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A Newsletter for the Users of CCINFO

Spring 2004

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New Regulations

Environmental Emergency Plans for Toxic Substances

Companies in Canada that house toxic substances must follow new federal regulations for hazardous or flammable substances. Designed to ensure emergency plans are in place in the event of an accidental release, the regulations are an important step in protecting the safety of Canadians and the environment.

The Environmental Emergency Regulations, (also known as E2 Regulations) developed under section 200 of the Canadian Environmental Protection Act (CEPA) 1999 came into force on November 18, 2003. The federal government has established a list of 174 (more will be added in future) hazardous or flammable substances that are harmful to human health and the environment if released in an environmental emergency. The "List of Substances" is available on the Environment Canada website: www.cepae2.ec.gc.ca

Facilities that store or use any of the listed substances above specified quantities outlined in the regulations, called threshold quantities, must prepare and implement environmental emergency plans by November 18, 2004. The plan must ensure appropriate risk management measures are taken to prevent uncontrolled, unplanned or accidental releases of these substances into the environment. Facilities also have an obligation to notify and report releases of a regulated substance that can affect human health or the environment.

Generally, these hazardous or flammable materials are chemicals that are normally produced in large quantities in Canadian commerce. At threshold quantities, these

substances can create a toxic plume or cause a vapour cloud explosion. For hazardous substances, the list identifies the potential for these substances to become airborne, their dispersion potential and toxic properties. For flammable substances, the threshold quantity is the amount and concentration required to create a compression wave capable of knocking a person down at a distance of 100 metres.

Emergency Plans

The four phases of emergency management are prevention, preparedness, response and recovery. To increase safety regarding the uncontrolled or accidental releases of any of the listed flammable or hazardous substances, the regulations require that facilities prepare and implement an environmental emergency plan.

The plan must include the training of staff, current contact information, typical release scenarios, and ensure that all necessary equipment for an emergency is available. These environmental emergency plans will ensure industry is fully prepared in the event of a chemical emergency and will guarantee a faster response from all parties involved.

Resources

Environment Canada has a website dedicated to information about E2. You can find everything you need to know about the new regulations and the procedures:

- Database that can be searched and sorted to determine which substances are contained at a specific location

...continued on the next page



An Emergency? Be Prepared!

If workplaces have learned anything from recent tragedies involving terrorist attacks or biological hazards, it's that an emergency response plan is far too important to collect dust on a shelf. The unfortunate 9/11 attacks in New York, SARS outbreak and Anthrax scare have many businesses scrambling to learn more about preparing for such emergencies in future, to minimize their potentially devastating effects.

An emergency response plan addresses how to deal with unforeseen situations such as fires, chemical spills, explosions, floods, injury, illness and other crisis situations. It lets employers and employees know what to do in the event of an emergency situation to ensure everyone's safety and minimize property damage. The Canadian Centre for Occupational Health and Safety (CCOHS) has just released a pocket-sized handbook, the Emergency Response Planning Guide, which outlines ways of developing an emergency plan tailored to a specific workplace and how to implement the plan.

A disorganized and unprepared approach to deal with emergencies may result in confusion, loss of lives, injury, financial or business losses, and property damage. An emergency plan takes the guesswork out of preparedness, with detailed procedures on exactly how to do the following:

- Alert employees;
- Report emergencies;
- Evacuate the premises;
- Designate assembly locations;
- Prepare a list of contact people and their telephone numbers;
- Get first aid and medical assistance;
- Clean up, and resume business operations;

- Train employees;
- Test the plan by conducting drills; and
- Communicate with media, community and employees and their families.

Emergencies affect everyone. Senior managers need help in deciding how comprehensive the emergency plan should be, and how it can be continually improved. Individuals who have emergency-related responsibilities in the plan need to know exactly what is expected of them. Occupational health and safety committees should be allowed to make informed recommendations regarding an organization's existing response plans.

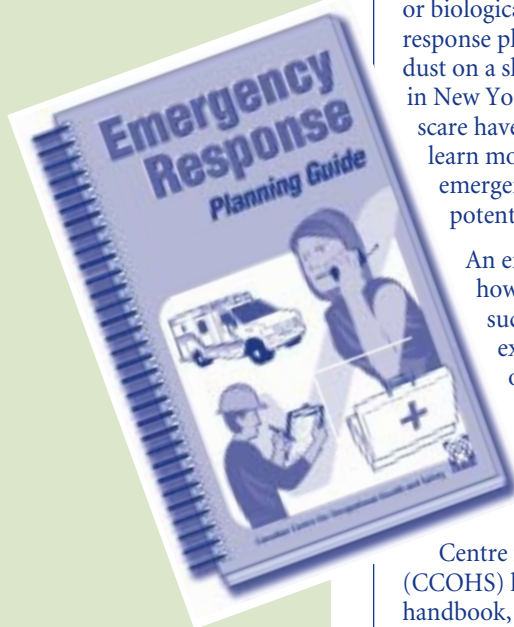
The Emergency Response Planning Guide contains 150-pages of information for developing a comprehensive emergency response plan, filled with sample checklists, charts, and easy-to-understand diagrams. It addresses the concerns of everyone in the workplace, offering guidance on risk assessments, identifying potential emergencies, developing emergency policies and programs, and conducting emergency drills. It also deals with follow-up issues such as business continuity and recovery plans, and how to follow up on incidents and learn from them.

The next time an emergency hits – be prepared.

The Emergency Response Planning Guide is the latest addition to this compact, easy-to-follow CCOHS Pocket Guide series. You can view some sample pages of the Guide on the CCOHS website in the product/publication section.

The guides are available from CCOHS for \$10 plus shipping and handling. Prices for publications shipped outside Canada are in US funds.

To order visit www.ccohs.ca/products/ordering.html or for more information on the guide visit www.ccohs.ca/products/publications/emergency.html



FREE!

WHMIS Classification Database

With the support of Health Canada, WHMIS Division, CCOHS designed this new database that provides users with WHMIS classifications, including symbols, for approximately 750 widely-used industrial chemicals. These classifications are extracted from the full WHMIS classification section of the CHEMINFO database and provided as a free public service on the web. If users want to have the full, detailed explanation of the classification, they are guided to the CHEMINFO database or the appropriate CHEMINFO profile.

The WHMIS Classification database is found at www.ccohs.ca by going through the Web Information Service and is listed at the bottom of the page under Additional Resources.

Environmental Emergency Plans for Toxic Substances

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- Implementation Guidelines
- Instructions on how to file notices

The Environmental Emergency Regulations (SOR/2003-307) are available on CCOHS'

Canadian enviroOSH Legislation service. Information on many of the chemicals listed by Environment Canada is available from the CHEMpendium™ collection of databases also available through CCOHS.

This article contains excerpts from Environmental Emergency Plans for Toxic Substances - from EnviroZine, Environment Canada's on-line news magazine. www.ec.gc.ca/envirozine. Reprinted with permission

Health and Safety Training for Managers and Supervisors

This widely popular course, geared for those who have workplace health and safety responsibilities in addition to their regular duties, is offered in a traditional classroom setting at CCOHS four times a year. The next dates scheduled are:

June 14 - 15

September 13 - 14

December 6 - 7

March 7 - 8, 2005

If you are interested in taking this two-day intensive course, reserve soon as this course always fills to capacity well in advance. The registration fee is \$500 (plus GST for Canadian residents).

To register contact Client Services. To learn more about the course visit www.ccohs.ca/products/courses/hscourse.html.

New e-Learning version

CCOHS has just added an e-Learning version of this course to their training offerings. This means that you can work through the course material at your pace using a computer, an Internet connection and a web browser. Single and multi user licenses are available.

For more information on e-Learning, read the next article, visit our website, or call Client Services.

In the Works ...

Other new e-Learning courses are also in the works including:

Workplace Hazardous Materials Information System (WHMIS) for Workers, and

Workplace Hazardous Materials Information System (WHMIS) for Employers.

Watch future issues of Liaison and our website for more details regarding e-Learning opportunities.

Coming Soon from CCOHS – e-Learning –

For years CCOHS has offered courses and workshops in an ongoing effort to educate people about the many aspects of health and safety in the workplace. The training was offered in various environments that included traditional classroom courses held at CCOHS, and courses customized for organizations, and then conducted at their location.



Work at your own pace “bubbles”

Today CCOHS is adding e-Learning to their suite of educational offerings. With e-Learning, CCOHS' course material and supporting resources are offered online through the Internet. With e-Learning, the courses come to you – saving you the time, money and sparing you the inconvenience that goes along with traveling. And you have interaction with the Instructor – almost as if you were in the classroom!

CCOHS partnered with Vubiz – an international leader in e-Learning development – to create the e-Learning versions of these courses.

Benefits of e-Learning

- Offer employees flexibility with self-paced learning, at their own convenience.
- Train staff quickly and easily. Helps bring new employees up to speed - immediately!
- Report on training activity - who is taking a particular course and how well they're doing (a feature that is available with a multi user license)
- Allow training dollars to be spent on actual training - not on airfare and hotels.
- Ensure that everyone receives consistent information and training.

CCOHS is developing new e-Learning offerings to add to our portfolio that will include Health and Safety Training for Managers and Supervisors, Workplace Hazardous Materials Information System (WHMIS) for Workers and Workplace

Hazardous Materials Information System (WHMIS) for Employers.

If you like to learn at your own pace and in your own environment our on-line e-Learning course is for you. Using a computer, you work through the modules using the many features offered:

- Printable notepad
- Book marking
- Rollover “help

- Easy navigation with the Menu feature - lets you move in any direction or anywhere you want to go
- Links to supplementary resources
- Virtual tour of module navigation and learning features
- Interaction with the Instructor as an additional resource

Costs

These web-based courses are offered with single and multi user licenses that are valid for specific time periods.

A single user license allows you to select courses that you wish to access personally for online study for a period of time. This service is suited for a broad range of individual users, be they students, small businesses or professionals. You learn at your own speed, any time, anywhere you have Internet access.

The multi user license allows the purchase of the course for two or more users. The cost for this license is based on an annual fee plus a per seat/user charge. The number of students and titles can be specified and when the service is launched and the users have their passwords, their learning experience can be followed using a few simple online reports.

All you need is a computer, access to the Internet and an Internet browser – and you are ready to go!

For more information, or to register for this exciting learning opportunity call CCOHS Client Services at 1-800-668-4284 or e-mail clientservices@ccohs.ca.

Simplified MSDS Management for Today's Workplace

CCOHS is pleased to announce the release of a new service to complement our already popular MSDS database. Our new MSDS Management Service is designed to help with today's right-to-know (WHMIS) requirements, manage occupational health and safety responsibilities, and improve the health and safety of workers.

With its unique feature that enables records to be identified and marked, our new MSDS Management Service allows subscribers to create organizational, departmental and even individual staff subsets from the CCOHS MSDS database. You can then search for MSDSs from a smaller, customized collection of MSDSs.

MSDS Administrators can:

- Search for, select and mark records within CCOHS' MSDS database
- Find MSDSs using a company listing, a search box, or an existing collection of MSDSs
- View the actual MSDS record as part of the selection process
- Add selected MSDS to your organizations collection(s)
- Assign each MSDSs to a specific location within your collection
- Edit your organization's list, of MSDSs based on your organizations structure

Upload your own MSDSs into the Service using a simple 3-step process, or link to an MSDS on another website

Keep current on changes to the content of the MSDS database

MSDS Users can:

Locate, view, print or save MSDSs for chemicals specific to their needs

Access automatically the latest MSDSs as provided by suppliers through their own customized collection

Make informed decisions about the safe handling of chemicals and chemical products

Prepare for an emergency situation should one arise by making MSDSs readily available

To arrange for a time-limited FREE trial contact Client Services at 1-800-668-4284 or clientservices@ccohs.ca.



Bill C-45 Now in Effect

Bill C-45, an Act to amend the Criminal Code that imposes criminal liability on corporations and organizations that fail to take reasonable measures to protect employee and public safety, was introduced on June 12, 2003. The Bill received Royal Assent November 7, 2003 and on March 31, 2004 the Act came into effect.

The Canadian Department of Justice prepared a guide to address the most common questions about the legislation and makes it available on the web.

A Plain Language Guide to Bill C-45 – Amendments to the Criminal Code Affecting the Criminal Liability of Organizations is available in PDF at:

http://canada.justice.gc.ca/en/dept/pub/c45/CCL_english.pdf.



The CHEMINFO Story... will return next issue.

New Appointment to the CCOHS Council of Governors

On March 29, 2004 The Honourable Claudette Bradshaw, Minister of Labour announced the appointment of Ms. Jean Dalton to the Council of Governors of the Canadian Centre for Occupational Health and Safety (CCOHS). She will serve on the board as a governor representing employers.

Jean Dalton has been active in the field of health and safety for more than 20 years. As Health and Safety Manager of Dofasco Incorporated in Hamilton, Ontario, she has developed and implemented plans for the continuous improvement of health and safety measures for the company. Ms. Dalton holds an Honours Bachelor of Science in Human Kinetics and a Master of Science in Industrial Engineering.

"Ms. Jean Dalton has extensive experience in the field of occupational health and safety," said Minister Bradshaw. "Her combined experience and practical knowledge in this field should prove to be an asset to the CCOHS."

Building a Safe Beginning!

NAOSH Week May 2–8, 2004

The North American Occupational Safety and Health (NAOSH) week is a continent wide event spanning Canada, USA and Mexico. NAOSH Week strives to focus the attention of employers, employees, the general public and all partners in occupational health and safety on the importance of preventing injury and illness in the workplace and at home.

The Canadian Society of Safety Engineering (CSSE), the Canadian Centre for Occupational Health & Safety (CCOHS) and Human Resources Skills Development Canada's (HRSDC) Labour Program are responsible for NAOSH Week and work together to promote and encourage the goals of this continent wide event.

This year's theme "Build a Safe Beginning" reinforces the importance of and need for ongoing training, and increases awareness of the health and safety issues of those most at risk - young and new workers.

The national launch of NAOSH Week will be held in Regina, Saskatchewan Monday, May 3, 2004. Activities and events will run May 2 - 8, 2004 in communities, businesses, schools, colleges and universities throughout North America to demonstrate and distribute important safety information, and highlight occupational safety "best practices" to help in the prevention of accidents.

On The Local Front

CCOHS will be hosting the local launch ceremonies of NAOSH Week from its headquarters in Hamilton Ontario in

partnership with the Hamilton District of the CSSE, Hamilton Safe Communities Coalition, and the Youth Employment Network. The launch ceremonies will be held on Tuesday May 4th, 2004 to coincide with the 4th annual Hamilton Safety Week and Tuesday, which is designated as the workplace safety day for the week. The official opening is from 12:15 - 2 pm. As in previous years, CCOHS is running a full agenda of free OSH workshops.

This event is an excellent opportunity to reinforce and strengthen your commitment to safety and health in the workplace by helping raise safety awareness. You have a part to play. Why not get involved and promote NAOSH Week at your own work!

Five things you can do to participate

1. Host an Open House focused on health and safety. Involve suppliers. Invite local dignitaries, clients and colleagues. Set up safety demonstrations, focused on safe work habits.
2. Conduct training sessions for employees.
3. Launch a recognition program for safety suggestions that are put into use or enhance ongoing health and safety practices.
4. Promote NAOSH Week through articles in your company newsletter.
5. Display NAOSH Week posters in offices, on bulletin boards, at workstations.

For more ideas, check out the NAOSH Week website: www.naosh.org

Occupational Disease to Take Centre Stage at CCOHS Forum in 2005

CCOHS will be hosting the first Pan Canadian, tripartite discussion on occupational disease and you won't want to miss it!

This forum, to be held in Toronto, March 3–4, 2005, could play an important role in helping improve the recognition of occupational disease, preventing progressive illness and disability in workers, and contributing to the protection of other workers similarly exposed.

More than 250 participants are expected with representatives from the health and safety sector, business and medical communities, and trade unions.

Mark your calendars now and watch www.ccohs.ca for details and more information as it becomes available.

New Chair Appointed to CCOHS Council of Governors



In March 2004, The Honourable Claudette Bradshaw, Minister of Labour, appointed Mr. John McKennirey as chair of the Council of Governors of the Canadian Centre for Occupational Health and Safety (CCOHS).

Mr. McKennirey, the new chair, has served as Assistant Deputy Minister of Labour and Head of the Federal Mediation and Conciliation Service with the Labour Program of Human Resources and Skills Development Canada (HRSDC) since December 2003. Prior to that, he served three years as Director General of Strategic Policy and International Labour Affairs in the Labour Program of HRDSC. From 1999 to 2000 he was Executive Director General of the Hemisphere Summit Bureau, Department of Foreign Affairs and International Trade. He served for four years as the first Executive Director of the Secretariat of the NAFTA Commission for Labor Cooperation.

"Mr. McKennirey's varied experience in the federal Public Service and his unique perspective on labour issues will enable him to play a vital and dynamic role at the Centre," said Minister Bradshaw.

Need To Know More? Contact Our FREE Inquiries Service

When Canadians need to know more about workplace health or safety, they can submit their questions to CCOHS' free, confidential Inquiries Service and have it answered by the experts! When the world looks for comprehensive occupational safety and health (OSH) information, they turn to OSH Answers, CCOHS' web service that provides answers for the most frequently asked workplace issues.

Each year CCOHS staff field more than 15,000 inquiries received by mail, email, fax or telephone and provide answers to each and every one!

The topics of the questions received are as varied as the people who ask them – on everything from ergonomics to workplace violence. An example is a recent query from a Wildlife park ranger who was worried about his staff and him becoming the victims of violence either from poachers, unruly campers and wildlife when they're working alone in such remote areas. Another is the cleaning staff member who thought that all chemical products used in a commercial environment need a WHMIS label and MSDS. His boss said otherwise – and he needed the facts.

The Inquiries team gathers information from publications, computerized information sources and an extensive library containing specialized journals, books and microfiche collections. Answers are prepared and reviewed by subject

specialists, at the level of detail required to ensure people receive thorough responses. Response times for answering the inquiries depend on the complexity of the questions, however each one is specifically addressed and generally answered within a week. The good news is that this service is confidential and free to all Canadians.

OSH Answers on the other hand, meets the 'instant response' needs of the World Wide Web. More than 3,000 questions and answers, covering 600 topics, are available on the CCOHS website. In the last year, more than one million unique visitors accessed the question-and-answer format in English and French, about 3.5 million times. A wide range of people use OSH Answers, and the corresponding French version, Réponses SST on the CCHST website, including workers, families of workers, employers, health and safety professionals, and government officials. The information can help people to identify hazards, prevent injuries or to control conditions that may affect the health of workers.

If you have a question for the Inquiries Service call 1-800-263-8466 (toll-free in Canada only) or use the online Inquiries Form on the CCOHS homepage to get the answers you need to your workplace health and safety questions. ■



Monthly Updates Right to Your In-Box

Attention Legislation Subscribers – Electronic versions of our Legislation Monthly Report are now sent automatically, free of charge to subscribers to CCOHS **Canadian enviroOSH Legislation plus Standards**. This e-mail service is designed to help you track changes to environmental, and health and safety legislation that either has been or will be added to the **Legislation plus Standards** service. Thus allowing you more time to focus on ensuring your company's compliance with the latest rules and regulations!

We can only send you the report if we have your e-mail address, so if you are a subscriber and *have not* received the Report, contact clientservices@ccohs.ca with your email address. The most current report is also posted on the web at www.ccohs.ca/legislation/update/.

Visit Us at these Upcoming Conferences

American Industrial Hygiene (AIHce)
Conference and Expo
May 8–13
Atlanta, GA

2004 NLIHSA Annual Safety
Conference
May 12–14
Gander, Newfoundland

12th Annual Canadian
Environmental Conference
CANECT 2004
May 12–13
Toronto, ON

11th Conference on Occupational
Hazards to Health Care Workers
May 18–20
Vancouver, BC

Transportation Health and Safety
Association of Ontario (THSAO)
62nd Annual General Meeting
May 26–27
Toronto, ON

Federation of Canadian
Municipalities (FCMs) 67th Annual
Conference and Municipal Expo
May 28–31
Edmonton, AB

Canadian Labour Congress Health,
Safety and Environment Conference
June 11–13
Ottawa, ON

LIAISON

is a publication of the
Canadian Centre for
Occupational Health
and Safety (CCOHS)

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