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DIGITAL SERVICES GROUP

GROUPE DES SERVICES NUMÉRIQUES

DSG Building 10 Workplace Health and Safety Committee Meeting Minutes

April 27, 2026

11:00 AM – 12:00 PM

GSN Comité sur la santé et la sécurité au travail du 10 Procès-verbal de la réunion

27 Avril, 2026

11:00-12:00

MS Teams

&

Room/Salle ~NDHQ 10E.2.C15.03

WHSC Membership Representatives

Employer Co-Chair

- David Gruder (Acting on behalf of Lisa Brooks)

Union Co-Chair

- Louise Belisle (Union Reps)

Committee Members

- Cpl Brian Palma (Employer Reps)
- Johnny St-Ilma (Employer Reps)
- Tina Johns (Employee Reps)
- Maya Jebara (Employee Reps)
- Shari-Lyn Derowin (Employer Reps)
- Alexandre Dumais (Employee Reps)
- Tina Johns (Employee Reps)

OHS Team:

- Mohammed Khai
- Jennifer Relihan
- Rim Chaabane
- Khurshida Davronova

Other stakeholders

- MWO/Adjum Corey Walters (Guest)

Purpose

- **Monthly WHSC Meeting for Building 10 – Addressing OHS Matters Affecting Occupants**
- *Welcome and Introduction*
- David Gruder thanked attendees for joining the DSG Occupational Health and Safety (WHSC) meeting for Building 10.
- Members were reminded of the importance of active participation in WHSC meetings to support the OHS team in addressing workplace health and safety concerns.
- Confirmed the **review and approval of the previous meeting minutes** from March 25, 2026
- **New WHSC committee member, May Jebara** endorsed.

Record of Discussions

OHS WHSC members Training (Joint Learning Program):

The **DSG-OHS Team** is organizing OHS WHSC training through the Joint Learning Program on May 27th and 28th. Management Co-Chair encouraged WHSC members that would like to join our WHSC to register and benefit from this WHSC members training.

Once confirmed, WHSC members receive an email from the JLP when they sign up. This will relate to a two-day training session. Further details will follow, and the final number of participants will be confirmed at that time.

Helpful resources focused on mental health are shared below:

- Mental Health and the Workplace: Raising Awareness (WMT203): [Mental Health and the Workplace: Raising Awareness](#)
- Mental Mental Health and Well-Being Resources (IRA1-J19): [Mental Health and Well-Being Resources](#)

First Aid- CPR update:

The April training sessions are currently in progress and are fully booked. A call-out for the upcoming May and June sessions has been distributed to individuals who previously indicated their interest.

The first April session was held on April 13, with the next sessions scheduled for April 30, accommodating approximately 30 participants in total. CPR and First Aid sessions will continue until the end of June 2026. The final attendance number will be confirmed upon completion of all sessions.

The Month of May OHS Week planned activities:

An overview was provided of the activities planned for OHS Week, aimed at strengthening the shared safety culture and reinforcing that Occupational Health and Safety is a collective responsibility.

- **Monday, May 4 – Launch & Safety Culture:**

The week will commence with a focus on shared responsibility for OHS. A kick-off email will be issued by the OHS team and distributed by Building Seniors to introduce the theme and outline planned activities. Emphasis will be placed on individual responsibility, awareness, safe work practices, and hazard reporting.

- **Tuesday, May 5 – Ergonomics:**

The focus will be on injury and illness prevention in office environments. Practical ergonomics guidance will be shared, including proper workstation setup, posture, and the importance of regular breaks.

- **Wednesday, May 6 – Hazard Awareness & Reporting:**

This day will highlight hazard identification and reporting practices. A “Safety & Health Quiz” challenge will be launched via Microsoft Forms. Reporting procedures will be reinforced, including the use of the DND 663 form and the OHS mailbox, as well as expectations for timely reporting and follow-up.

- **Thursday, May 7 – Medical Emergency & Fire Safety / First Aid Awareness & Recognition:**

The focus will be on emergency preparedness and response. Information will be shared on medical emergency procedures, fire safety processes, evacuation routes, first aid locations, and accessing emergency services within the DND environment. A short awareness quiz will be launched to reinforce key messages.

- **Friday, May 8 – Mental Health Awareness:**

The final day will focus on psychological well-being and workplace support. Topics will include mental health awareness, self-care, supporting colleagues, and promoting respectful communication. Available workplace resources will be highlighted. The week will conclude with a wrap-up message reinforcing key OHS themes, including personal responsibility, prevention, reporting, and preparedness.

April 1, 2026 – B10 Inspection Report Findings/Recommendations & Corrective Actions:

During the inspection of Building 10W.1, Zone A, conducted on April 1, several health and safety concerns were identified:

- Trip hazards due to loose wiring under multiple cubicles
- Clutter from stored boxes under desks, restricting movement and posing ergonomic risks

- Overfilled garbage bins impacting hygiene and overall workspace cleanliness
- An improperly closed organizer creating a tripping hazard
- Multiple hazards in the printer room, including equipment on the floor, loose cables, cluttered surfaces, and a pallet obstructing access
- Deficiencies in the first aid kit, including expired items

Actions / Recommendations:

- A request was submitted to Accommodations for proper cable management
- Waste management practices were reinforced
- The organizer issue has been resolved
- Printer room hazards have been addressed and resolved
- A request was submitted to replace expired first aid supplies and restore full readiness

Closing Remarks

Action Items	Responsible
Follow up on the process of selecting Co-Chair Union Representatives, including reaching out to all union reps per building and holding a selection meeting.	Louise Belisle
Follow up with managers by sharing the attendance list of employees scheduled to attend the two-day First Aid training.	L1 OHSO Team
Suggest that all resources be shared via SharePoint links rather than as attached documents.	Jonny St-Ilma / L1 OHSO
Attach the Roles and Responsibilities document for the Health and Safety Committee to the invitation for the B10 WHSC meetings.	Jonny St-Ilma / L1 OHSO

List of WHSC attendees and confirmation

Name	Contact Information	Present/Regrets
David Gruder (Management Co-Chair)	David.Gruder@forces.gc.ca	Present
Louise Belisle (Co-chair Union Reps)	LOUISE.BELISLE2@forces.gc.ca	Present
Tina Johns	TINA.JOHNS@forces.gc.ca	Present
Cpl Brian Palma	Brian.Palma@forces.gc.ca	Present
Johnny St-Ilma	Johnny.St-Ilma@forces.gc.ca	Present
Shari-Lyn Derowin	SHARI-LYN.DEROWIN@forces.gc.ca	Present
May Jebara	MAY.JEBARA@forces.gc.ca	Present
Alexandre Dumais	ALEXANDRE.DUMAIS@forces.gc.ca	Present
Mohammed Khai	MOHAMMED.KHAI@forces.gc.ca	Present
Rim Chaabane	Rim.Chaabane@forces.gc.ca	Present
Jennifer Relihan	JENNIFER.RELIHAN@forces.gc.ca	Present

Reference: [Agenda](#)