



Canadian Society for Chemical Engineering | *For Our Future*
 Société canadienne de génie chimique | *Pour notre avenir*

**Process Safety Management Division Meeting
 Agenda / minutes**

PSMD Meeting June 18th, 2019, 1:00 pm – 5:00 pm
 University of Ottawa, Colonel By building, 161 Louis-Pasteur Private, Ottawa
 Romm A-707

Map: [Map Link](#)

Teleconference details: 1-888-289-4573 (or Toronto 416-645-1179); Access code: 2769040

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13:00	Opening and introductions Arturo Macci – Host opening remarks <ul style="list-style-type: none"> Participants 	Roche
13:10	Review and approval of minutes from last meeting, February in Calgary <ul style="list-style-type: none"> PSMD Meeting Minutes 	Roche
13:20	Interim Chair support	Roche
13:25	Membership and communication Action: Morley will look from administrative side Action: François will contact active members shown to have refuse emails. Done. One answered in corrected.	
13:30	PSM Award <ul style="list-style-type: none"> Award sponsor Award winner nominated. Confidential, we will keep the surprise for Halifax. 	
13:40	Committees and Member Initiatives Progress Updates	Roche
	Environmental Risk Assessment Guideline © <ul style="list-style-type: none"> Link to the status of the guideline project https://drive.google.com/open?id=1yeWMXIMT3fyJTZqQUKaE4Q2jCur1nLnd Link to the project shared drive https://drive.google.com/open?id=0B4hKqrr_Gus5flJVQk9wamdrUIMweTVQXzFOSVRTeTJMwTVPLUpZnK5mSFE2Z251TGc1UHc 	Marta
	Risk Assessment Guidelines (C) <ul style="list-style-type: none"> Action: Marcello will reach out to Jean-Paul to see if he can assist with 	Oliverio

	<p>quality assurance of the document, specifically the technical content.</p> <ul style="list-style-type: none"> ○ Have a quality assurance, verification, validation and review ○ Have a third party conduct a quality assurance as part of the guideline <ul style="list-style-type: none"> ● Action: Marcello will reach out to Parnian and Adrian for assistance with addressing comments and updating drafts. This review process is expected to be time consuming. <ul style="list-style-type: none"> ○ Still require help <p>Marcello update on QRA Guidance</p> <ul style="list-style-type: none"> ● Looking to have the QRA guidance by May 2019. 	
	Risk Assessment Guidelines, QRA Guideline Appendix (SC)	Lacoursière
	<p>CSA Z767 Awareness and Promotion (C)</p> <ul style="list-style-type: none"> ● Action: Graeme, Ian, Jyoti to develop CSA and CIC agreement: An umbrella licence for awareness presentation purposes. Copyright agreement - in the process of being finalised. Fair usage ● Action: Parnian, Jyoti, Graeme, Adrian, Guy, Marcello, Amanda and Hua have volunteered to discuss, offline, the pros and cons of a live vs. recorded presentation for the PSMD with a goal of creating a path forward for a webinar for the PSMD for Fall 2018. English version of CSA training finished. French translation nearly complete. Ontario government - support development of publicly available. Seed document from energy safety Canada 	Norval
	<p>Networking</p> <p>Continue developing list, see Google documents</p>	
	CSA Z767 Other industries outreach (mining, panel board (dust involved), nuclear,) (C)	Norval
	CSA Z767 Revision Committee (Sponsored activity)	Norval
	CSA Z662 Inclusion of PSM (MI)	Norval
	<p>Other CSA Standards</p> <ul style="list-style-type: none"> ● Action: Graeme and Jyoti will to ask Tara to get back to us on links to standards that are under development and under review so that we can get an early heads up on new standards that we may want to comment on. ● Action: Graeme and Jyoti to inquire with CSA regarding Z663 Land Use Planning for Pipelines, review and comments. Morley's comments - risk should be included in Z663 standard, but it is not mentioned. way forward - Marcello's QRA guidance approach. Bring comments to the Z663 committee members. ● Action: Morley to take lead at commenting on Z260: Safety Metrics for Pipelines. Hua and Adrian will assist. <ul style="list-style-type: none"> ○ Morley - Receiving comments, will communicate with CSA convenor to validate if comments were taken in ● Z767 - outreach to other standard and committees 	Norval

	<ul style="list-style-type: none"> ○ Targeted 662, 149.3 ● CSA annual meeting in Ottawa news <ul style="list-style-type: none"> ○ Graeme - get on subcommittee and make the links with other standards 	
	UL 2984 Review ready (MI) Marcello	Oliviero
	Operating Engineers (OE) Task Force	Oliverio
	Quantitative Assessment Training (graduate level course) (MI) Graeme and Marcello	Oliviero
	Publication Maintenance Program (C)	Morley
	Risk and PSM Bilingual Lexicon (C)	Morley
	PSM Canada blog - LinkedIn (MI) <ul style="list-style-type: none"> ● Launched 	Jadidian
14:30	Activity Progress	
	2019 Conference, Halifax <ul style="list-style-type: none"> ● Guidelines <ul style="list-style-type: none"> ○ Action: François to find the latest version, Done 	Amyotte
	2019 Conference Student Workshop Kenny: <ul style="list-style-type: none"> ● Action: Connect Paul and Kenny, connect also with the Dalhousie student coordinator 	Wei / Baker
	Collaboration and Coordination with Other Process Safety Stakeholders	
	Coordination PSMD-CIAC Workshop Results and Discussion <ul style="list-style-type: none"> ● Collaboration summary and status ● Action: Data mining for an incident database? Graeme to co-ordinate 	Roche
	CIAC	
	<ul style="list-style-type: none"> ● CIAC Activities 	Laurin
	CCPS <ul style="list-style-type: none"> ● Calgary CCPS session in September ● Canadian book - on pipelines? 	Henselwood
	Strathcona County <ul style="list-style-type: none"> - Industry Information web page https://www.strathcona.ca/business-and-development/development/oil-and-gas-in-strathcona-county/industry-information/#emergency - Engagement Program which in its phase 2 plans to follow up on the 	Tufail

	MIACC risk assessments	
	Minerva	Norval
	CAPP	Wong
	Energy Safety Canada, Online free Process Safety Course and Ressources http://www.energysafetycanada.com/resources/detail/78/process-safety	Norval
	Others	
15:00	Break	
15:20	Other Business	
15:40	Charter Amendments (Motion and draft in Annex 1)	Brownstein
16:10	Next Meeting <ul style="list-style-type: none"> ● AGM and Meeting, Halifax, October 24th AGM Special by-election Preparation for AGM special by-elections <ul style="list-style-type: none"> ● Election organisation ● Vice-Chair ● Executive Committee members <ul style="list-style-type: none"> ○ Officers, past chair, Society Director, + 6 	
	Future Meetings Preparation (to be confirmed) <ul style="list-style-type: none"> ● Meeting, February: Alberta host? 	
16:30	Technical	
	Mine Rockfall and Rockslide Risks	Deng
17:00	Meeting closure.	

Annex 1: Charter Amendment Motion, and Proposed New Text for Section 4

Charter Amendment Motion

The following amendments will be made to the Charter of the Process Safety Management Division of the Canadian Society of Chemical Engineering.

- 1) Section 4 will be amended by inserting “4A) Election and duties” immediately following the section title and before the first paragraph of the section.
- 2) The first sentence of of the first paragraph of subsection 4A) will be amended by adding the words “as Officers of the Division” at the end of the sentence.
- 3) The last sentence of the first paragraph of subsection 4A) will be amended by deleting the word “ten” and replacing it with the word “fifteen”.
- 4) The last sentence of the first paragraph of subsection 4A) will be further amended by inserting the words “together with the Officers and immediate past-Chair” after the word “serve”, before the words “as an Executive Committee”.
- 5) Subsection 4C) will be amended by inserting the words “of officers and election” between the word “Election” and the phrase “to the Executive Committee”.
- 6) Subsection 4D) will be amended by inserting the words “amongst the Officers or” after the word “vacancy”.

Section 4 of Charter including proposed amendments

4. Division Officers and Executive

4A) Election and duties

The members of the Division, by majority vote, shall designate a Division Chair, Division Vice-Chair, Division Secretary and a Division Treasurer as officers of the Division. The offices of Secretary and Treasurer may be held by the same individual, as determined by the members. The Officers of the Division shall serve for a period of time as

determined by the members, but not to exceed three (3) years. In addition, up to fifteen additional members may be elected to serve together with the Officers and immediate Past-Chair as an Executive Committee.

The Division Chair shall set the agenda for and chair Division and Executive meetings. The Division Chair shall also be the chief manager of the Division and be responsible for implementing the purposes of the Division.

The Division Vice-Chair shall assist the Division Chair in carrying out his/her duties, as required. The Division Vice-Chair shall succeed the Chair if he/she leaves office before completing his/her term.

When neither the Chair nor Vice Chair are able to carry out these duties, the most immediate available past-Chair shall do so. The immediate past Chair shall also be the Chair of the nominating Committee.

The Division Secretary shall attend all Division meetings and record the minutes of such meetings. The Division Secretary shall also be responsible for delivering all notices and correspondence to Division members and the Society and keeping all of the non-financial books, paper, records and other documents of the Division.

The Division Treasurer shall be responsible for keeping proper accounting records, depositing and disbursing Division funds and financial reporting to the Division and the Board or committee of the Board. The Division Treasurer shall be required to deliver to the Society all accounting information and banking statements required to enable the Society's accountants/auditors to prepare the Society's financial statements. The Director of Finance of the Society will participate in any review or audit of the Division's accounting records with the accountant/auditor for the Society.

Alternately, the Division Executive Committee may delegate to the Society Head Office responsibility for controlling, depositing and disbursing Division funds, as well as keeping proper accounting records for the Division.

Alternately, Officers of the Division may be appointed by the Board or a committee of the Board.

4B) Nominating Committee

The nominating committee shall consist of an ad hoc committee of the Past Chair plus two other members of the Division. The nominating committee shall prepare a slate of officers and Executive Committee members and having ascertained the nominee's

willingness to serve, will present the slate for election at the Annual Business Meeting of the Division. Further nominations shall be accepted, with the support of two members and the consent of the nominee, prior to the start of the Annual Business Meeting.

4C) Elections

Election of officers and to the Executive Committee shall be by majority of the members present at the Annual Business Meeting of the Division.

4D) Vacancies

Any vacancy occurring amongst the officers or in the Executive Committee for any reason may be filled by appointment of the Executive Committee, the appointee to serve until the next Annual Business Meeting.

4 E) Subcommittees

The Chair may appoint from the Division membership, with the approval of the Executive Committee, any Sub-Committee that is deemed desirable. The Terms of Reference of any such Sub-Committee shall be specified by the Executive Committee

Text of motion to amend Charter

The following amendments will be made to the Charter of the Process Safety Management Division of the Canadian Society of Chemical Engineering.

1) Section 4 will be amended by inserting “4A) *Election and duties*” immediately following the section title and before the first paragraph of the section.

2) The first sentence of of the first paragraph of subsection 4A) will be amended by adding the words “*as Officers of the Division*” at the end of the sentence.

3) The last sentence of the first paragraph of subsection 4A) will be amended by deleting the word “*ten*” and replacing it with the word “*fifteen*”.

4) The last sentence of the first paragraph of subsection 4A) will be further amended by inserting the words “*together with the Officers and immediate past-Chair*” after the word “*serve*”, before the words “*as an Executive Committee*”.

5) Subsection 4C) will be amended by inserting the words "*of officers and election*" between the word "*Election*" and the phrase "*to the Executive Committee*".

6) Subsection 4D) will be amended by inserting the words "*amongst the Officers or*" after the word "*vacancy*".

Annex 2: Skype Connection

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Information

General Information (Public)

- PSMD Site with publications, agenda and meeting minutes, executive committee members...: <https://www.cheminst.ca/psm>
- 69th CShE Conference: <https://www.cheminst.ca/ccec2019>
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