

Report of the Council



April 1, 2001 to March 31, 2002



COUNCIL REPORT

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*CCOHS,
Canada's
National
Occupational
Health & Safety
Resource*



Canadian Centre for Occupational Health and Safety
Hamilton ON Canada



The role of the Canadian Centre for Occupational Health and Safety (CCOHS) is to offer comprehensive, objective information on workplace hazards and on methods of preventing illnesses, injuries and deaths at work. Today, CCOHS is recognized as a model of innovation and communication among similar organizations around the globe.

The world-class status of CCOHS is due to the continued support of its key stakeholders in labour, business, and federal, provincial and territorial governments, and the support from users. CCOHS' capabilities are also demonstrated through the many collaborative arrangements created each year and the financial support that accompanies these workplace health and safety activities. In addition, more than 600,000 individual visitors from around the world accessed question-and-answer documents over 2.2 million times via the Centre's OSH Answers website service, and over 13,000 inquiries were handled by CCOHS staff through the Centre's "one-on-one" confidential Inquiries Service, responding to specific concerns of Canadians.

A new initiative between CCOHS and the International Labour Organization is a recent example that illustrates why the Centre is held in high regard. CCOHS assisted the ILO in designing and building an Internet-based portal for national OSH centres. This site will enable national OSH centres to distribute their nations' collections of OSH information and provide a closed discussion forum for groups to exchange information and share resources. Through CCOHS' support and encouragement, the ILO will assist Canadians to easily and freely acquire more global OSH information and apply the relevant information to help create improved solutions for OSH problems. CCOHS is also positioning its technology, products and services for other potential partnerships, information exchanges and revenue generation.

CCOHS is directed by a Governing Council comprising representatives of employers, unions and governments across Canada. The tripartite council structure ensures an unbiased approach to health and safety matters and CCOHS activities, and its dedication to consensus-building enables efficient decision-making in Canadian workplaces. Proof of the structure's success can be measured by the high degree of credibility and acceptance of CCOHS services and materials among its many stakeholders, as shown by recent independent research outlined in this report.

While the numbers are still too high, the fact is that OSH incidents per worker population have been falling compared to their previous levels. This indicates that employers and employees are getting the OSH message – with a key provider being CCOHS.

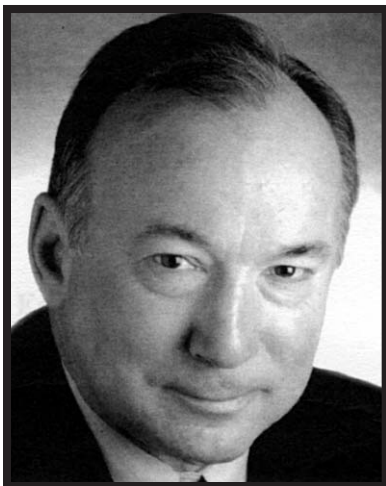
Of course, new substances and equipment – as well as changing social phenomena – are continuously introduced into an evolving, complex world. Because many of these changes pose new risks to workers, CCOHS must expand its products and services to address safety concerns, reflecting the Centre's goal: *To prevent workplace injuries, illnesses and deaths throughout Canada.*

The Canadian Centre for Occupational Health and Safety was founded by an Act of Parliament—the Canadian Centre for Occupational Health and Safety Act—in 1978, with a mandate to promote health and safety in the workplace and to enhance the physical and mental health of working people.



The contribution of CCOHS is something that all of us connected with the organization have known and believed in throughout its life. The extent of its impact, however, has been confirmed in the findings of the most in-depth evaluation of our programs ever undertaken. This study, completed in the past year by KPMG Consulting/ARC, also gave an excellent portrait of CCOHS operations, as well as recommendations for improvement in key areas of marketing and financial structure. Highlights of the assessment included:

- While linking workplace safety improvements to any particular occupational health and safety (OH&S) initiative is not possible, CCOHS is acknowledged as playing a major role by the people interviewed for the study. Canada has seen its workforce double from 7 million to over 14 million from 1970 to 1998. The number of annual time-loss injuries has increased but by a far lesser percentage – from 301,650 to 375,360; this resulted in injuries per million workers falling from 42,909 in 1970 to 26,201 in 1998. Meanwhile, annual fatalities fell from 918 to 798, and fatalities per million workers fell from 131 to 56. While these figures are still too high, they are trending in the right direction, with CCOHS being credited for its contributions in reducing deaths, suffering, and costs.



Warren Edmondson
Chairman, Council of Governors

- The majority of interviewees expressed the belief that CCOHS has contributed to improved workplace safety, and that its unbiased information is one of its greatest assets.
- Most interviewees believed that CCOHS has helped facilitate partnerships among workers, unions, employers and governments regarding OH&S.
- Respondents indicated that their organizations' use of CCOHS products and services has increased in the past few years for many reasons:
 - Ready availability of CCOHS information on the internet is helpful.
 - Methods used by CCOHS of delivering information make it easy to obtain relevant material quickly, especially now that individuals are more aware of the need for information than in the past.
 - Use of CCOHS contractual services has led to an increase in the organizations' use of the products and services.



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- Most interviewees felt that basic, credible information should continue to be free through an Inquiries Service, which was seen to be especially important for individual workers.
 - Overall, interviewees believed that purchased CCOHS products/services are competitively priced and meet their needs, many of which cannot be met by other information sources. CCOHS is considered the primary source of OH&S information.
 - Public appropriations account for approximately 40% of CCOHS total funding, while revenues from cost recovery products account for about 60%.
 - Approximately one-third of CCOHS account customers are international organizations outside Canada.
 - Administrative costs are very lean, accounting for only 4% of expenditures.

It is interesting to note the ever-evolving nature of the questions we receive. For example, there is an increasing number of questions regarding harassment, bullying and violence in the workplace.

To reflect such changes, our OSH Answers service has increased its content to now provide 3,000 questions and answers, which reflect the most commonly-requested areas for information and help; no other OH&S information service offers this comprehensiveness. In addition, the number of people and queries increased greatly this past year compared to the previous period, making it one of the most sought-out OH&S sites.

This performance, along with the KPMG landmark study and other feedback we have received, points to the fact that CCOHS is doing many things right. One of our goals for the coming year is to do more of these things in order to eliminate workplace illnesses and injuries.

For their important contributions to CCOHS this past year, I wish to thank the following: James LeBlanc, Nova Scotia Department of Labour; Michèle Parent, Bell Canada; and Jeff Parr Saskatchewan Depart of Labour who left the Council this year. I take great pleasure in welcoming to our team as Governors: Mona Sykes, BC Government and Service Employees' Union; Douglas Stanley, Workplace Health, Safety and Compensation Commission, New Brunswick; Robert Cunningham, Canadian Petroleum Safety Council; and Pat Pietracupa, Bell Canada. ☺

As the Canadian Centre for Occupational Health and Safety (CCOHS) enters a new year – which marks our 25th anniversary – I look back on the fiscal period just ended with particular pride. Not only did we initiate new activities and learn from research that we are connecting with employees and management at all levels, but we are doing so in the context of many workplace issues that are more complex and challenging than ever before. Therefore the role of CCOHS is more relevant than ever.

As the Baby Boomer population nears retirement, its aging will greatly influence the types of health and safety considerations and increase potential for injuries and illnesses. Workplaces need information on how to plan for and manage the reality of employees whose eyesight, reaction times and physical strength may not always be at the levels of their younger years.

At the other end of the spectrum, young employees just entering the workforce are much less willing to tolerate unsafe conditions and are more likely to leave for better work environments elsewhere, rather than verbalize their displeasure. Yet employers, facing loss of valuable employees due to retirements, need these young workers as never before. To minimize such departures and their negative effect on morale, replacement and re-training costs, employers are looking for guidance to keep their workplaces safe and competitive in attracting new employees.

The talents and attitudes of new Canadians are always welcome, and they are arriving on our shores in larger numbers, but this also requires new approaches regarding workplace safety. Many of them come from countries where the safety culture is very different, and there is the added challenge of English being a second language. Here again, increasingly, employers and employees are seeking occupational health and safety (OH&S) information that takes these realities into account.

Meanwhile, there is a newly-emerging workplace culture today of more outsourcing, part-time, and contract employees. This presents challenges in ensuring that safety is practised just as rigorously as if the workers were full-time. These potential problems are exacerbated by the reality of a faster workplace due to using new technologies. Ongoing changes in the workplace seem to be resulting in heavier workloads and longer work weeks.



S. Len Hong

President and Chief Executive Officer



The rise in workplace injuries and illnesses due to increased on-the-job stress is another emerging phenomenon. Employers are only now beginning to realize its cost – perhaps as high as \$20 billion annually in Canada – and to seek information that will help them design workplace measures to reduce psychological stresses.

The recent rise of newly-created small businesses – most of them in the service sector – is unique in our post-war society, and brings new workplace safety issues. Today, about half of all Canadian workers are employed in workplaces that employ fewer than 250 people. And, within these small businesses, about 80% of new jobs created in the past year were in the service sector. Yet, it is in these two categories – new small businesses and the service sector – where health and safety awareness and practices need the most improvement. More OH&S information must be provided to them so that proper steps are taken to ensure safe workplaces and work conditions.

The experience of CCOHS in the past year is that an ever-expanding number of workplaces recognize the need for practical and useful OH&S information and of CCOHS as a provider of choice. Employers are realizing that good safety management can help lower or prevent the huge expense of downtime – and it is a worthwhile competitive, cost-reducing investment, not an unproductive overhead. Employees are more aware that a safe workplace is their fundamental and legal right.

CCOHS is well-positioned to assist the working world in addressing these and other occupational health and safety issues in the 21st century. ☒

The act to create the Canadian
Centre for Occupational
Health and Safety (CCOHS)
was based on the notion
that all Canadians have
“... a fundamental right to a
healthy and safe working
environment.”



The world may always be, by one measure or another, a dangerous place. But beginning in 1978, thanks to the effective implementation of an act of parliament, Canada’s workplaces have been made safer.

The act to create the Canadian Centre for Occupational Health and Safety (CCOHS) was based on the notion that all Canadians have “...a fundamental right to a healthy and safe working environment.” A national centre would be an essential requirement to enable people to exercise this right everywhere in the country, a concept launched and supported by stakeholders across Canada. The resulting Act had unanimous support from every federal party.

The primary goal of CCOHS was to provide Canadians with access to information on workplace hazards and conditions – a goal firmly entrenched in the CCOHS mandate.

From the Centre’s first official day of operation in January 1980 as Canada’s National Occupational Health and Safety Centre, CCOHS has been providing information on workplace health and safety conditions to assist all Canadians in reducing injuries and illnesses.

CCOHS is governed by a tripartite council representing governments (federal, provincial and territorial), employers, and labour, which assists in delivering a trustworthy and complete occupational health and safety service, and ensures that the information CCOHS disseminates is unbiased.

CHAIR

Warren Edmondson, *Government of Canada*

LABOUR

Anthony Pizzino, *Canadian Union of Public Employees / CLC*
 Cathy Walker, *Canadian Auto Workers / CLC*
 Hassan Yussuff, *Canadian Labour Congress*
 Mona Sykes, *BC Government & Services Employees' Union / CLC*

EMPLOYER

Ian Campbell, *Alliance of Manufacturers and Exporters, Canada*
 Michèle Parent, *Federally Regulated Employers – Transportation and Communication**
 Otto Peter, *Canadian Vehicle Manufacturers' Association*
 Pat Pietracupa, *Federally Regulated Employers – Transportation and Communication*
 Robert Cunningham, *Canadian Petroleum Safety Council*

PROVINCIAL & TERRITORIAL

Douglas Stanley, *New Brunswick*
 David Clark, *Northwest Territories and Nunavut*
 Roberta Ellis, *British Columbia*
 Tom Farrell, *Manitoba*
 Ann Marie Hann, *Newfoundland and Labrador*
 James LeBlanc, *Nova Scotia**
 James Lee, *Prince Edward Island*
 Roy Mould, *Ontario*
 Jeff Parr, *Saskatchewan**

EXECUTIVE BOARD

S Len Hong (Chair)
 Ian Campbell
 Tom Farrell
 Otto Peter
 Anthony Pizzino
 Hassan Yussuff

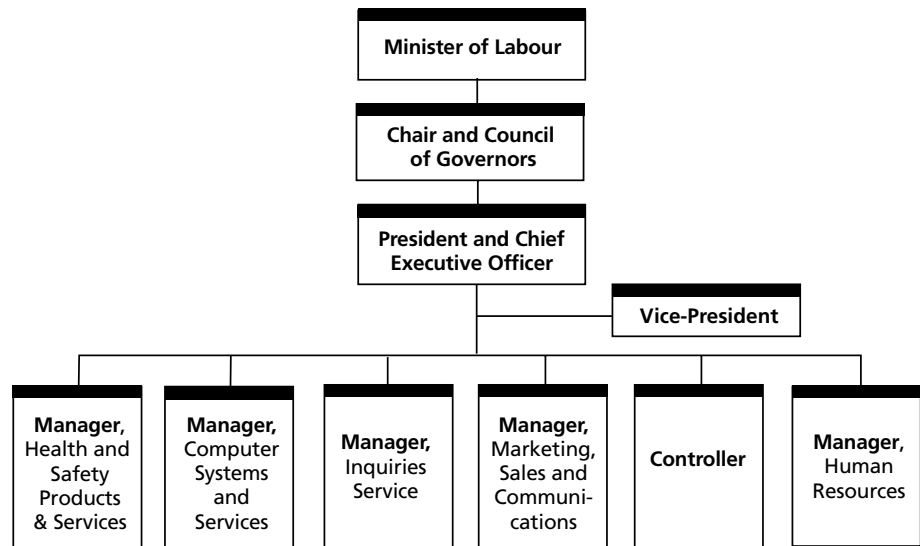
AUDIT COMMITTEE

Warren Edmondson (Chair)
 Ian Campbell
 Roberta Ellis
 Tom Farrell (Alt)
 Cathy Walker
 Anthony Pizzino (Alt)

* Resigned/Term Expired



structure



symbolism



*Across Canada and around the world,
the CCOHS logo is recognized as a source of key information
for workplace health and safety.*

The following is an explanation of its symbolism.

*The "X" forming the body of the human figure
is a commonly recognized symbol for health and safety.
The solid circle representing the figure's head, is positioned in the middle of the
design, representing the emphasis placed by CCOHS on the individual.*

*Above the figure hover two curved sections,
creating umbrella-like protection for both mind and body...
and signifying the two C's, which appear in both the
English and French versions of the Centre's title.*

CCOHS: The Way Ahead

*At a meeting of Ministers of Labour (February 10 and 11, 1997)
the following guiding principles were approved:*

The Council of Governors of the Canadian Centre for Occupational Health and Safety (CCOHS), represent the federal, provincial and territorial governments, labour and employers. The Council intends these principles to guide the Centre for the short to mid term and to allow for continued growth in cost-recovery.

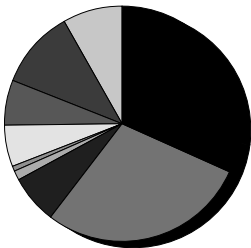
- 1** The Council reconfirms its support and commitment to CCOHS and the valuable role the Centre provides to Canada's workers and employers. Further, the Council recognizes the importance of its tripartite nature in governing the Centre.
The Centre is to continue to serve as a source of excellence for unbiased technical information and expertise to support labour, employers, and governments in maintaining safe and healthy workplaces.
The Centre is to continue to provide critical analysis and interpretation of occupational safety and health information.
Further, the three caucuses recognize the critical importance of maintaining a free inquiry service to support the right of working Canadians to a healthy and safe working environment.
- 2** The Council and the Centre shall communicate to respective Ministers regarding the excellence and role of the Centre in order to obtain broad public policy support and guidance.
- 3** The Council recognizes the high standard and non-partisan nature of the Centre's undertakings. It recommends the Centre continue in its consulting and research efforts, while meeting the test of fairness in a competitive world. Joint funding of projects that target key areas of information needs should be a special focus of these efforts.
The Council urges all governments and other organizations to consider the Centre as a potential source of consulting and research services.
- 4** The Council urges governmental and non-governmental organizations, including labour and employers, to work in partnership with the Centre to provide public access to the Centre's CD-ROM, Internet and other services.
- 5** The Council recommends the Centre consider the future possibility of gathering and disseminating occupational health and safety statistical information.
- 6** The Council recognizes that the Centre has become a national repository for MSDSs, and efforts to encourage companies to continue to supply data sheets to the Centre will continue, where practicable and feasible.
- 7** The Council recommends that health and safety materials be available in the form most useful to the user, including hard-copy.
- 8** The Council encourages the development of partnerships, tailored to specific jurisdictions, that enhance the visibility and distribution of CCOHS information. This could also include cooperation between various government inquiry services.
- 9** The Council recommends that jurisdictions and others systematically provide all technical, research, guidelines, codes of practice, and best practices to the Centre.

The Canadian Centre for Occupational Health and Safety Act allows the Centre to undertake a broad range of activities to promote the fundamental right of Canadians to a healthy and safe working environment.



The Inquiries Service of CCOHS is the national information centre which provides free and confidential access to occupational health and safety (OH&S) information, in English or in French, to the Canadian working population.

Percentage of Inquiries by Activity Sector




- Service Sector – 31.7%** (Business, Retail, Wholesale, Financial Institutions, transportation)
- Goods producing industries – 28.7%** (Manufacturing, Construction, Agriculture)
- Government – 6.7%** (Federal, Provincial, Territorial, Municipal)
- Membership Organizations – 1.3%** (Labour Organizations, Health & Safety Associations, Advocacy Groups, Political Associations, Religious Associations)
- Health & Social Institutions – 5.7%** (Hospitals, Health Care Organizations, Social Service Agencies, Physicians, etc.)
- Educational Institutions – 6.2%** (Schools, Museums, etc.)
- Other Services – 10.8%**
- Other (miscellaneous) – 8.2%**
- Media – 0.7%**

CCOHS' free and confidential public services continue to be a prime source of essential information on work-related health and safety issues for Canadians. Occupational health and safety information is available in English and French. During this fiscal year, Inquiries Service staff dealt with 13,336 inquiries, covering subjects and concerns such as chemicals and hazardous materials, ergonomics, manual material handling, indoor air quality; and an increasing number of concerns regarding harassment, bullying and violence in the workplace.


The service responds to telephone and e-mail inquiries, providing information that is unbiased and considered relevant to workers, employers, unions and governments alike. The team of CCOHS specialists possesses expertise in occupational health and safety and information retrieval. The team gathers information from publications and computerized information sources in addition to an extensive library containing specialized journals, books and microfiche collections. Inquirers receive their answers via a combination of direct, immediate verbal responses; referral to information available on the CCOHS website; and distribution by mail of supporting documents and reference materials in printed format.

The Inquiries Service is continually monitored to ensure both the quality and efficiency of the responses. Once again this year, users of the service were asked to rate it for responsiveness, timeliness, clarity and usefulness of information received. As in previous years, users awarded it 4.5 out of 5.

OSH ANSWERS ON THE WEB

OSH Answers, the global information service, accessible 24 hours a day on the CCOHS website, provides information in an easy-to-read, question-and-answer format. Covering over 500 different topics, this format includes 3,000 questions and answers representing common questions submitted to the Inquiries Service. In fiscal 2001-2002, more than 600,000 individual visitors accessed question-and-answer documents in English and French over 2.2 million times through *OSH Answers* and the corresponding French version, Réponses SST, on the CCOHS website. Visitors to the French-language Réponses SST tripled to 158,000 in fiscal year 2001-2002 compared with the previous year. 





CCOHS continues to expand and broaden its line of electronic products, responding to the workplace safety needs of working Canadians. Product development highlights include:

DSL/NDSL (LI/EDS)

Entirely produced and maintained by CCOHS, the DSL/NDSL (Domestic Substance List/ Non-Domestic Substance List) database provides global users with Environment Canada's Canadian regulatory inventory of 69,000 worldwide commercial chemical substances. Created in accordance with the Canadian Environmental Protection Act (CEPA), the DSL/NDSL is particularly useful for chemical manufacturers, suppliers and importers who will need to identify whether a chemical substance is considered "existing" or "new" to Canada, as recognized in the CEPA guidelines. The DSL contains substances currently sold in Canada. The NDSL, based on the U.S. Environmental Protection Agency's 1985 inventory compiled for the Toxic Substances Control Act (TSCA), includes chemicals other than those on the DSL, available in world commerce and not in Canada. Substances not on the DSL may require notification and assessment before they can be manufactured or imported into Canada. Substances not on the NDSL have different notification requirements.

Effective this fiscal year, DSL/NDSL is now available on CCINFOweb through the CHEMpendium collection of databases.

CHEMINFO

Produced by CCOHS occupational health and safety specialists, CHEMINFO is acknowledged internationally as one of the most comprehensive and up-to-date chemical information resources available. CHEMINFO provides detailed profiles of more than 1,300 important workplace chemicals, including health, fire and reactivity hazards, plus safe work practices.

During the fiscal year, work has begun to include in the database information that will be needed for the Globally Harmonized System (GHS) including information on the following five endpoints: Flammable Gas; Flammable Liquid; Acute Toxicity Oral; Acute Toxicity Dermal; and Acute Toxicity Inhalation. This information is not being made public at this time but is part of the planned transition to this forthcoming international classification system. In addition, CHEMINFO records were updated to incorporate changes published in International Agency for Research on Cancer (IARC) Monographs up to and including Vol. 80, European Union (EU) classification, Threshold Limit Values (TLVs), Workplace Environmental Exposure Level Guides (WEELs), Emergency Response Planning Guidelines (ERPGs). Eight new records were added to the database and 28 records were completely upgraded.

The migration of CHEMINFO to FileMaker Pro software from MINISIS, will allow for more efficient record creation/processing and future product development.



CONFERENCES & EXHIBITIONS

CCOHS participated in the following conferences and exhibitions during fiscal 2001 – 2002

ONTARIO LIBRARY ASSOCIATION
Toronto, ON

THE ENERGY & ENVIRONMENTAL CONFERENCE
Toronto, ON

THE SAFE COMMUNITIES FOUNDATION
Hamilton, ON

HEALTH & SAFETY 2001
Toronto, ON

ENVIRONMENTAL MANAGEMENT, COMPLIANCE & ENGINEERING CONFERENCE AND 2001 ONTARIO ENVIRONMENTAL TRADE SHOW
Etobicoke, ON

AMERICAN INDUSTRIAL HYGIENE CONFERENCE AND EXPOSITION (AIHCE)
New Orleans,

CONSUMER HEALTH CONFERENCE
Toronto, ON

E-HEALTH CONFERENCE (CHN)
Toronto, ON

PULP AND PAPER HEALTH & SAFETY ASSOCIATION
Thunder Bay, ON

ST. JOSEPH'S HOSPITAL WELLNESS DAY
Hamilton, ON

HRDC/CCRA WELLNESS FAIR
Hamilton, ON

NAOSH WEEK NATIONAL LAUNCH / HAMILTON SAFETY WEEK

The following events were included:

Ribbon cutting ceremony,
Presentations by national and provincial dignitaries,
Greetings from the City of Hamilton,
Reception.

Free information sessions were given on the following topics:

*Ergonomics,
Strategies for Effective Health and Safety Committees,
Urban Legends and Myths,
Pre-start Health and Safety Reviews, and
Certification Training – Part Two.*

CANADIAN ASSOCIATION FOR RESEARCH ON WORK AND HEALTH – FIRST NATIONAL SYMPOSIUM
Toronto, ON

TOXLINE® on CCINFODisc

Supplied by the U.S. National Library of Medicine (NLM), the TOXLINE® database includes over one million references to worldwide literature on chemicals and toxicology from a variety of authoritative sources and special collections. Covering references from 1981 to present, this database is useful for conducting research or finding information and statistics about a wide range of toxicological topics, including environmental pollution, chemical testing, agents causing birth defects, food and water contamination, carcinogenic effects, and occupational hazards. With over 15,000 references added quarterly, TOXLINE® is one of the most comprehensive and up-to-date information sources available.

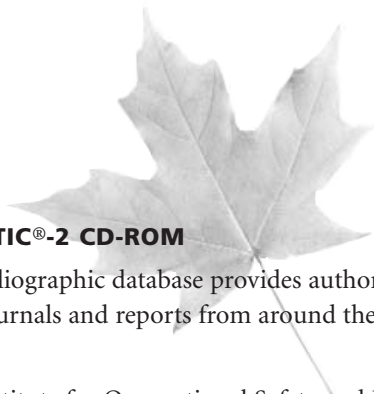
Although TOXLINE® no longer exists as a single database through NLM, CCOHS continues to offer it as an integrated database to subscribers. CCOHS is one of the few sources in the world to continue to offer the collection to support toxicological research and evaluation.

CANADIAN enviroOSH LEGISLATION

The Canadian enviroOSH Legislation database series includes complete text of all Canadian health, safety and environmental legislation, as well as critical guidelines and codes of practice. The Legislation PLUS Standards series, released on the CCOHS Internet service in 2001, also includes the full text of referenced standards from the Canadian Standards Association (CSA), the Canadian General Standards Board (CGSB) and the B.C. Workers Compensation Board referenced in that legislation. The Canadian enviroOSH Legislation database series is an invaluable tool, giving Canadians immediate access to their rights and responsibilities in health, safety and the environment.

During this fiscal year, the Legislation home page on the CCOHS website was redesigned, including a new search engine to make searching and retrieving information much easier. The Legislation series on the Internet was substantially enriched to include additional forestry-related acts and regulations, broadening the coverage of the series; new Quebec regulation respecting occupational health and safety; extensive changes to the New Brunswick General Regulations – Occupational Health and Safety Act, and the new Technical Standards and Safety Act and Regulations in Ontario. The 2001-4 CD-ROM, released in December, also contained the new clear language Transportation of Dangerous Goods regulations, which take effect August 2002.





OSHLINE™ WITH NIOSHTIC® / NIOSHTIC®-2 CD-ROM

Compiled by CCOHS, the OSHLINE™ bibliographic database provides authoritative and comprehensive coverage of OSH-related journals and reports from around the world, ensuring the most up-to-date sources are included.

NIOSHTIC®, produced by the National Institute for Occupational Safety and Health of the U.S. Department of Health and Human Services, is a bibliographic database containing comprehensive international coverage of documents on occupational health and safety, as well as related fields. It contains detailed summaries of more than 200,000 articles, reports and publications, spanning over 100 years.

OSHLINE™ complements the coverage of NIOSHTIC®, which was discontinued in mid-1998. Users can search seamlessly on both NIOSHTIC® and OSHLINE™ to quickly and conveniently access one of the most comprehensive resources in the field. The OSHLINE™ database continues to grow with the addition of approximately 950 records per quarter and now contains close to 10,000 records.

The NIOSHTIC®-2 database has been added to the OSHLINE™ with NIOSHTIC® CD-ROM as well as to the web service. NIOSHTIC®-2 is a bibliographic collection with more than 17,000 records featuring NIOSH-published or sponsored publications. Users can search NIOSHTIC®-2 along with OSHLINE™ and NIOSHTIC® as one collection. It is updated quarterly.

MSDS/FTSS

CCOHS' MSDS database is trusted worldwide by thousands of organizations as their workplace resource for chemical hazards information. The MSDS (English) and FTSS (French) databases help users to easily manage hazardous products and comply with Hazard Communication, WHMIS and other right-to-know requirements.

The processing of MSDS in PDF format has allowed CCOHS to include collections from new suppliers who could not previously be accommodated, as well as more collections from small suppliers who often stored their MSDS as word-processed documents. During this fiscal year, the database was further enhanced to include links from the database records directly to MSDS documents residing on supplier web sites. The database now includes the frequently requested Fisher Scientific collection of approximately 40,000 MSDSs. The MSDS and FTSS databases continue to grow. The MSDS database now contains 199,837 MSDS. The FTSS database contains 77,702 FTSS.

CONFERENCES & EXHIBITIONS

continued...

PREVENTION OF WORK-RELATED ACCIDENTS
Brussels, Belgium

NORTH AMERICAN CONGRESS OF CLINICAL TOXICOLOGY (NACCT)
Montreal, QC

THE NEW BRUNSWICK WORKPLACE HEALTH, SAFETY AND COMPENSATION COMMISSION ANNUAL CONFERENCE
CHN / CCOHS
Moncton, NB

THE HEALTH, WORK AND WELLNESS CONFERENCE
CHN / CCOHS
Calgary, AB

THE PEEL DISTRICT HEALTH UNIT WELLNESS CONFERENCE
CHN / CCOHS
Toronto, ON

CENTER FOR CHEMICAL PROCESS SAFETY
Toronto, ON

CANADIAN ENVIRONMENTAL AUDITING ASSOCIATION
Vancouver, BC

CANADIAN LABOUR CONGRESS (CLC) HEALTH SAFETY & ENVIRONMENTAL CONFERENCE
Ottawa, ON

CANADIAN SOCIETY OF SAFETY ENGINEERS (CSSE) PROFESSIONAL DEVELOPMENT CONFERENCE
Vancouver, BC

ASSOCIATION OF WORKERS COMPENSATION BOARDS PUBLIC FORUM ON KNOWLEDGE TRANSFER
Toronto, ON

CANADA CUSTOMS AND REVENUE AGENCY (CCRA) WELLNESS FAIR
Ottawa, ON

PRESENTATIONS & WORKSHOPS

CCOHS participated in the following presentations and workshops during fiscal 2001 – 2002

OCCUPATIONAL SAFETY AND HEALTH COUNCIL OF HONG KONG
CCOHS products and services / CCOHS developments for provision of solutions and databases
Hong Kong

HONG KONG UNIVERSITY OF SCIENCE TECHNOLOGY
CCOHS products and services
Hong Kong

"IMPROVING HEALTH AND SAFETY IN THE WORKPLACE NATIONWIDE – A REALITY CHECK"
Toronto, ON

THE ENERGY & ENVIRONMENTAL CONFERENCE
"Making Legislation Part of Your Environmental Management System"
Toronto, ON

HEALTH & SAFETY 2001
"Canadian Health Network Training Session"
"Health and Safety Research on the Internet"
"CanOSH–Canadian OSH Information on the Internet"
"Violence in the Workplace"
"Health and Safety Urban Legends and Myths"
"Clear Language Workshop"
"CHN – Canadian Health Network"
"Writing and Reviewing MSDSs (PDC Course)"
Toronto, Ontario

NORTH AMERICAN CONGRESS OF CLINICAL TOXICOLOGY (NACCT)
"Global Challenges in the Area of Toxicology: National and International Responses."
Montreal, QC

EUROPEAN AGENCY FOR SAFETY AND HEALTH AT WORK
"Accident Prevention Program for SMEs: Defining an Implementation Model"
Bilbao, Spain

OCCUPATIONAL HEALTH, HYGIENE AND TOXICOLOGY ROUNDS
"Violence in the Workplace"
McMaster University, Hamilton, ON

WINDSOR PUBLIC LIBRARY
CCOHS products and services and CHN
Windsor, ON

CSSE BREAKFAST MEETING
"Urban Legends"
Burlington, ON

IAPA BREAKFAST MEETING
"Urban Legends"
Niagara Falls, ON

PULP AND PAPER HEALTH AND SAFETY ASSOCIATION
CCOHS products and services
Etobicoke, ON

CAALL-OSH ANNUAL GENERAL MEETING
CANOSH website / development of a secure web-based discussion forum for members of CAALL-OSH.
Ottawa, ON

CAALL MEETING
CCOHS products and partnerships / Discussion on OSH and the Young Worker.
Toronto, ON



HUMAN RESOURCES DEVELOPMENT CANADA (HRDC) – LABOUR PROGRAM

Since 1995, CCOHS has worked together with HRDC to produce a CD-ROM that includes HRDC Labour Program databases; interpretative and guidance documents; databases and related legislation; CCOHS' CASE LAW/JURISPRUDENCE databases; and Canadian Standards Association (CSA) and the Canadian General Standards Board (CGSB) standards referenced in the legislation.

Available on a subscription basis and updated semi-annually, the HRDC Labour Program disc is used by HRDC personnel, labour affairs officers, and other staff to conduct field inspections and reporting. The disc uses FOLIO software for maximum flexibility in searching and retrieving information.

The content of the product continues to evolve as legislation is updated and HRDC replaces older publications and adds new materials.

HEALTH AND SAFETY GUIDES

CCOHS publishes many pocket-sized books designed to be used on-the-job as reference tools and information sources. The guides enable readers to understand their duties and rights under both U.S. and Canadian occupational health and safety legislation.

During this fiscal year, the second edition of the Violence in the Workplace Prevention Guide was published. This guide was revised and expanded to add six new sections, including internet harassment and workplace terminations, and to integrate new prevention tips into existing topic areas. New editions were also prepared for the *Office Ergonomics Guide*, *Food Workers Guide* and *School Workers Guides*. Also under development are the *Library Workers Guide*, *Wellness in the Workplace* and the *Emergency Preparedness Guide*.

HEALTH AND SAFETY TRAINING COURSE

The CCOHS course *Health and Safety Training for Managers and Supervisors* is offered at the Centre four times a year. To meet the specific needs of organizations, the course was customized and delivered off-site to companies and organizations in Ontario, Manitoba, Nova Scotia and Newfoundland. CCOHS also worked collaboratively with the Municipal Health and Safety Association of Ontario and the Region of York to develop a customized course for health and safety supervisors and managers in the municipal sector.

OSH RESEARCHER CD-ROM

In May 2002, OSH Researcher CD-ROM will replace the OSH CanData, OSH InterData and HSELINE CD-ROMs. OSH Researcher offers subscribers a convenient international collection of three important bibliographic databases-CISILO, HSELINE and CANADIANA-together on a new consolidated CD-ROM. Also available on the new CD-ROM is the French Chercheur SST collection which comprises INRS Bibliographie and CISILO.

OSH Researcher provides authoritative, up-to-date coverage of the most useful published OSH-related literature from around the world. With nearly 500,000 references, this comprehensive assembly of OSH information includes diverse topics such as ergonomics, toxicology, as well as health and safety management. The integrated indexes allow users in OSH Researcher, to search all of the English databases together or separately and the same applies for the French Chercheur SST collection.

CHEMPENDIUM™ ON THE WEB

CHEMPendium™ is a comprehensive resource of chemical hazard information for workplaces and the environment. Meeting the broad needs of environmental health and safety practitioners, CHEMPendium™ covers transport of hazardous materials; descriptions of chemical toxicity; fact sheets on the hazards and safe use of industrial chemicals and environmental contaminants; pesticide label text; plus much more. Previously only available on CD-ROM, CCOHS released six chemical databases from the CHEMPendium collection on CCINFOweb in August 2001. The databases are CESARS (Chemical Evaluation Search and Retrieval System), CHRIS (Chemical Hazards Response Information System), DSL/NDSL (Domestic Substances List/Non-Domestic Substance List, HSDB (Hazardous Substances Data Bank), NIOSH Pocket Guide, and New Jersey Hazardous Substance Fact Sheets. In combination with CHEMINFO and RTECS, which are already available on the Internet, users will have convenient access to the world's principal chemical databases. Features include a single integrated search interface for the databases, giving users the ability to first select and confirm the chemical of interest, and then select and view records in any of the databases, containing information on that substance. Additionally, larger records have a table of contents with links to sections of the record and record displays have been improved for ease of use.

PRESENTATIONS & WORKSHOPS

continued...

NIOSH WORKSHOP "FOCUS ON DISSEMINATION OF OCCUPATIONAL SAFETY AND HEALTH INFORMATION"

*"Dissemination of Occupational
Health and Safety Information:
Web-based Approaches and Issues." /
CCOHS products and services.
Washington, DC*

IPCS INTOX
*CCOHS products and services
Geneva, Switzerland*

IAPA REGIONAL CONFERENCE
*"Health and Safety Research
on the Internet"*

**EDUCATION SAFETY ASSOCIATION
OF ONTARIO**
*"Workplace Violence"
Toronto, ON*

NASA
*Trends in OH&S in Canada
Washington, DC*

**ONTARIO CONSTRUCTION USER
COUNCIL**
*"Violence Prevention" /
CCOHS products and services
Toronto, ON*

**CORPORATE OH&S WORKERS,
CITY OF TORONTO**
*CCOHS products and services
Toronto, ON*

**INTERNATIONAL CONGRESS OF THE
ASIA-PACIFIC ASSOCIATION OF
MEDICAL TOXICOLOGY (APAMT)**
*"The Role of Information
Communication Technology (ICT)
in Medical Toxicology." /
CCOHS products and services
Penang, Malaysia*

**CHN - SOUTH CENTRAL WORKPLACE
WORKGROUP MEETING**
*(Ontario Public Health Units)
Brantford, ON*

**CHN - OCCUPATIONAL HEALTH
NURSES, IMPERIAL OIL LIMITED**
*"Canadian enviroOSH
Legislation series"
Toronto, ON*

**THE TRI-NATIONAL CONFERENCE ON
VIOLENCE AS A WORKPLACE RISK**
*(Organized by the Office for Inter-American
Labour Cooperation, Human Resources
and Development Canada)
"Workplace Violence Prevention"
Montreal, QC*

**CONFERENCE DES RECTEURS ET DES
PRINCIPAUX DES UNIVERSITÉS
DU QUÉBEC**
*"Workplace Violence Prevention"
Montreal, QC*

SUNLIFE CANADA
*"Workplace Violence Prevention"
Montreal, QC*

**M^cMASTER UNIVERSITY,
FACULTY OF ENGINEERING**
*"Occupational Health and Safety"
Montreal, QC*


**M^cGILL UNIVERSITY,
SCHOOL OF OCCUPATIONAL HEALTH**
*"Occupational Health and Safety"
Montreal, QC*

RTECS® ON THE WEB

The NIOSH Registry of Toxic Effects of Chemical Substances (RTECS®) provides toxicological information with citations on 416,000 chemical names and synonyms and more than 153,000 chemical substances. RTECS® includes toxicological data and reviews; international workplace exposure limits; references to US standards and regulations; analytical methods; and exposure and hazard survey data. Compiled into substance records for ease-of-use, the updated data are fully integrated. RTECS® is available on the RTECS® CD-ROM, on CCINFOWeb and for Intranets. RTECS® is also available through CCOHS' Academic Support Program.

During the fiscal year, CCOHS enhanced the display of RTECS® records on CCINFOweb, implementing a more user-friendly layout which provides a table of contents with convenient links to different categories of data in the record and a more readable tabular format.

EDUCATION ZONE – TRAINING TOOLS

Designed by CCOHS specialists, this health and safety website is a useful tool for teachers and trainers to deliver practical information to students and new workers in the classroom. There are over 20 topics available, including Stress, Food Safety, Ergonomics, Noise and Electrical Safety, all of which provide background notes, overheads, activities, handouts and tests. It is expected to be released on the CCOHS web site in mid-2002 

CCOHS services are strengthened by the Centre's network of partners and collaborators. The shared knowledge and skills generated as a result of this resource produces cost-effective solutions to numerous needs and applications.

CANADA/EUROPEAN UNION COOPERATION ON WORKPLACE SAFETY AND HEALTH (www.eu-ccohs.org)

In co-operation with The European Agency for Health and Safety at Work, CCOHS has developed a website containing occupational health and safety information from Canada and the European Union. The site provides access to OSH information from Canadian federal, provincial and territorial government agencies responsible for OSH and/or workers' compensation. Links are provided to comparable information from the European Agency and EU member countries. This joint site follows the structure and presentation of the European Agency's website network and is the first significant step in creating a portal of interlinked web sites around the world. The joint site provides access to key OSH information on issues such as "good practice," "research," "statistics" and "legislation/regulations" from Canadian and European jurisdictions. The website was released in 2001.

TDG INSPECTORS' VIRTUAL BOOKSHELF

CCOHS developed this web browser-based CD-ROM for Transportation of Dangerous Goods inspectors at Transport Canada. These inspectors need access to a wide range of documents and tools, such as Canadian and American legislation, Canadian and international standards, and permits, forms and templates, and calculators. Now together in a single location, inspectors can access documents by type (legislation, permits, etc.) and application (air, marine, rail, etc.), or perform keyword searches on all the content. CCOHS uses Verity as a search engine for the disc.

During this fiscal year, CCOHS delivered 50 bilingual (English/French) CD-ROMs to Transport Canada. This will be an on-going project, with updated CD-ROMs being delivered on a semi-annual basis.

ONTARIO SERVICE SAFETY ALLIANCE (OSSA)

In an effort to expand the reach of CCOHS publications in specific sectors, a partnership was formed with the Ontario Service Safety Alliance (OSSA) to customize some CCOHS Health and Safety Guides, with CCOHS review and editorial control and a joint distribution agreement. CCOHS' Groundkeepers, Violence Prevention and Food Service Workers publications have been customized to address OSSA-specific needs. During this fiscal year, a CCOHS Office Ergonomics Guide was customized for the OSSA to address the needs of their members.

CCOHS continues to provide OSSA members with an occupational safety and health Inquiries Service, initially launched in July 2000.





IPCS INTOX

This collaborative project between CCOHS and the World Health Organization's International Programme on Chemical Safety (IPCS) provides an integrated operational system, consisting of a databank and software, with vital information for Poison Centres around the world. More than 100 experts from 75 countries are involved in the project.

The enhanced version of the software, IPCS INTOX System V.4, was released to subscribers. It contains many new features resulting from the extensive testing, actual use in Poison Centres, and continuous dialogue with users and is available in English, French, Spanish and Portuguese. Work is in progress on the production of a Chinese-language version in collaboration with the World Health Organization and the Chinese Center for Disease Control and Prevention. The web version of IPCS INTOX Databank was made available this fiscal year. The redesigned Databank has a host of new and enhanced search capabilities to refine and improve the retrieval of information. For ease of use, the CD-ROM also was re-designed to have the same look and feel as the web version and to be searched in the same way, but without the need for web access. The IPCS INTOX Databank on CD-ROM contains a total of 1,425 documents. In addition, the Web version contains the Product Database and the Candidate Substances Database, which provide another 225,000 records for which there is no longer room on the CD-ROM. Users subscribing to the Databank on CD-ROM are also entitled to free access to the Web version

IPCS INCHEM

IPCS INCHEM consolidates information that is essential for the sound management of chemicals, which affect the environment and human health. It compiles documents and databases from several international bodies, including the World Health Organization (WHO), the United Nations Environment Programme (UNEP), the International Programme on Chemical Safety (IPCS), the International Labour Organisation (ILO), the Food and Agriculture Organization (FAO), the United Nations Industrial Development Organization (UNIDO), and the Organization for Economic Co-operation and Development (OECD).

In recognition of the usefulness and potential impact of the IPCS INCHEM information collection, during this fiscal year arrangements were made to provide public access to the IPCS INCHEM web service free-of-charge. A particular consideration was the vast number of

people, especially from developing countries, unable to benefit from this service due to their inability to pay the subscription fee. Since the release of the free-of-charge web access, use of IPCS INCHEM on the Web has risen exponentially and the number of accesses for one month exceeded 200,000. For those who need to continue using the CD-ROM, this service has been maintained, and the annual subscription fee reduced. The core funding necessary for the implementation of the program is provided by IPCS, supplemented by further contributions, sponsorships, and donations by program supporters.

Additionally, IPCS INCHEM, including the user interface, has been redesigned with the same new search engine as used for the Internet version of the IPCS INTOX Databank, incorporating many new, improved search capabilities. The IPCS INCHEM CD-ROM was also re-designed so that it has the same look and feel as the web version and can be searched in the same way as on the web, but without the need for Internet access. The total number of documents on IPCS INCHEM is more than 7,000.

PAN-ASIA RESEARCH AND DEVELOPMENT GRANTS PROGRAM

A program of Canada's IDRC, the Pan-Asia Research and Development Grants Programme funds development and research projects in the Asia and Pacific region on networking applications, technologies and regulatory issues addressing the region's economic, social and environmental challenges. Research projects are selected by the Pan-Asia Research and Development Committee; CCOHS administers the program on a fee-for-service basis. With this program, the CCOHS has direct contact with educational and research organizations in the Asian region, providing opportunities to reach potential subscriber organizations for CCOHS products in the region.

The work during this fiscal year included administration of grants and budgets for 17 successful grant applicants; preparation of contracts and budgets for five new grants approved, in consultation with IDRC and the grant recipients; maintenance of the Pan Asia R&D website content, such as conversion of project reports to HTML and uploading to the website; and liaison with grant proponents regarding budgets and project progress reporting.

In January 2002, when the Programme was revised, the administration was handed over to Asian Media Information and Communication Centre in Singapore.

MEETINGS & FORUMS

CCOHS participated in the following meetings and forums during fiscal 2001 – 2002

YOUNG WORKERS' HEALTH AND SAFETY NETWORK
Washington, DC

5TH INTERNATIONAL CONGRESS ON WORK INJURIES PREVENTION, REHABILITATION AND COMPENSATION
Adelaide, Australia

SPRING MEETING OF THE SOCIETY FOR CHEMICAL HAZARD COMMUNICATION
Savannah, Georgia

CANADIAN GENERAL STANDARDS BOARD
Ottawa, ON

CIS NATIONAL CENTRES
Geneva, Switzerland

CANADIAN HEALTH NETWORK (CHN) AFFILIATES SPRING FORUM
Hull, QC

RSI ADVISORY COMMITTEE MEETING, WORKPLACE SAFETY INSURANCE BOARD (WSIB)
Toronto, ON

PEST MANAGEMENT ADVISORY COMMITTEE MEETING
Ottawa, ON

CHN WORKING GROUP MEETING ON "CANCER INFORMATION NEEDS"
Toronto, ON

SAFE COMMUNITIES HAMILTON STEERING COMMITTEE MEETINGS
Hamilton, ON

HRDC ONTARIO REGION OCCUPATIONAL HEALTH & SAFETY FORUM
Mississauga, ON

MINERVA BOARD OF DIRECTORS MEETING
Kingston, ON

FEDERAL WORKPLACE WELLNESS NETWORK WEBSITE SUBCOMMITTEE
Ottawa, ON





CANADIAN HEALTH NETWORK (CHN)

The Canadian Health Network (CHN) is a collaboration between major health organizations across Canada and Health Canada to provide an electronic gateway to credible, practical health information. Built on the diverse expertise of non-governmental health organizations in the public sector and the federal government, the CHN focuses on providing Internet-based information on health promotion and disease prevention to Canadians. CHN's mission is to support Canadians in making informed choices about their health, by providing access to multiple sources of credible and practical e-health information.

CHN's vision is to become "Your preferred choice in Canada for helpful, e-health information you can trust." The Web site (www.canadian-health-network.ca) features 26 Health Centres focused on major health topics and population groups, supported by links to more than 11,000 Internet-based resources from health organizations across the country. The CHN home page features timely and informative articles on various health topics and highlights key resources.

CCOHS is the official Workplace Health Affiliate Partner of the CHN. In this role, CCOHS develops and maintains the CHN Workplace Health Centre by selecting and cataloguing English and French resources and preparing content such as Frequently Asked Questions (FAQs). To date, over 400 English and 200 French resources are available through the CHN Workplace Health Centre. CCOHS also fosters a growing network of organizations involved in workplace health and wellness issues. CCOHS actively promotes the Workplace Health Centre and CHN to this network and other audiences.

During this fiscal year, CCOHS produced the fourth and fifth issues of Health@Work, the e-bulletin widely distributed to the workplace health network and other interested organizations. CCOHS staff continued to collaborate with other CHN Affiliates such as Injury Prevention, Environmental Health, Healthy Eating, Active Living and Cancer to develop content and select resources for the Web site. As part of this work, CCOHS has prepared *Wellness in the Workplace*, the newest guide in CCOHS' Pocket Guide series.

PUBLISHED ARTICLES

CCOHS published the following articles during fiscal 2001 – 2002

ENVIRONMENTAL RESOURCE CENTER

The CHEMpendium Collection of Essential Databases
Fall Issue of Safety Resource Center
(safety newsletter)

CANADIAN OCCUPATIONAL SAFETY MAGAZINE

A Review of "Health and Safety Committees Reference Guide" and "Noise Control in Industry: A Basic Guide"
May/June 2001

Work / life: A big balancing act
September/October 2001

"Problem Solver" Columns

Give the gift of smoke-free air
January/February 2001

Help for the complaint department
March/April 2001

Could I be at risk of contracting hepatitis A at my job?
July/August 2000

Health tips for latex-wearers
March/April 2001

Emergency preparedness
January/February, 2002

Safety issues of working alone
November/December 2001

"Safety First" Column

Where to find pesticides safety data on the Web
March/April 2001

CANADIAN OCCUPATIONAL MAGAZINE

When Noise Grows Harmful
July/August 2001

CANADIAN HEALTH NETWORK (CHN)

Safe, Healthy & Happy Workplaces
Appeared on home page for the month of March 2001

How does work affect my health?
Published in Issue 2 of the e-bulletin 'Health at Work'

OH&S CANADA

Young worker safety – Reality Check
by Len Hong

NAOSH WEEK

Workplace Violence Risk Assessment

CIS, GENEVA

This fiscal year, at the request of the ILO, CCOHS undertook an analysis of the ILO's International Occupational Safety and Health Centre (CIS) as a component of an overall review of the SafeWork Programme. The objective of the analysis was to define the position of the CIS with respect to the purposes it was founded to serve; to measure possible divergences between its operations and the expectations of its constituencies and, where such divergences were found, to assess the possibility of minimizing them.

OSH FOR EVERYONE

In partnership with organizations in Ontario, Saskatchewan and Northwest Territories, CCOHS developed OSH for Everyone to help workers and employers prevent occupational injuries and illness. Available on the web and CD-ROM, OSH for Everyone is a collection of searchable information related to health and safety programs as well as specific workplace hazards. Information includes practical checklists and procedures, safety guides, hazard summaries, training materials, publications, reports and other technical material, hazard alerts, excerpts of legislation and interpretive documents.

OSH for Everyone – Ontario

Over 37,000 CD-ROMs of the Ontario version of OSH for Everyone have been distributed by the Ontario Workplace Safety and Insurance Board (WSIB) to Ontario workplaces – 10,000 in fiscal year 2001-02. The OSH For Everyone website and CD-ROM contain over 250 documents on more than 50 health and safety topics to assist in preventing work-related injuries or illnesses. Among the website's unique features is its on-line feedback capability. There are 10,000 unique web visitors each month accessing 50,000 documents.

OSH for Everyone – Northwest Territories and Nunavut

The Northwest Territories and Nunavut version of OSH for Everyone is available on CD-ROM and from the web. The collection, produced by CCOHS in collaboration with the WCB of the Northwest Territories (NWT) and Nunavut (NT), includes a wide range of new health and safety documents, topic reorganization, and inclusion of NWT- and NT-specific legislation, training and compensation board content. Nine thousand copies of the CD-ROMs were produced and distributed throughout the Northwest Territories and Nunavut by the WCB of the Northwest Territories and Nunavut.

OSH for Everyone – WorkSafe Saskatchewan

CCOHS, in collaboration with the Saskatchewan Workers' Compensation Board (WCB) and Saskatchewan Labour, has designed and developed the WorkSafe Saskatchewan website www.worksafesask.ca and CD-ROM. It has 850 documents on over 65 health and safety topics focused on Saskatchewan's regional needs and concerns. This collaboration has resulted in a customized collection of relevant and useful occupational health and safety information made available to Saskatchewan workers, employers and others involved in health and safety. The first release of 10,000 CD-ROMs, capturing the contents from the website, was delivered to members of Saskatchewan's Occupational Health and Safety Committees.

HAZARDOUS MATERIALS MANAGEMENT SYSTEM

Hazardous materials management programs are necessary to reduce the use of hazardous materials, enhance safety in the handling of hazardous products, and promote the use of less hazardous alternative products. CCOHS examined the feasibility of developing a hazardous materials management program for use in facilities operated by Public Works and Government Services Canada (PWGSC) across the country.

A prototype software program has been developed for use in screening hazardous ingredients as an initial step in the overall program.

MARINE SAFETY INSPECTORS BOOKSHELF CD-ROM (TRANSPORT CANADA MARINE SAFETY)

CCOHS developed a Marine Safety Inspectors Bookshelf CD-ROM for Transport Canada Marine Safety. The product will be maintained and updated by CCOHS on a semi-annual basis. Designed specifically for use by the Transport Canada Marine Safety inspectors in their work, the product contains Canadian and international legislation and standards, including publications from IMO, ISO and ILO, and a number of Transport Canada publication collections.

The navigation, search capabilities and “look and feel” of the CD-ROM were designed by CCOHS in consultation with Transport Canada Marine Safety. The first issue of the CD-ROM was released at the end of March 2002.



OTHER PARTNERS & PROJECTS

Ontario Workplace Safety and Insurance Board Best Practices Collection

CCOHS is collaborating with the Ontario Workplace and Safety Insurance Board's Best Practices Group in the Prevention Services Division to design and develop a best practices database for the Internet. The database will allow best practices and other guidance documents to be collected directly from individuals and organizations, described in database records, and then made available to the public. Development of this website collection began with identification of stakeholder and end-user needs, researching existing collections of best practices, and determining the types of content to be included on this website. An alpha-release version of the website was developed and is being reviewed by user groups.

Release of the collection is planned for 2002.

CIS Centres Information Network

CCOHS has developed a portal on the World Wide Web in which the national focal points ("National Centres" and "Collaborating Centres") of the ILO's CIS have their own pages, links to their institutional Websites and other reliable Websites in their respective countries, and a closed discussion group for the exchange of information among the Centres. The portal is trilingual (English, French and Spanish) and indexes the content of all the Centres' Websites, plus the content of other sites in their countries that the Centres identify. Users are thus able to search across all countries' information, or for information from a specific country. There is also a facility for CIS and/or individual Centres to edit their own Web pages.

Manitoba Workers' Compensation Board and Manitoba Labour

CCOHS partnered with Manitoba Workers' Compensation Board and Manitoba Labour to prepare an inventory and analysis of successful prevention interventions and programs in high-risk sectors, including manufacturing, construction, health care, agriculture, and hospitality/tourism. The inventory contains more than 120 reports of evaluations.

Bell Canada

CCOHS collaborated with Bell Canada to develop a training program, based on the revised Canada Labour Code Part II, to be made available to all of their employees.


Canadian Insurance Law Service

The Canadian Insurance Law Service partnered with CCOHS based on our demonstrated expertise with Folio in our Canadian enviroOSH Legislation CD-ROM series. Three different versions of the CD-ROM have been released to date.

HRDC Labour Branch

CCOHS worked collaboratively with HRDC Labour Branch to develop a publication on *Job Safety Analysis*. The publication was released in February 2002.

MSDS/FTSS/CHEMINFO

The MSDS/FTSS/CHEMINFO databases are now accessible on the Lexis-Nexis Information System on a royalty basis. CCOHS staff worked with Lexis-Nexis Editorial and Computer staff. 



Financial review

As at March 31, 2002



**STATEMENT OF MANAGEMENT RESPONSIBILITY
FOR FINANCIAL STATEMENTS**

Responsibility for the integrity and objectivity of the accompanying financial statements for the year ended March 31, 2002 and all information in this report rests with the Centre's management. In order to assure maximum objectivity and freedom from bias, the financial data contained in these financial statements has been examined by the Audit Committee of the Centre.

We have prepared the accompanying financial statements of the Canadian Centre for Occupational Health and Safety in accordance with Treasury Board of Canada standards based upon Canadian generally accepted accounting principles. These statements should be read within the context of the significant accounting policies set out in Notes 2 and 3.

The information included in the financial statements is based on management's best estimates and judgments with due consideration to materiality. To fulfill its accounting and reporting responsibilities, the Centre maintains a set of accounts which provides a centralized record of the Centre's financial transactions. Financial information contained in the ministerial statements and elsewhere in the *Public Accounts of Canada* is consistent with these financial statements, unless indicated otherwise.

The Centre's directorate of financial services develops and disseminates financial management and accounting policies, and issues specific directives, which maintain standards of accounting and financial management. The Centre maintains systems of financial management and internal control which give due consideration to costs, benefits and risks. They are designed to provide reasonable assurance that transactions are properly authorized by Parliament and are executed in accordance with prescribed regulations, and are properly recorded so as to maintain accountability of Government funds and safeguard the Centre's assets. The Centre also seeks to assure the objectivity and integrity of data in its financial statement by the careful selection, training and development of qualified staff, by organizational arrangements that provide appropriate divisions of responsibility, and by communication programs aimed at ensuring that its regulations, policies, standards and managerial authorities are understood throughout the organization.

Management presents these financial statements to the Auditor General of Canada who audits and provides an independent opinion which has been appended to these financial statements.

Approved by:



S. Len Hong
President and Chief Executive Officer



Bonnie Easterbrook CGA
Controller/Senior Financial Officer

June 12, 2002





AUDITOR'S REPORT

To the Council of the Canadian Centre
for Occupational Health and Safety
and the
Minister of Labour

I have audited the statement of financial position of the Canadian Centre for Occupational Health and Safety as at March 31, 2002 and the statements of operations and net liabilities and cash flows for the year then ended. These financial statements are the responsibility of the Corporation's management. My responsibility is to express an opinion on these financial statements based on my audit.

I conducted my audit in accordance with Canadian generally accepted auditing standards. Those standards require that I plan and perform an audit to obtain reasonable assurance whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation.

In my opinion, these financial statements present fairly, in all material respects, the financial position of the Canadian Centre for Occupational Health and Safety as at March 31, 2002 and the results of its operations and its cash flows for the year then ended in accordance with Canadian generally accepted accounting principles.

Shahid Minto, M.A., LL.B., CA
Assistant Auditor General of Canada
for the Auditor General of Canada

Ottawa, Canada
June 12, 2002

STATEMENT OF FINANCIAL POSITION

As at March 31, 2002 (comparative figures are as at April 1, 2002 – see note 3)

Assets	2002	2001
<i>Current assets:</i>		
Due from the Consolidated Revenue Fund	\$ 766,311	688,014
Inventory for resale	112,117	112,835
Accounts receivable (note 7)	<u>272,724</u>	<u>417,602</u>
	1,151,152	1,218,451
 <i>Capital Assets (note 6)</i>	 451,598	 407,439
	<u>\$ 1,602,750</u>	<u>1,625,890</u>
 Liabilities		
<i>Current liabilities:</i>		
Accounts payable and accrued liabilities (note 8)	\$ 571,889	570,416
Deferred Revenue (note 8)	<u>109,362</u>	<u>110,706</u>
	681,251	681,122
Vacation Pay (note 8)	268,177	268,177
Employee severance benefits (notes 8 and 12)	549,899	503,033
Trust Accounts		
Funds for grants program (note 10)	123,923	252,858
Donations (note 11)	87,747	81,021
Contributions to Inquiries Service received in advance	<u>60,000</u>	<u>–</u>
	271,670	333,879
	<u>1,770,997</u>	<u>1,786,211</u>
 Net Liabilities	 <u>\$ (168,247)</u>	 <u>(160,321)</u>

The accompanying notes are an integral part of these financial statements.

Approved by:

Warren Edmondson
ChairpersonS. Len Hong
President and Chief Executive OfficerBonnie Easterbrook, CGA
Controller/Senior Financial Officer**STATEMENT OF CASH FLOWS**

for the year ended March 31, 2002

Operating Activities	2002
Net Cost of Operations	\$ (3,640,313)
<i>Non- Cash items included in net results</i>	
Amortization of capital assets	221,246
Loss on disposal of capital assets	846
Services received without charge from other government departments	<u>536,248</u>
	(2,881,973)
<i>Statement of Financial Position adjustments</i>	
Change in accounts payable and deferred revenue	129
Change in employee severance benefits	46,866
Change in accounts receivable	144,878
Inventory used	<u>718</u>
	192,591
 <i>Cash used in operating activities</i>	 (2,689,382)
<i>Cash used in investing activities</i>	
Net acquisitions of Capital Assets	(266,251)
Decrease in trust accounts	<u>(62,209)</u>
	(328,460)
 Net cash provided by government	 <u>\$ (3,017,842)</u>

The accompanying notes and schedules form an integral part of these financial statements.

STATEMENT OF OPERATIONS AND NET LIABILITIES

for the year ended March 31, 2002

Revenues (note 4)	2002
Proceeds from sales	\$ 2,700,884
Projects and collaborative agreements	1,784,838
Total revenues	<u>4,485,722</u>
Expenses	
Operations	
Salaries and employee benefits	4,857,678
Employee severance benefits	58,153
Professional and special services	1,281,504
Accommodation	536,248
Information	331,179
Transportation and communications	218,217
Purchased repair and upkeep	142,924
Utilities, materials and supplies	138,711
Rentals	22,664
	<u>7,587,278</u>
Administration	
Salaries and employee benefits	271,506
Governors and committees	17,952
Travel	23,289
Professional and special services	3,668
Utilities, materials and supplies	250
	<u>316,665</u>
Total expenses	7,903,943
Other expenses	
Amortization	221,246
Loss on disposal of assets	846
	<u>8,126,035</u>
Net cost of operations	(3,640,313)
Net liabilities, beginning of year	(160,321)
Services received without charge from other government departments	536,248
Net cash provided by government	3,017,842
Change in amount due from Consolidated Revenue Fund	78,297
	<u>\$ (168,247)</u>

The accompanying notes are an integral part of these financial statements.

NOTES TO THE FINANCIAL STATEMENTS – March 31, 2002**1. Authority and purpose**

The Centre was established in 1978 under the Canadian Centre for Occupational Health and Safety Act and is a departmental corporation named in Schedule II to the Financial Administration Act. The objectives of the Centre are to promote the right of Canadians to a healthy and safe working environment and to enhance the physical and mental health of workers. The Centre's operating expenditures are funded in part by its operating revenue and by a budgetary lapsing appropriation.

2. Significant accounting policies

- a) These financial statements have been prepared on an accrual basis of accounting in accordance with Treasury Board of Canada Standards based on Canadian generally accepted accounting principles.
- b) *Parliamentary appropriations* – The Centre is primarily financed by the Government of Canada through Parliamentary appropriations. Appropriations provided to the Centre do not parallel financial reporting according to Canadian generally accepted accounting principles. They are based in a large part on cash flows requirements. See Note 5 for a reconciliation between the two bases of reporting.
- c) *Expenditure recognition* – All expenditures are recorded on the accrual basis.
- d) *Revenue recognition* – Revenue is recorded in the year which the transaction occurred. Revenues received but not yet earned are disclosed in Note 8, deferred revenue.
- e) *Due from the Consolidated Revenue Fund* – CCOHS operates within the Consolidated Revenue Fund (CRF). The CRF is administered by the Receiver General for Canada. All cash received by CCOHS is deposited to the CRF and all cash disbursements made by CCOHS are paid from the CRF. Due from the CRF represents the amount of cash that the CCOHS is entitled to draw from the Consolidated Revenue Fund, without further appropriations, in order to discharge its liabilities.

- f) *Inventories for resale* – Inventories are valued at the lower of cost and net realizable value.
- g) *Refunds of previous years' expenditures* – Refunds of previous years' expenditures are recorded as revenues when received and are not deducted from expenditures.
- h) *Capital assets* – All assets are recorded at their acquisition costs under Public Sector Accounting Board Recommendations. The capitalization of software has been done on a prospective basis from April 1, 2001. Amortization of capital assets is done on a straight-line basis over the estimated useful life of the capital assets as follows:

<i>Asset Class</i>	
Computer equipment	3 years
Furniture equipment	5 years
Software	1-5 years
Measuring equipment	5 years

- i) *Foreign currency translation* – Revenue and expenses contracted in foreign currency are translated into Canadian dollars at the exchange rate in effect on the transaction date.
- j) *Services received without charge* – Estimates of amounts for services received without charge from Government departments are included in expenditures.
- k) *Measurement uncertainty* – The preparation of financial statements requires management to make estimates and assumptions that affect the reported amounts of assets, liabilities, revenues and expenses reported in the financial statements. At the time of preparation of these statements, management believes the estimates and assumptions to be reasonable. The most significant item where estimates are used is amortization of capital assets.
- l) *Employee severance benefits* on cessation of employment represent obligations of CCOHS that are normally funded through Treasury Board.

3. Changes in accounting policies

In previous years, the Centre prepared its financial statements in terms of source and disposition of appropriations. This is the first year that a set of financial statements including a Statement of Financial Position, Statement of Operations and Net Liabilities, and a Statement of Cash Flows has been prepared on a full accrual accounting basis. It is neither practical nor possible for the Centre to show comparative amounts other than on the Statement of Financial Position because the information is not available and any estimation of previous years' amounts would not be able to be substantiated with any degree of precision.

4. Revenue

<i>Proceeds from sales</i>	2002
Subscription – CCINFODisc	\$ 1,224,014
Subscription - Specialty discs	472,692
CCINFOWeb	464,235
Specialty products - web	383,540
Single copy publications	135,046
Other	21,357
	<hr/>
	2,700,884
 <i>Projects and collaborative agreements</i>	
Collaborative projects	1,294,303
Contributions to Inquiries Service	454,000
Travel expenses	36,535
	<hr/>
	1,784,838
	<hr/>
	\$ 4,485,722

5. a) Reconciliation of net cost of operations to total Parliamentary appropriations used:

	2002
Net cost of operations	\$ 3,640,313
 <i>Adjustments for items not affecting appropriations</i>	
Less	
Amortization	221,246
Inventory used	718
Increase in employee severance benefits	46,866
Loss on disposal of fixed assets	846
Bad debts written off	12,776
Services received without charge from other government departments	536,248
	<hr/>
	2,821,613
Add	
Decrease in deferred revenue	1,344
Accounts receivable – net decrease in balance	77,130
Capital acquisitions	266,251
	<hr/>
Total parliamentary appropriations used	\$ 3,166,338



b) Source and Disposition of Authorities (Appropriations)

<i>Parliamentary appropriations voted:</i>	2002
Human Resources Development Canada - Vote 20	\$ 2,255,000
Human Resources Development Canada - Vote 20A	248,864
Human Resources Development Canada - Vote 20B	600,000
Treasury Board Vote 15a - collective agreements	12,000
Treasury Board Vote 15b - collective agreements	115,000
Treasury Board - Vote 10	46,000
	<hr/>
	3,276,864
<i>Less:</i>	
Lapsed appropriation – operating	110,526
Total parliamentary appropriations to the Centre used	<hr/> <hr/>
	\$ 3,166,338

6. Capital assets and accumulated amortization

<i>Capital assets at cost</i>	April 1 2001	Acquisitions	Disposal	March 31 2002
Computer equipment	\$ 1,924,534	\$ 70,009	\$ 32,855	\$ 1,961,688
Furniture and equipment	869,885	13,284	5,771	877,398
Leasehold improvements	632,719	–	–	632,719
Software	–	182,958	–	182,958
Measuring equipment	2,673	–	–	2,673
	<hr/>			<hr/>
	3,429,811	266,251	38,626	3,657,436

<i>Accumulated amortization</i>	April 1 2001	Amortization	Disposal	March 31 2002
Computer equipment	\$ 1,632,056	\$ 103,415	\$ 32,009	\$ 1,703,462
Furniture and equipment	754,924	35,296	5,771	784,449
Leasehold improvements	632,719	–	–	632,719
Software	–	82,535	–	82,535
Measuring equipment	2,673	–	–	2,673
	<hr/>			<hr/>
	3,022,372	221,246	37,780	3,205,838

<i>Net book value</i>	March 31 2002	April 1 2001
Computer equipment	\$ 258,226	\$ 292,478
Furniture and equipment	92,949	114,961
Leasehold improvements	–	–
Software	100,423	–
Measuring equipment	–	–
	<hr/>	<hr/>
	\$ 451,598	\$ 407,439

7. Accounts receivable

Current accounts receivable from the sale of goods and services were as follows as at:

	March 31 2002	April 1 2001
Outside parties	\$ 261,791	\$ 240,616
Government of Canada	10,933	176,986
	<hr/>	<hr/>
	\$ 272,724	\$ 417,602

8. Liabilities

Current liabilities

	March 31 2002	April 1 2001
Accounts payable and accrued liabilities	\$ 508,343	\$ 531,120
Accrued salaries and employee benefits	63,546	39,296
	<hr/>	<hr/>
	\$ 571,889	\$ 570,416

Deferred revenue

Outside parties	\$ 109,362	\$ 110,706
	<hr/>	<hr/>

Allowance for employee benefits

Vacation pay	268,177	268,177
Employee severance benefits	549,899	503,033
	<hr/>	<hr/>
	\$ 818,076	\$ 771,210

The vacation pay represents the amount of vacation pay credits outstanding at the end of the year.

The liability for employee severance benefits represents what the employees would receive upon their resignation from CCOHS. In those circumstances, only employees with 10 or more years of continuous employment are entitled to such benefits, which are calculated on the basis of one half week's pay for each complete year of continuous employment, up to a maximum of 26 years. In the event of a lay off, there are significant additional costs as the termination benefits are calculated for all employees on the basis of two weeks' pay for the first complete year of continuous employment and one week's pay for each additional complete year of continuous employment.

The deferred revenue represents cash received in advance of product delivery. The majority of cash received is for CCOHS' subscription products. These products are shipped in subsequent periods.

9. Related party transactions

The Centre is related in terms of common ownership to all Government of Canada departments and Crown Corporations. The Centre enters into transactions with these entities in the normal course of business on normal trade terms applicable to all individuals and enterprises except that certain services, as previously defined are provided to the Centre without charge. Revenue includes \$731,537 from transactions with various Canadian government departments. The transactions with related parties are carried out on similar terms and conditions with those applicable to transactions with outside parties. Services received without charge from other government departments amounted to \$536,248.

10. Funds for Grants Program

CCOHS is administering the Pan Asia Research and Development Grants Program on behalf of the International Development Research Centre (IDRC). CCOHS will distribute various grants to support research and development and research projects in Asia and Pacific region in networking applications, technologies and regulatory issues. The projects will address the region's economic, social and environmental problems.

The administration fee collected by CCOHS to administer the funds is recorded in revenues-projects and collaborative agreements as cost recoveries. No other activities, transactions or balances of this program are reflected in the financial statement of CCOHS.

	March 31 2002
Balance of funds, beginning of year	\$ 252,858
Project funds received during the year	199,582
Grants made to recipients	(268,517)
Travel expenses and other costs	-
CCOHS' administration fee	(60,000)
	<u>\$ 123,923</u>

11. Donations

The Centre, by virtue of subsection 6(3) of its Act, may acquire money or other property by gift or otherwise and expend or dispose of those donations subject to their terms, if any. The Centre received \$6,726 in donations during 2001/2002 bringing donations on hand at the end of March 2002 to \$87,747. These funds are recorded in a special purpose account in the Consolidated Revenue Fund.

12. Employee future benefits

a) *Pension Benefits* – The Public Service Superannuation Plan requires that employers contribute on an equal basis as employees to the plan. These contributions represent the total pension obligations of the Centre and are recognized in the accounts on a current basis. CCOHS' contribution to the plan for 2001/2002 was \$214,690 and is included in the statement of operations.

b) *Employee Severance Benefits* – CCOHS provides post-retirement and post-employment benefits to its employees through a severance benefit plan.

The net expense for CCOHS employee severance benefit plans for the year ended March 31, 2002 was \$58,153.

These benefit plans are not pre-funded and therefore have no assets, resulting in a plan deficit equal to the employee severance benefits liability. The liability recognized in the balance sheet at March 31, 2002 respecting these benefit plans is \$549,899 (2001 – \$503,033).

