



National
Defence

Défense
nationale



DIGITAL SERVICES GROUP

GROUPE DES SERVICES NUMÉRIQUES

DSG Building 2 Workplace Health and Safety Committee Meeting Minutes

April 28, 2026

11:00 AM – 12:00 PM

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

28 Avril, 2026

11:00-12:00

MS Teams

&

Room/Salle ~NDHQ MR Carling Campus 2.2.K18.21

WHSC Membership Representatives

Employer Co-Chair

- David Gruder (Acting on behalf of Lisa Brooks)

Union Co-Chair

- Louise Belisle (Union Reps)

Committee Members

- Amalia Grande (Employee Reps)
- Daniel Dugas (Employee Reps)
- Christopher Burnville (PSPC Reps)
- Lyne Doucet (BGIS Safety Reps)

OHS Team:

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

Other stakeholders

- Col Josh Klemen (Building Senior)

Purpose

- **Monthly WHSC Meeting for Building 2 – Addressing OHS Matters Affecting Occupants**

Welcome and Introduction

- David Gruder thanked attendees for joining the DSG Occupational Health and Safety (WHSC) meeting for Building 2.
- 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** of March 31, 2026

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. For our WHSC members that would like to join our WHSC.

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 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 session 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.

Building 2 Emergency Preparedness Scenario Exercises – Initial Discussion:

Col. Josh Klemen discussed his plan to walk through different scenarios **to ensure that the steps for each scenario are clear and well documented**. Col Josh Klemen also outlined the proposed scenarios to be included in the initial draft, which will be shared with the OHS team for review and comments. In addition, he mentioned that the gym area will be included in the scenarios.

April 7, 2026 – B2 Inspection Report Findings/Recommendations & Corrective Actions:

The inspection was conducted on April 7 in the basement and gym areas, with participation from Daniel Dugas and Christopher Burnville.

The areas were generally well maintained, clean, and properly organized. Safety conditions were satisfactory, with clear and visible signage in place, unobstructed pathways, and no immediate hazards identified. Strong adherence to health and safety standards was observed.

First aid kits were reviewed in both the basement and gym areas. Several items were found to be expired or missing.

Actions taken:

- Medical Store has been notified to replace and replenish first aid supplies
- Follow-up to ensure full readiness and compliance with safety requirements

Drain Flies – Men’s Change Room

Drain flies were observed in the men’s changing room. Potential causes may include hygiene, sanitation, or waste management issues such as moisture, food residues, organic debris, or pest activity.

This condition creates an unsanitary environment and may increase the risk of contamination and bacterial spread.

Actions / Recommendations:

- A pest control request has been submitted
- Targeted sanitation and deep cleaning of the affected area is recommended
- Coordination with pest control service providers is ongoing
- Change rooms to be included in routine workplace inspections
- Follow-up inspections will be conducted to confirm resolution and prevent recurrence

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
Develop and document emergency preparedness scenarios, ensuring clear definition of all steps, and prepare an initial draft including the proposed scenarios and gym area for review and feedback from the OHS team.	Col. Josh Klemen/ L1OHS Team
Follow up with Drain Flies – Men’s Change Room.	OHS Team
Monitor and manage the women’s changing room to address the Drain Flies issue	OHS Team

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
Col. Josh Klemen	Josh.Klemen@forces.gc.ca	Present
Christopher Bunville	CHRISTOPHER.BUNVILLE@forces.gc.ca	Present
Lynne Doucet	Lynne.Doucet@bgis.com	Present
Daniel Dugas	DANIEL.DUGAS2@forces.gc.ca	Present
Amalia Grande	Amalia.Grande@forces.gc.ca	Present
Mohammed Khai	MOHAMMED.KHAI@forces.gc.ca	Present
Rim Chaabane	Rim.Chaabane@forces.gc.ca	Present

Reference: [Agenda](#)