



Meeting Minutes
Process Safety Management Division Meeting
February 7, 2017, 9:00 – 5:00
CNRL - Suite 1800, 324 - 8 Ave SW
Bankers Hall East Building
Calgary, AB

Attendees: Hua Deng, Lianne Lefsrud, John Cocchio, Sylvia Layton, Gerry Phillips, Bill Timbers, Peter Scantlebury, Amanda Sistilli, Jyoti Patel, Melanie Wilson, Roland Andersson, Della Wong, Guy Brouillard, Marcello Oliverio, David Guss, Francois Roche, Eli Vilorio; Modusser Tufail; *Fred Henselwood; Richard Piette; Sundararaj Uttandaraman*

Call in: Morley Brownstein, *Manny Marta*, Srikanth Mangalam, *Graeme Norval*, Beverly Perozzo; Graham Creedy; Aaron Burque; *Tara Leiten*
Part time attendee

Meeting Details:

Host: CNRL, Della Wong

Teleconference details: 1-888-289-4573 (or Toronto 416-645-1179); Access code: 3039716

Review and approval of minutes from October 20, 2016 meeting in Quebec City
Motion to accept without changes – Jyoti; second – Marcello

PSM Committee updates, discussion led by Andersson

Shrikanth has stepped down; Adrian Pierorazio stepping in as Vice Chair.
Sylvia asked for the Vice Chair Terms of Reference to be sent to members;

ACTION 1: WILSON TO SEND OUT CHARTER TO PSMD MEMBERS

<http://www.cheminst.ca/sites/default/files/pdfs/Connect/PMS/CSChE%20PSM%20Charter%20%20-%20final.pdf>

Sent to Sylvia b/c she was asking about the rules; not planning on sending this out to the members, we can include this link to the Process Safety Management Division of the CSChE Handbook in these minutes: <http://www.cheminst.ca/sites/default/files/pdfs/Connect/PMS/PSM%20Handbook.pdf>

PSMD Outlook, discussion led by Patel

Discussed the PSMD Charter, and members agreed to update the charter as the charter originally was written for key result areas; there was a strategic work plan that had details in it developed every 2 or 3 years.

ACTION 2: PATEL TO UPDATE CHARTER, AND SHARE WITH PSMD MEMBERS



Changes to be discussed and approved at the AGM

- Include joint coordination committees, (get list from Francois) specifically emergency management, liaison with international committees (Sylvia)
- Consider adding communications plan/lead to the charter

ACTION 3: PATEL TO CONNECT WITH LAYTON AND ROCHE WITH ADDITIONAL ITEMS IN PSMD CHARTER

2017 Work Plan, discussion led by Patel and Wilson

1. QRA Update

- Oliverio commented that there are options to include the CSA committee to edit the document and Lefsrud and Cocchio both mentioned that this work can be integrated into a university master's project, where students are able to research, edit and collate information.
- Oliverio also talked about how the TSSA will be referring to the QRA guideline and that it needs to be completed by early 2018 to line up with the new TSSA regulation.
- Layton also mentioned that her organization (Cenovus) is developing a risk assessment audit guideline that she is willing to share

ACTION 4: LAYTON TO SHARE THE RISK ASSESSMENT AUDIT GUIDELINE WITH THE PSMD COMMITTEE MEMBERS (PARTICULARLY TO OLIVERIO)

ACTION 5: WILSON TO UPDATE THE WORKPLAN TIMELINES (POWERPOINT) TO REALISTIC COMPLETION DATES

2. The division reviewed all other items on the workplan and agreed that there are no other items that can be initiated in 2017.

PSLM Symposium, discussion led by Wilson, Lefsrud and Roche

Update from Lefsrud relating to an update on behalf of Winkle and Norm Nibber:

Team have started on planning topics, some ideas are:

- Pipeline Integrity – NEB report on PL integrity/human failures; corrosion and failure modes (NACE);
 - Inclusion of CEPA - panel discussion or workshop ideas
 - CSA PSM in Canada and the synergies with the US regulatory/standards (it was noted that Broullaird is available to help in this area)
 - CSA Z767 Standard Areas/Topics
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- IChemE Collaboration
 - Risk Acceptability
 - Risk Management Education – Roche has a list and Lefsrud can reach out to him if needed, and it was noted that Graeme Cready teaches a course if ideas are needed.
 - Student Workshop – Case Study Contest
 - Heavy Oil and Risk Management
 - Large Industrial Exposure Type Facilities

ACTION 6: WILSON AND ROCHE TO COMPLETE THE PROCESS OF PUBLICIZING THE CSCHE PRESENTATION SLIDES ON THE PSMD WEBSITE - Complete

ACTION 7: ANDERSSON TO FOLLOW UP WITH MICHELLE ON POSTING PAPERS FROM PREVIOUS CONFERENCES

ACTION 8: ROCHE AND WILSON TO PROVIDE AND UPDATE THE 2016 CSCHE CONFERENCE PLANNING DOCUMENTS - Complete

ACTION 9: LESFRUD TO ADD PRESENTATION AND PAPER FOR MARKETING TO THE PRESENTATION REQUEST. ADD PAPER SUBMISSION CRITERIA; INCLUDE EXTENDED PAPER ABSTRACT OPTION.

ACTION 10: PIETTE AND PATEL TO COMMUNICATE THE CALL FOR PAPERS WITH THE PRESENTATIONS

ACTION 11: ANDERSSON TO SEND EXISTING PAPER SUBMISSION CRITERIA TO LESFRUD

Regulatory Updates, discussion led by Mangalam

Mangalam provided an update that the Operating/Power Engineers in Ontario have formally announced that the CSA Z767 is being adopted by the power engineering regulation.

Mangalam also provided an update on UL 2984 Standard

This is not a big project for the committee; there are members on the committee working on it

UL 2984 is delayed by a couple months; tentative schedule is for publishing by the end of 2017. UL will offer a workshop on this standard, there will be an update on this at the next meeting.

Mangalam provided an update on the ISO 31010 Standard that there is a new version out for public comment

ACTION 12: MANGALAM TO SHARE ISO 31010 LINK TO PSM MEMBERS



Land Use Planning Communication, discussion led by Roche

It was discussed that MIAC has already published things that the PSM committee is working on. There is a list being compiled of who's doing what and the plan is to collaborate with the MIAC committee.

ACTION 13: ROCHE TO SHARE THE LIST OF WORK ACTIVITIES THAT ARE CURRENTLY BEING COMPLETED BY THE MIAC COMMITTEE MEMBERS.

It was also mentioned that the CIAC is working on a update to their self-assessment tool to align with CSA Z767

Patel tabled the a communication liaison position proposal - no decision was made

ACTION 14: Michele LAURENT TO LIASON BETWEEN CSCHE PSM AND CIAC

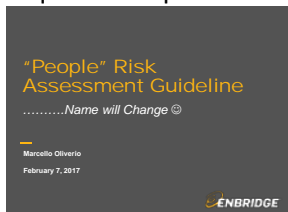
ACTION 15: ROCHE TO DEVELOP A LIST OF THE ASSOCIATIONS/COMMITTEES/ETC. THAT CSCHE – PSM MEMBERS ARE ALSO MEMBERS OF AND ADD THESE UPDATES TO THE MEETING AGENDAS, ADD THE PREVIOUS LIST FROM THE PREVIOUS AGM

ACTION 16: ANDERSSON TO MEET WITH THE STANDARDS COUNCIL OF CANADA

It was discussed that Z662 and Z767 are not in complete alignment, Oliverio can be the liason with potential work between these standards.

Risk Assessment Guideline, discussion led by Oliverio

Oliverio shared a presentation with the members, with an overall update and scope of work that still requires completion.



It was suggested that the CSA can be involved in taking the lead in completing this guideline, Lesfrud suggested that she may also have resources to help move this forward

ACTION 17: OLIVERIO AND LESFRUD TO CONNECT TO PLAN A WAY FORWARD TO DEVELOP THE RISK ASSESSMENT GUIDELINE, INCLUDING AN APPROACH TO DEVELOP THE APPENDIX.

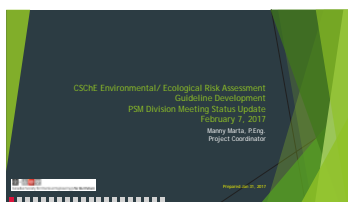


Introduction of the CSCHE President, introduction and discussion led by Andersson

Uttandaraman Sundararaj was introduced to the PSMD committee members at the meeting and commented on the success of PSMD work and the upcoming PSLM conference

Environmental Risk Committee Update, discussion led by Marta

Marta shared a presentation with the members, with an overall update and scope of work that still requires completion.



It was noted that the completion of the document is expected by December 2017; edited and published by December 2018

ACTION 18: ANDERSSON TO CONNECT WITH LORENA CHUNG AT ENVIRONMENT CANADA TO PROVIDE AN UPDATE ON PROGRESS OF WHAT HAS BEEN DEVELOPED.

ACTION 19: WILSON TO SEND A LIST OF COMMITTEE MEMBERS TO ANDERSSON

CSA Z767 Status, discussion led by Andersson and Norval

Tara Leiten from CSA called in to provide an update to the CSA Standard indicating a full publish of the standard by end of March, and talked about the CCPS and their rights to the indicator graph

CSA Z767 Course/Training, discussion led by Andersson and Phillips

The following were discussed:

- CSCHE can hold workshops (not seminars) without CSA Learning team being involved.
- CSCHE needs to be aligned with the CSA communications for Z767.
 - Perhaps 1 industrial workshop in June 2017, Enform and CAPP are willing to help. One day in Calgary, Toronto and Montreal (deliver in French). \$10,000 left from the initial fundraising to pay for the standard development, this \$\$ can be used for these workshops.
- There is a need of a 6 or 7 page document that lists sites that need to have emergency response, etc. This list can be the start of a stakeholder list.



ACTION 20: ANDERSSON TO PRODUCE A LIST OF UPCOMMING WORK RELATED TO EXECUTING WORKSHOP AND AWARENESS PRESENTATIONS TO STAKEHOLDERS.

Phillips discussed a potential workshop structure to include Management Engagement – Policy Commitment, Hazard Identification (including environmental) and Evaluation, Consequence Evaluation and Risk Mitigation or Acceptance, and Root Cause Analysis and Investigation Process

CSA Z767 Communication, discussion led by Andersson and Roche

It was discussed that communication to regulatory bodies should happen by June 2017 and Patel voiced that communication needs to precede the workshops, and companies need to decide if they even need the training.

Oliverio voiced that a slow approach to CSA Z767 communication and workshop may not work in Ontario due to TSSA's immediate plan to reference the standard.

CSA Z767 FAQ/Presentation, discussion led by Brouillard



PSM Comparison

ACTION 21: LAYTON TO FOLLOW UP WITH CAPP TO FORWARD BROUILLARD'S SPREADSHEET TO CONFIRM IF CAPP MATERIAL IS OK TO BE REFERENCED IN THE SPREADSHEET. - Complete

ACTION 22: WILSON TO FORWARD CEPA PSM COMPONENT MAPPING TO PSMD MEMBERS

ACTION 23: BROUILLARD TO COMPILE ADDITIONAL INFORMATION AND DETERMINE HOW TO PROGRESS ON THE FORMAT OF THE SPREADSHEET TO A MAPPING DOCUMENT.

CSA Z767 Definitions, discussion led by Wilson

ACTION 24: NORVAL TO SEND THE LATEST DEFINITIONS TO WILSON, ANDERSSON, ROCHE AND BROWNSTEIN

ACTION 25: WILSON TO FOLLOW UP WITH BROWNSTEIN ON SCOPE OF DEFINITIONS WORK

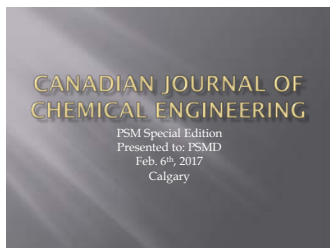
CSA Z767 Audit Protocol Update, discussion led by Brownstein

Brownstein discussed that he has initiated this work



PSMD Publication and Communication Strategy, discussion led by Piette

Piette provided an update to his conversation with contacts at the Canadian Journal of Chemical Engineering, and found that there could be an interest to include PSM content (eg. A paper that has been presented at a CSChE conference)



ACTION 26: ANDERSSON TO PROVIDE MORE DETAIL AROUND THE PROCESS FOR PUBLICATION OF PAPERS BY USING EXAMPLES OF AIChE AND CSChE BOTH HAVING A JOURNAL OF THEIR OWN.

ACTION 27: PIETTE TO ENGAGE WITH HIS CONNECTION AT THE CANADIAN JOURNAL TO GAGE THE NOTION OF INCLUDING PSMD CONTENT

2017 Student Competition, discussion led by Sistilli

Sistilli talked about last year's experience related to the student competition, it was also suggested that the guideline for the student competition criteria can be obtained from Gale Thirlwall.

ACTION 28: SISTILLI TO SEND A CASE STUDY CRITERIA TO LESFRUD, AND A TERMS OF REFERENCE FROM PAST CONFERENCES TO NORVAL

Other Business, group discussion led by Patel

Industry Standards

- Patel asked for an update relating the PetroMont Standards. Roche said that they are still reviewing them and that Phillips may be able share Nova procedures as well

IChemE and CSChE PSM Collaboration

- IChemE and CSChE have a combined chapter now and there was a discussion relating to IChemE being actively involved in executing the education of the CSA Z767. It was noted that this the IChemE logo and affiliations would need to also be included.
- A few members agreed with this idea, others required more thought.

ACTION 29: CHAIR TO DISCUSS THIS FURTHER AT THE NEXT MEETING TO DETERMINE THE BENEFITS OF MOVING THIS NOTION FORWARD.



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Next Meeting Dates, discussion led by Patel

- ERCO Worldwide Offices (Toronto) - June 8th
 - CSChE Conference, Edmonton, AB (October 22-25, 2017)
 - Winter 2018, TBD
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