



**Process Safety Management Division Meeting**  
**February 19, 2015, 9:00 – 17:00**  
**Suncor Energy – West Tower, 17F**  
**Meeting Minutes**

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**1. Introductions and Welcome**

Present:

Adrian Pierorazio, Andy Reimer, Beth Chisholm, David Guss, Eli Vilorio, François Roche, Gerard Chisholm, Gilles Laurin, Graeme Norval, Hua Deng, Jack Fraser, Jyoti Patel, Laura Anato, Marcello Oliverio, Melanie Wilson, Richard Piette, Sam Sanati, Srikanth Mangalam

Phone:

Jorge Larez, Morley Brownstein

Absent:

Alan Ayasse, Andy Ridpath, Ertugrul Alp, Michelle Payne, Richa Sahib, Roland Andersson

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**2. Review and Approval of minutes from October 23, 2014 meeting in Niagara Falls**

- Motion to “accept minutes from October 23, 2014 meeting in Niagara Falls” by Wilson. Oliverio seconded. No opposition

**3. Operation of Committee in 2015/2016**

- Pierorazio confirmed with the committee that there will be an additional call for the executive members that will occur 2 weeks before each PSMD meeting. This Executive call is to discuss any updates and determine key topics for the upcoming PSMD meeting.
- Pierorazio supported the idea of having smaller working groups/task groups within the PSMD when needed
- The PSM Standard is now a CSA project, the PSMD committee is no longer in active control

**4. PSM Charter**

- Brownstein suggested that in accordance with the now approved Charter that consideration be given to a motion affirming that banking and handling of Division funds should be handled by head office. Discussion under the “Division Treasurer” section of the charter.
  - Motion to “Division confirms to move towards the past practice of Society controlling and disbursing divisions’ funds” by Norval. Brownstein seconded. No opposition

ACTION – Norval to communicate the motion to head office.

- Brownstein suggested preparing for providing formal Division input to Environment Canada when draft amendments to the environmental emergency regulations appear in Canada Gazette Part 1. It was also suggested that as part of feedback to the regulators on public policy to proactively initiate discussion with Environment Canada, on forthcoming CEPA changes.

ACTION – Chisholm to report back to the PSMD regarding CEPA changes, at next meeting in April



## 5. PSM Standard – CSA Certification

- Norval thanked all that were part of the development of the PSMD Standard and the process of securing the funding for the standard
- The CSA representative is Tara Leighton, and the contract is in place with minor changes to the agreement.
- There are key topics:
  - Expected to surpass 80% completion by July and hoping to complete standard by the end of 2015, with a public review by July.
  - There is a specific practice that is required by CSA to formulate the right balance of stakeholder/committee members. Efforts are in place to seek members specifically in the labour construction industry.
  - There has been discussion of moving the PSM Standard to an international standard, point of discussion with the committee:
    - PSMD Standard initially was intended to be a Canada-wide Standard, CSA discussions involve the marketing of the standard to an international level.
    - This becomes a different motivation, influencing OSHA, UK HSE, etc.
  - The scope of the standard has been identified as an area that needs more clarity/input, some key discussion points:
    - “What are the risks we are trying to control: chronic and environmental release? And who are these risks going to affect? i.e. public, or workers?”
    - “There are chronic exposures with chronic effects, acute exposures with acute effects and acute effects with chronic exposures”
    - “Several acute release have chronic effects”
    - “Process safety is about acute releases”

ACTION – Members of the committee (voluntary) to provide definitions of “process hazards” and “process related incident” to Norval

- Key interest topics:
  - Members on the PSM Standard are keeping in mind of “influencing the regulators”, and using this opportunity to give regulators best practice.

## 6. QRA Update

- Oliverio provided an update that the QRA is being updated for the purposes of meeting the regulator’s need in Ontario, BC and Alberta.
- Currently the document (last revised in 2004) is being modified to provide clarity; this includes a re-write of certain sections, for example:
  - Development of risk acceptance criteria
  - Expanding scope to include chronic impacts from acute releases
  - Expanding the limitations of the MIACC criteria (F-N curve, approach etc.)
  - Inclusions of injuries as part of the Risk Matrix
- Working groups have been established to draft, review and comment the document, with the following dates in mind:
  - QRA draft completion: July 2015
  - QRA finalization: December 2015



- David provided an update of the PSLM Conference:
  - Shared the list of topics that have been proposed to the technical committee
  - New Executive Director for CCPS is likely to be the key note speaker
  - PSM award winner will get an opportunity to present/provide a lecture
  - Formal technical papers are not mandatory to present at the conference
  - It is encouraged to accept technical papers that demonstrate practical applications for process safety
- Discussions regarding other conferences:
  - Norval, Pierorazio, Mangalam and Brownstein suggested:
    - Being part of the agenda with the Chairs of Chemical Engineering at Universities
    - Partnering with Process Safety Progress to have papers published
    - Look into the world congress agenda on chemical engineering

#### 8. Administrative and other Action items

Topics from October 2014 Meeting	Status
Coordination of CSA PSM Standard with other Standards  ACTION: Oliverio will approach Creedy to take lead on this.	Closed, with an action item.

ACTION – Oliverio to consider recruiting a 4<sup>th</sup> year university student as a resource to help in the coordination of the CSP PSM standard with other standards

ACTION – Norval to connect with National Public Safety Advisory Committee NPSAC (Mangalam's suggestion)

Topics from October 2014 Meeting	Status
PSM Workshops - Phillips gave a presentation of where we are at to date with planning, agreement by all to go ahead with workshops in 2015 (Calgary and Toronto, Vancouver and Quebec City)  ACTION: Phillips with help from Coe and Andersson to complete content and send to Pierorazio.	Closed, with an action item.

ACTION – Pierorazio to follow up with Gerry on having a series of workshops in alignment with the new PSM Standard



Topics from October 2014 Meeting	Status
Risk Assessment/Management Process/Risk Criteria Oliverio recapped the meeting of October 22, 2014.  ACTION: Brownstein to email his document to the Risk Assessment Committee members.	Closed, action item completed.
Risk Evaluation for Natural Gas Transmission Pipelines  ACTION: Pierorazio will issue a letter to TSA indicating we are seriously moving forward with work in this area.	Closed, with no action item.

### 9. PSMD Workplan Discussion

- A work session was discussed to define major projects for the division for 2015/2016:

Item	Topic/Theme	Description/comment
1	Environmental risk	<ul style="list-style-type: none"> <li>• <b>Create an Environmental Risk Guidance document:</b> <ul style="list-style-type: none"> <li>• How environmental risk issues are dealt with in other jurisdictions.</li> <li>• CSA standard will tell people to conduct a risk assessment, but what will an environmental risk assessment look like?</li> <li>• Modelling environmental impacts</li> <li>• Characterizing environmental risk</li> </ul> </li> </ul> <p><b>NEXT STEP: Gather information about what has already been developed and provide a framework for procedures for modelling and how guidelines would be established.</b></p>
2	Engagement	<ul style="list-style-type: none"> <li>• Proactively engage with multi-stakeholder groups (attractive for regulators that have varied interest):           <ul style="list-style-type: none"> <li>• regulators and policy makers (Environment Canada)</li> <li>• municipal level as well as federal regulators and provincial</li> <li>• Standards Council of Canada</li> <li>• Industry associations</li> </ul> </li> </ul> <p><b>NEXT STEP, ACTION: Mangalam to compile a list of committees and meetings, to be discussed at next meeting</b></p> <p><b>NEXT STEP, ACTION: Roche to gather information to indicate a list of industry associations for the next meeting, this will then become the basis to determine list of champions within the PSMD, next steps to also include expectations for each champion. Note, the purpose for the champion is to liaise with industry representatives.</b></p> <p><b>NEXT STEP: Gather information to identify conferences and symposia for the PSMD to participate in (e.g. CSSE, Emergency Response)</b></p>



Item	Topic/Theme	Description/comment
		<p>ACTION: Wilson to provide an update at next meeting regarding CEPA's integrity first program.</p> <p>ACTION: Wilson to confirm her availability to champion her involvement for connecting and to liaise with CEPA.</p>
3	Initiatives	<ul style="list-style-type: none"> <li>• Propagate PRIM or other metrics for purposes of benchmarking, trending and sharing data</li> <li>• Informs public policy makers, and feedback mechanisms for gaps</li> <li>• Outside of CIAC, CAPP, OGP</li> <li>• <b>Discussion around creating a type of "CSB board"</b></li> <li>• Discussion around regulators requiring the need for data to help frame public policy</li> </ul> <p>ACTION: Piette to share presentation that was given to CAPP, as an example of how Suncor is looking at things</p>
4	Website: Links/Database	<ul style="list-style-type: none"> <li>• <b>Track codes, standards and legislations</b></li> <li>• <b>Enhance website links to include:</b> <ul style="list-style-type: none"> <li>• Incident databases (UK, Nuclear, Offshore, Insurance)</li> <li>• Information on root causes</li> <li>• Lessons learned</li> <li>• Safety Moments</li> <li>• WorksafeBC videos</li> <li>• Ontario Ministry of Labour videos</li> <li>• Letters issued by the PSMD</li> <li>• Ontario State of safety report</li> </ul> </li> </ul>
5	Website: PSM Forum	<ul style="list-style-type: none"> <li>• <b>LinkedIn group</b></li> <li>• <b>Link to accreditation to organizations for process safety engineers</b></li> </ul>
6	Supporting PSM Documents	<ul style="list-style-type: none"> <li>• <b>Develop "easier to read" guidelines for specific PSM elements (CCPS is large, complex)</b></li> <li>• <b>Develop guidelines on how to implement the PSM standard (e.g. PSM for dummies)</b></li> </ul>
7	Education	<ul style="list-style-type: none"> <li>• <b>Discussion on who is heading up Minerva</b></li> <li>• <b>Develop training materials for process safety</b></li> <li>• <b>Define recommended best practices for engineering education in process safety by engineering discipline.</b></li> <li>• <b>Have speakers that are willing to speak at universities to introduce process safety</b></li> <li>• <b>It was noted that community colleges are more interested in process safety than universities.</b></li> <li>• <b>Discussion around fireman officers that currently require courses regarding process safety</b></li> <li>• <b>Brownstein suggested getting PSM established through the CSChE as a requirement for accreditation of Canadian Chemical Engineering programs</b></li> </ul>



Item	Topic/Theme	Description/comment
8	Recruitment	<ul style="list-style-type: none"><li>• Membership</li><li>• Affiliate with IChemE or CCPS</li><li>• Word of mouth</li></ul>
9	Certification	<ul style="list-style-type: none"><li>• Discussion on if the committee would be willing to support the accreditation for a process safety engineer</li><li>• IChemE in Canada is looking for support, regarding the interview and qualifications to determine what a certified process safety engineer looks like.</li><li>• CCPS also shows interest in how to certify a process safety engineer</li><li>• IChemE Professional Process Safety Engineer registration process: <a href="http://www.icheme.org/communities/countries/professional-process-safety-engineer-register/how.aspx">http://www.icheme.org/communities/countries/professional-process-safety-engineer-register/how.aspx</a></li></ul>
10	Retired Documents	<ul style="list-style-type: none"><li>• Review and update documents that are currently accessible on the website, such as MIACC, Self-assessment tool</li></ul>
11	Risk Matrix	<ul style="list-style-type: none"><li>• Risk Matrix benchmarking study with Guss, Nexen</li></ul> <p><b>ACTION:</b> Any PSMD committee members that are interested in forming a sub-committee to discuss risk matrices are invited to connect with Guss</p>

**ACTION** – Pierorazio to review list of workplan items and send out a survey to help the PSMD members to determine priority items.

#### 10. Next Meeting

- PSMD meeting April 23, 2015, in alignment with CIAC (Chemistry 2015) occurring during the week of April 21-22<sup>d</sup>, University of Toronto.
- PSM AGM: October 8, 2015 in Calgary, Alberta, immediately after the CSChE Conference.
- Action: Laurin to coordinate invitations for April 2015 PSMD meeting

#### 11. Meeting adjourned