Assessment Conference Call – took place, Oliverio sent around summary minutes
   - Changes to minutes:
     - Brownstein says there is a reference to him as Morley, change to Brownstein
     - Srikanth Mangalam – correct his name
   - Motion to approve with changes: Pierorazio, Seconder: Brownstein, approved

3. Identify a chair for the 2015 PSM session of the CSChE2015 Conference
   - Gord Winkle is unavailable, want someone from Calgary
   - Discussion to piggyback this with APSS 2015 (agenda item 6), need more information before we can make a decision
   - Action Items:
     - Andersson will contact Jan Windhorst for more info about APSS2015
     - Andersson will send excel spreadsheet of Calgary CSChE PSM Members to PSM Committee Members
     - Patel will consider taking on role of 2015 PSM Chair

4. Draft Charter Discussion
   - Brownstein summarized the process of review and revisions for the proposed charter (3 rounds of comments and re-writes)
In response to a question about referencing “chronic” hazards in the charter, it was agreed that the draft wording was flexible and non-limiting, thus no change would be made.

Motion to approve draft Charter and submit to CSChE Board for approval: Brownstein, Seconder: Creedy, approved.

Action items:
- Brownstein to forward to Guss

At this point it was decided to discuss agenda items 5 and other business and save Standard Discussion until Environment Canada representatives arrived.

5. Review 2013 External Organizations Report from Jan Windhorst
   - Discussion about how what role this has for PSM Division, again need more information
   - Action items:
     - Marta will contact Jan Windhorst to find out his recommendation, is this a good fit for PSM Division, is there value in us doing this, what are their goals, what is the financial risk to PSM Division, etc.

6. Other Business
   a. Tanker Safety letter sent to David Fung
      - Discussion as to what information will be provided with PSM Division response
      - Action items:
        - Brownstein, Shrives and Pierorazio will draft letter, will be circulated to PSM Executive for review before being sent out
   b. Document from Quebec Alliance for Safe Management of Hazardous Substances
      - Asking for an endorsement from PSM Division by 28th of February
      - Discussion about whether we can endorse a draft document
      - Action items:
        - Laurin, Creedy and Shrives will take the lead in drafting a response, indicating PSM Division cannot endorse a draft document, but that we support and agree with the principles of the document
   c. Marta - PSM Certification and integration with CIAC PSN
      - Do we want to have something out there like “PSM Certified”, as a way to get our Standard out there, get people using it
      - CIAC meeting April 14th in Toronto, present the idea there and see what the feedback is, will people go for this or is it dead in the water
      - Same idea with integration between CSChE PSM Division and CIAC PS Network
      - Want to get municipalities on board with Process Safety
      - Action items:
        - Marta will attend April 14th CIAC meeting and open lines of communication
        - Creedy will get information to Marta about Emergency Management Ontario (to help with getting the word out to municipalities)
        - Marta will then communicate with Laurin, and start working on outreach to municipalities
7. PSM Standard – CSA Certification (60 minutes)
   - Leering gave an overview of CSA, lots of questions/concerns about technical committee makeup
   - Next big step is getting funding – 89,400CAD estimated
   - Oliverio – wants “hazardous materials” removed
   - Concern over how people will get access to CSA Standard, payment vs. free online view access, vs. preferential access for funders
   - Next Steps:
     o Guarantee funding
     o Sign contract
     o Assign committee
   - Action Items:
     o Andersson to look into current PSM standard copyright
     o PSM Division needs to submit a formal request for funds to CSChE board
     o Oliverio to lead the charge for funding

8. Update of 2004 Risk Assessment Guideline for Municipalities and Industry and/or Risk Based Land-Use Planning Guidelines
   - Questions about breadth of risks included in mandate
   - Srikanth Mangalam of TSSA wants environmental risks, and what about chronic risks
   - Do we need to be spelling these things out?
   - Consensus to leave as is for now and revisit in a year, need to keep focus on CSA Proposal

9. PSM Standard – Workshop
   - Not much progress has been made on moving this forward
   - Phillips agreed to take lead, but hasn’t done anything yet
   - Still want this to go forward this year
   - Guss says a Calgary company ACM Consulting is offering something similar in April
   - Creedy will work with Phillips to get the ball rolling

10. Risk Assessment Teleconference
    - Oliverio took minutes and distributed them earlier in the week
    - Action Items:
      o Creedy to get word version to Payne
      o Marta will ask his boss if he wants to get involved with this group

11. Administrative
    - Andersson distributed text of an email head office will be sending out to recruit new members, asked for comments
    - Website needs updating, Brownstein knows someone who might want to host for us, will get a quote

12. Next Meeting
    - Calgary, June 18th or 19th, need a host