



National
Defence

Défense
nationale



DIGITAL SERVICES GROUP

GROUPE DES SERVICES NUMÉRIQUES

DSG Building 2 Workplace Health and Safety Committee Meeting Minutes

January 29, 2026

11:00 – 12:00

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

29 Janvier, 2026

11:00-12:00

MS Teams

Membership Attendance

Employer Co-Chair

- François Leconte (acting on behalf of Lisa Brooks)

Union Co-Chair

- Louise Belisle (New Union Reps for Bldg.2 &10)

Committee Members

- Vanessa Williams
- Daniel Dugas
- Amalia Grande
- Doogie Dick
- Jean Francois Royer

Other stakeholders

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

Purpose

- Review and approve previous meeting minutes.
- Provide updates on Occupational Health and Safety matters for **Building 2**.
- Share updates on training, emergency protocols, and compliance initiatives.
- Encourage collaboration between management, union representatives, and employee representatives to ensure a safe and healthy workplace.

Welcome and Introduction

- François Leconte 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.
- Approval and recall of the previous meeting minutes were confirmed.

Record of Discussions

Union Co-chair and Building Senior Confirmation

- A new Union Co-Chair, Louise Belisle, has joined the Building 2 WHSC. Also, the OHS Team shared Bldg.2 WHSC Terms of Reference with the new reps.
- A new Building Senior, Col. Josh Klemen, confirmed for Building 2

Building seniors Roles and Responsibilities

- Col. Josh Klemen presented & discussed briefly the roles and responsibilities of Building Seniors to WHSC members.
- DSG-OHS Team shared with the Building Senior the CFSG Building Seniors Terms of reference.

Emergency protocol step by step guide coming from CFSG-Ottawa

- Emergency protocol step by step guide coming from CFSG-Ottawa: This emergency protocol guide step by step will be launched by March 31, 2026, through CFSG.

B2 inspection report completed on December 2025

- The inspection of Building 2, completed in December 2025, ensured compliance with OHS standards and identified safety concerns:
 - Hanging and unsecured wires were observed in several cubicles.
 - Several minor issues were noted, including equipment and environmental concerns, and chairs placed between cubicles that could pose an obstruction; a ticket has been submitted to the Accommodation Team for their removal.
 - Boxes stored within cubicles were identified as a fire hazard due to increased combustible load and potential obstruction.
- **Action:**
 - Secure and properly route all cables and relocate boxes to designated storage areas to maintain clear, safe, and compliant workspaces.
 - 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, recurring issues will be monitored, and the Accommodation Team will be followed up with regarding chair removal.

Bldg.2 Updates on pests (drain flies)

- In late October 2025, a report was received regarding previous occurrences of flies or larvae in the shower head. The OHS team visited the change room on December 10, 2025, and observed small flies and extremely humid conditions, which were reported to the National Service Center (NSCC). By December 11, NSCC confirmed the work was completed, though a follow-up inspection on December 15 noted some remaining flies and additional treatment was requested. A walkthrough was planned for the week of January 12, 2026, and NSCC later confirmed all work was completed. The OHS team continues to monitor the change room, will conduct routine inspections, manage environmental factors such as humidity, and follow up with NSCC if flies are observed again to ensure the issue is fully resolved

Closing Remarks

- François Leconte confirmed that any new members wishing to join the committee must maintain a balance between employees and management.

Action Items	Responsible
Review membership list and engage with participants to determine their interest in becoming members of the committee.	L1 Occupational Health and Safety Office (L1 OHSO)
Upcoming building inspections to be conducted with the WHSC representatives from both employees and management.	L1 OHSO
Building 2 inspection results (Dec 2025) and pest issue updates (drain flies). Minor issues addressed; ongoing monitoring required	L1 OHSO and L2 OHS team occupying the space / General Safety Officer

List of WHSC attendees

Name	Contact Information	Present/Regrets
Francois Leconte	Francois.leconte@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
Amy Foran	AMY.FORAN@forces.gc.ca	Co-Chair (Management)
Vanessa Williams	Vanessa.Williams2@forces.gc.ca	Co-Chair (Employee)
Daniel Dugas	DANIEL.DUGAS2@forces.gc.ca	Co-Chair (Employee)
Amalia Grande	Amalia.Grande@forces.gc.ca	Co-Chair (Employee)
Doogie Dick	DOOGIE.DICK@forces.gc.ca	Co-Chair (Employee)
Jean Francois Royer	JEAN-FRANCOIS.ROYER@forces.gc.ca	Co-Chair (Employee)
Christopher Bunville	CHRISTOPHER.BUNVILLE@forces.gc.ca	PSPC Reps
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](#)