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DIGITAL SERVICES GROUP

GROUPE DES SERVICES NUMÉRIQUES

DSG Building 2 Workplace Health and Safety Committee Meeting Minutes

February 26, 2026

2 :00 pm – 3:00 pm

GSN Comite sur la santé et la sécurité au travail du 2 Procès-verbal de la réunion

26 Fevrier, 2026

14:00-15:00

MS Teams

&

Room/ NDHQ MR Carling Campus 2.2.K18.21

Membership Attendance

Employer Co-Chair

- David Gruder (Acting on behalf of Lisa Brooks)

Union Co-Chair

- Louise Belisle (Union Reps)

Committee Members

- Vanessa Williams
- Amalia Grande
- Doogie Dick
- Daniel Duglas

Other stakeholders

- Col. Josh Klemen (Building Senior)
- Lynne Doucet (BGIS)
- Christopher Bunville (PSPC)

Purpose

- Review and approval of the previous meeting minutes held on January 29, 2026.
- Provide updates on Occupational Health and Safety matters for **Building 2**.
- Discuss inspection findings and recommendations and ongoing safety concerns.
- Share updates on Standard First Aid Training – Level C, and compliance initiatives.
- Share information about the process on the selection collaborative of the Union Co-Chair
- Encourage collaboration between management, union representatives, and employee representatives to ensure a safe and healthy workplace.

Welcome and Introduction

- David Gruder thanked attendees for joining the DSG Occupational Health and Safety WHSC meeting for **Building 2**.
- Members were reminded to participate in WHSC meetings to support the OHS team in addressing health and safety concerns in the Workplace.
- Approval and recall of the previous meeting minutes held on January 29, 2026, were confirmed.

Record of Discussions

Standard First Aid Training Initiative

The DSG Occupational Health and Safety Office has launched an OHS Project to provide Standard First Aid Training to interested participants across the DSG.

Approximately 350 DSG employees have registered for the training, which is scheduled to begin in March. The plan is to train a minimum of 60 employees per month (approximately 15 per week) over the next upcoming months.

This initiative aims to enhance workplace safety by having employees with the skills needed to provide immediate assistance in the event of a workplace incident.

Union Co-chair inputs to WHSC members

- Louise Belise inquired about the process for selecting the Co-Chair Union Representatives for the WHSC Committee.
- Louise also suggested reaching out to all the Union Representatives for each building and holding a meeting to select a representative for each building, as Louise appears unable to manage all the responsibilities for all Bldgs on her own.
- The Union reps mentioned the committee should consider having a WHSC training through the Service Provider (Joint Learning Program).
- Louise also brought up updates to consider an OHS Health & Safety board for Bldg.2.

Training on Health & Safety for all employees /for the participating members on committee

Louise Belisle confirmed that the list of training sessions should be shared with the committee members first. OHS Team shared the list of Safety training with WHSC members for Bldg.10 and reached out to Join the Learning Network on group training for WHSC.

B2 inspection report completed on February 3, 2026

The inspection of Building 2, completed in February 2026, ensured compliance with OHS standards and identified safety concerns:

- Several low- to medium-risk issues were identified that require correction. These include housekeeping and storage concerns in SSC areas, waste management practices, first aid kit

replenishment and tracking, signage maintenance, proper use of ergonomic storage areas, and cartridge disposal procedures in the printing room.

Action:

- Corrective actions have been assigned, timelines are being confirmed, and tracking is in place to ensure all outstanding items are addressed and closed in accordance with the Hazard Prevention Program and Canada Labour Code PART-II
- The OHS team addressed immediate concerns, logged follow-up actions, and submitted recommendations for improving safety procedures and environmental conditions
- Moving forward, routine monthly inspections will continue

Key points discussed by WHSC members (Not part of the meeting Agenda)

- The issue regarding bugs in the women's changing room was raised again. A ticket has been created, and the OHS team will continue to monitor the area, conduct routine inspections, manage environmental factors such as humidity, and follow up to ensure the problem is fully resolved.
- Meeting minutes must be shared with all committee members and posted on the Bulletins Board
- Planned DSG First Aid Training Course details will be provided once confirmed with the Service Provider
- General training sessions may be delivered either online or in person
- The Co-Chair position may be held by an employee and does not necessarily need to be a Union representative. A discussion with the Director will take place to identify an interested member for the Co-Chair role.
- Louise Belisle raised concerns regarding a workplace harassment. It was noted that an employee was subject to a workplace harassment, the employee should use first the HR tools available for the internal resolution prior to seeking or filing a complaint with the Union

Refusal to Work due to Workplace Harassment:

- The employee must first inform their supervisor and explain the reason for believing there is a harassment in the workplace.
- The supervisor/employer must investigate immediately, involve the employee, and include a Workplace Health and Safety Committee (WHSC) member or Health and Safety Representative.
- If the refusal continues (Stage 2), a WHSC will conduct an investigation.
- The chain of command must be respected throughout the process.

Closing Remarks

Action Items	Responsible
Share approved meeting minutes with all committee members and post on the Bulletins Board.	OHS Team / WHSC
Planned DSG First Aid Training Course details will be provided once confirmed with the Service Provider	OHS Team
Share the list of Health & Safety training sessions with committee members.	OHS Team
Continue routine monthly workplace inspections and track outstanding items.	OHS Team
Ensure supervisors and WHSC members are aware of the proper procedure for refusal to work cases.	Management / OHS Team
Monitor and manage the women's changing room to address the bug issue, including routine inspections, controlling environmental factors (e.g., humidity), and following up will be observed.	OHS Team

David Gruder confirmed that any new members wishing to receive the meeting materials in French need to contact the OHS team.

List of WHSC attendees

Name	Contact Information	Present/Regrets
David Gruder	David.Gruder@forces.gc.ca	Acting Co-Chair on behalf of Lisa Brooks
Louise Belisle	LOUISE.BELISLE2@forces.gc.ca	Union Representative
Col. Josh Klemen	Josh.Klemen@forces.gc.ca	Building Senior
Doogie Dick	DOOGIE.DICK@forces.gc.ca	Co-Chair (Employee)
Christopher Bunville	CHRISTOPHER.BUNVILLE@forces.gc.ca	PSPC Reps
Vanessa Williams	Vanessa.Williams2@forces.gc.ca	Co-Chair (Employee)
Amalia Grande	Amalia.Grande@forces.gc.ca	Co-Chair (Employee)
Daniel Dugas	DANIEL.DUGAS2@forces.gc.ca	Co-Chair (Employee)
Lynne Doucet	Lynne.Doucet@bgis.com	BGIS Safety Reps
Mohammed Khai	MOHAMMED.KHAI@forces.gc.ca	DSG-OHS
Jennifer Relihan	JENNIFER.RELIHAN@forces.gc.ca	DSG-OHS
Rim Chaabane	Rim.Chaabane@forces.gc.ca	DSG-OHS

Reference: [Agenda](#)