

Report *of the* Council



April 1, 2002 to March 31, 2003

COUNCIL REPORT

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This document is also available on the CCOHS website at www.ccohs.ca/ccohs/reports.html

***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 provide Canadians with information about occupational health and safety that is trustworthy, comprehensive, and intelligible. At the heart of this mission is the firm belief that information facilitates responsible decision-making, promotes improvements in the workplace, increases awareness of the need for a healthy and safe working environment, and supports occupational health and safety education and training.

To meet this objective, CCOHS maintains a portfolio of both free and priced products and services, based on the Centre's core knowledge base and collection of occupational safety and health information and the application of information management technologies.

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 in part to the continued support of its key stakeholders in labour, business, and federal, provincial and territorial governments, as well as the support from users. CCOHS' capabilities are evidenced through the many collaborative agreements and projects initiated each year nationally and internationally, and the financial support that accompanies these workplace health and safety activities. In addition, this year more than a million individual visitors from around the world accessed question-and-answer documents over 3.47 million times via the Centre's OSH Answers/Réponses SST website service, and over 15,223 inquiries were handled by CCOHS staff through the Centre's "one-on-one" confidential Inquiries Service, responding to specific concerns of Canadians.

CCOHS continues to participate in and develop new initiatives to extend accessibility to occupational health and safety information and make it more widely available to groups who often need it most. The objective is to assist Canadians to easily acquire and then apply workplace health and safety information to help create improved solutions for OHS problems. The Young Worker and the Spanish language websites are examples of two projects CCOHS was involved in that extended the reach of OHS information to young and new workers (high risk group) and Spanish speaking people. CCOHS continues to leverage its technology, products and services for other potential partnerships, information exchanges and revenue generation.

CCOHS is governed by a tripartite Council of Governors with representatives from governments (federal, provincial and territorial), employers, and labour from across Canada. This structure mandates CCOHS' impartial approach to information dissemination, health and safety issues and CCOHS activities. Its dedication to objectivity and impartiality enables effective decision-making in Canadian workplaces.

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.



It is said that to know where you are going, it is crucial to know where you have come from. While it is important to remember one's roots at any time, this is especially appropriate for the Canadian Centre for Occupational Health and Safety (CCOHS) in this 25th anniversary year.

Interestingly, when looking at the Centre's history, we see how far it has come since 1978, yet how little the core philosophy has changed. The building of CCOHS has been done successfully, in part because of its strong foundation that innovated a new approach to occupational health and safety education – and it has stood the test of time.

The call to action was expressed a quarter century ago by J. Howard Currie, the first Chairman of the Council of Governors of CCOHS and whose pioneering path I am proud to walk today: "Canada is the only major industrialized nation that does not have any central body to provide a common focus for and co-ordination of information in the area of occupational health and safety. Yet in a country as large, diverse and multi-jurisdictional as Canada such co-operation is essential."

This need was reinforced at the time by another influential Canadian, Dr. Fraser Mustard:

"The Centre is something we need. Do we have the guts to do it? The challenge before us is to raise the individual self-interest of labour, management, provincial and federal governments and the public to a collective self-interest which will serve this country."

Only three years after these founding, prophetic comments, CCOHS President Gordon Atherley set in motion a key feature for which CCOHS is so well-known and praised today – that of effectively, accurately, objectively and comprehensively gathering and disseminating OHS information: "At present, Canada is not a major contributor of information internationally, perhaps because before CCOHS' existence we possessed no one central point of contact like those which function so well in other countries."

When we recall the basic state of computerization and – by today's standards – its user-unfriendliness over 20 years ago, our stated vision of automation and easy access must have seemed idealistic: "We aim to create a large store of easily accessible information which, eventually, will be available for the length and breadth of this country. The fullest possible use will be made of computer and telecommunications



Warren Edmondson
Chairman, Council of Governors



technology for the service... but it will always depend on people to shape it and make it work... Our system must grow a step at a time over a protracted period. Collecting, organizing and evaluating data should facilitate an orderly growth of our information base... Ultimately, we want Canadians to be able to obtain solutions to occupational health and safety problems unaided.”

These words from the President’s third report to the Council of Governors in 1980 still define the Centre’s beliefs and our operations today, but back then some observers thought they were overly ambitious. Canada may have entered this field later than many countries, but today CCOHS is considered a leader in OH&S resources.

The sheer volume of information the Centre has disseminated and the numbers of people it has served over the years is also impressive. Since CCOHS began statistical tracking in 1980, over 8.8 million individual queries have been handled between its website and the Inquiries Service. More than 2.4 million individual visitors have been served by its website since the launch of OSH Answers in the 1997/98 fiscal year, making it one of Canada’s most-visited sites. But paper still plays an important part – CCOHS has disseminated many thousands of information sheets, articles and other publications to millions of people in Canada and other countries, where the value of its materials is recognized.

The span of the Centre’s history has proven its founding philosophy that education leads to accident and illness prevention. And, as the theme of this year’s North American Occupational Safety and Health week states: *Prevention is the Cure*. Although we have come far, there is still a long way to go, and CCOHS is proud to play a leadership role in continuously improving the quality and quantity of education for employers and employees – not just in the workplace but also through initiatives that directly reach the public.

On behalf of the Council I would like to thank the staff of CCOHS for their continued professionalism and dedication to the promotion of occupational health and safety.

In addition, for their dedicated and important contributions this past year, I wish to thank the following: Tom Farrell, Manitoba Labour; David Clark, WCB, Northwest Territories and Nunavut; and, Bob Cunningham, Canadian Petroleum Safety Council who left the Council this year. It gives me great pleasure to welcome to our team as Governors: Jeff Parr, Manitoba Labour; Allan Walker, Saskatchewan Labour; and Murray Sunstrum, Canadian Petroleum Safety Council.

The Canadian Centre for Occupational Health and Safety proudly celebrates its first quarter century during 2003. For our organization, this year is significant not only for its important anniversary but for the acceleration of significant trends in occupational health and safety – trends in which CCOHS has played a leading role. Three developments in particular stand out.

First, there is more quality information available to more people today from reputable health and safety resource groups around the world. At CCOHS, it has always been our vision that everybody– whether in an office, health care setting or in a factory – deserves the most useful, credible occupational health and safety (OHS) information possible.

The CCOHS approach in promoting and collaborating to achieve widespread OH&S awareness and prevention of illnesses and injuries has been beneficial in building an increasing understanding worldwide that high quality and useful information needs to be publicly available to everyone.



A growing number of agencies and organizations, such as the World Health Organization, the International Labour Organization, the Canadian Society for Safety Engineering, the International Commission on Occupational Health, and other professional bodies, as well as many governments are all contributing to the global increase in publicly available OH&S resources, training and education.

This is a very healthy development. In the past, much of the OH&S information and activities were narrowly directed at employers to assist them to create policies and programs. While this is important and necessary, it often left out the additional core OH&S information and resources for those who need it most – the rank-and-file employees and Canadian society in general.

Today, the emergence of continuing education and even basic core education is providing individual workers many more opportunities to understand occupational health and safety. Worker education has evolved from a narrowly defined employer emphasis or a focus on safely performing specific tasks. Now, workers are being

S. Len Hong

President and Chief Executive Officer



encouraged and empowered to take a more active, broader role in helping to make the entire workplace, its workers and their families safer and healthier.

Another second important trend arises from the growing recognition of the need to carefully evaluate OH&S literature and information to identify what is most reliable and useful for individuals, workplace and society. Successful approaches taken in assessing and reviewing the effectiveness of health care practices by The Canadian Cochrane Network are now stimulating the use of evidence-based methods by the OH&S community to find and verify the best possible knowledge that can help improve health and safety. This should result in more effective and practical improvements in OH&S.

A third movement involves the emerging international partnerships that are starting to work together to develop a single unified global occupational health and safety (OSH) Internet-based portal. In 1998, CCOHS pioneered the development of a Canadian OSH portal, www.CANOSHweb.org, which greatly improved access to Canadian governments', worker compensation boards' and commissions', as well as CCOHS' information and resources. Internationally, CCOHS is a major promoter of this concept of collaborating to provide the public with more quality information, organized in a practical and useful manner in OSH portals. Over the next few years we hope to assist in the creation of a Global OSH portal which will provide Canadians and the global community a vast collection of OSH information, best practices, statistics, safety alerts, legislation and other useful categories of OSH resources.

At CCOHS, we are proud of our role over the past 25 years in providing Canadians with unbiased, relevant information that supports responsible decision-making and promotes safe, healthy working environments. We are committed to the belief that good, reliable knowledge is the most powerful tool in assisting workers and workplaces to formulate effective prevention processes and programs. We look forward to our next quarter century of serving Canadians and to help them attain their universal right of being safe and maintaining good health while at work.

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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.

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 Cathy Walker, *Canadian Auto Workers / CLC*
 Hassan Yussuff, *Canadian Labour Congress*
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 Otto Peter, *Canadian Vehicle Manufacturers' Association*
 Pat Pietracupa, *Federally Regulated Employers – Transportation and Communication*
 Robert Cunningham* /Murray Sunstrum, *Canadian Petroleum Safety Council*

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 Tom Farrell*, *Manitoba*
 Ann Marie Hann, *Newfoundland and Labrador*
 James Lee, *Prince Edward Island*
 Roy Mould, *Ontario*
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 Ian Campbell
 Tom Farrell*
 Otto Peter
 Anthony Pizzino
 Hassan Yussuff

AUDIT COMMITTEE

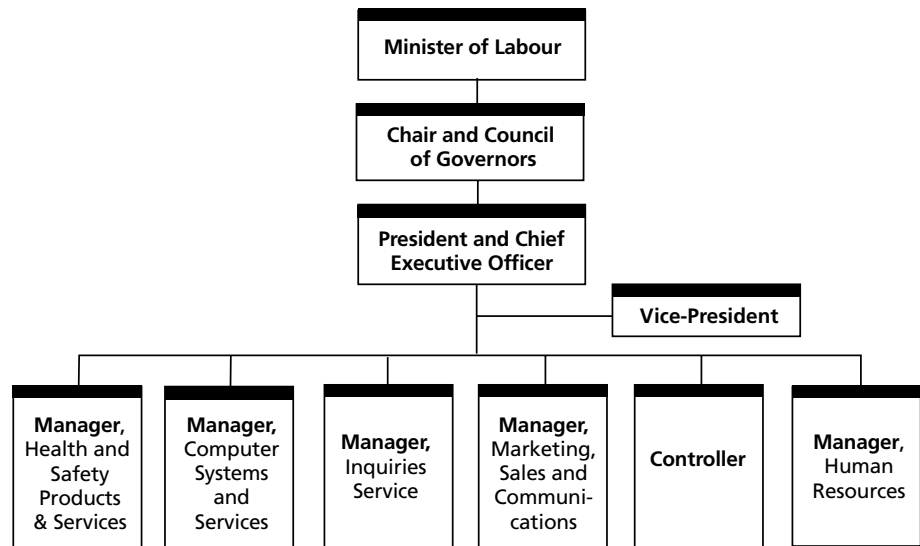
Warren Edmondson (Chair)
 Ian Campbell
 Tom Farrell (Alt)*
 Roberta Ellis
 Cathy Walker
 Anthony Pizzino (Alt)

* *Resigned/Term Expired*

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



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 that provides free and confidential access to occupational health and safety (OH&S) information, in English or in French, to the Canadian working population.

CCOHS' free and confidential public services continue to be prime sources 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 15,223 inquiries, covering subjects and concerns such as chemicals and hazardous materials, ergonomics, manual material handling, indoor air quality, and a large 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, distribution by mail of supporting documents and reference materials in printed format and when all of the information is available in electronic format, responses are emailed.

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. Users awarded it 4.6 out of 5, slightly higher than the previous year.

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. *OSH Answers* includes more than 3,000 questions and answers covering over 600 different topics, based on common queries received by the Inquiries Service. In fiscal 2002-2003, more than 1 million individual visitors accessed question-and-answer documents in English and French over 3.47 million times, through *OSH Answers* and the corresponding French version, Réponses SST, on the CCOHS website. Visitors to the French-language Réponses SST doubled to 290,000 over the 158,000 in the previous fiscal year.

Overall, the number of visitors increased by 67% and the number of "inquiries" by 55% from the previous fiscal year.



CCOHS continues to expand and broaden its line of electronic products, responding to the workplace safety needs of working Canadians. The product development highlights are detailed in the next few pages.

CCOHS WEBSITE

The CCOHS web site was changed to conform to the Government of Canada's requirement for a Common Look and Feel (CLF) for web sites. The CLF standards are designed to ensure that all Canadians, regardless of ability, geographic location or demographic category, are given equal access to information on Government of Canada web sites. The implementation of the CLF standards across the Canadian Government Internet web sites, better enable Canadians to distinguish federal programs and services and successfully navigate from one federal site to another to find information relevant to their circumstances.

The French version of the CCOHS web site was also redesigned to be compliant with the CLF and made available to the public in March 2003.

In addition to the cosmetic enhancement of the CCOHS web site, the site search was significantly improved. The site search that has always included the main parts of the site including OSH Answers was expanded, as a first step, to incorporate the vast amount of information available in "INCHEM" and the web version of the "Canadian enviroOSH Legislation plus Standards". The enhanced search uses a more powerful and flexible search engine than used previously.

A redesign of the web database subscription service CCINFOweb began with the objective of improving user access to CCOHS databases on the CCOHS website. The development of a comprehensive CCOHS "metasearch" enhanced the searching capabilities of the databases and collections. The display of search results was also improved. Enhancements to the CCINFOweb collection continue and will soon include indexing the databases with Verity software, and new features such as marking selected records, re-sorting results in hit lists and the ability to search across CCOHS database collections. Full release is planned for mid-2003 following completion of user testing and feedback.



CONFERENCES & EXHIBITIONS

CCOHS participated in the following conferences and exhibitions during fiscal 2002 – 2003

ENVIRONMENTAL MANAGEMENT & COMPLIANCE 2002 CONFERENCE AND TRADESHOW
Toronto, ON

TREASURY BOARD (H&S Federal Representatives)
North Montreal, QC

3RD ANNUAL OH&S SAFETY CONFERENCE (PEI)
Charlottetown, PE

IAPA HEALTH & SAFETY 2002 CONFERENCE & TRADE SHOW
Toronto, ON

11TH INTERNATIONAL AND 5TH NATIONAL CONFERENCE ON SAFE COMMUNITIES (CHN)
Fort Francis, ON

ASSOCIATION QUÉBÉCOISE POUR L'HYGIÈNE, LA SANTÉ ET LA SÉCURITÉ DU TRAVAIL (AQHSST) CONFÉRENCE
Montreal, QC

TRANSPORTATION HEALTH AND SAFETY ASSOCIATION 60TH ANNUAL GENERAL MEETING
Toronto, ON

XVITH WORLD CONGRESS ON SAFETY AND HEALTH AT WORK
Vienna, Austria

THE EDUCATION SAFETY ASSOCIATION OF ONTARIO (ESAO) 4TH ANNUAL HEALTH & SAFETY CONFERENCE & TRADE SHOW
Toronto, ON

CANADIAN HEALTH LIBRARIES ASSOCIATION CONFERENCE
Kitchener, ON

AMERICAN INDUSTRIAL HYGIENE CONFERENCE AND EXPOSITION (AIHCE)
San Diego, CA

23RD CONSTITUTIONAL CONVENTION OF THE CANADIAN LABOUR CONGRESS
Vancouver, BC

CAMPUS SAFETY, HEALTH AND ENVIRONMENTAL MANAGEMENT ASSOCIATION EXECUTIVE (CHSEMA)
Toronto, ON

ONTARIO OCCUPATIONAL HEALTH NURSES ASSOCIATION (OOHNA) CONFERENCE
Toronto, ON

ONTARIO SAFETY SERVICE ALLIANCE (OSSA) CONFERENCE
Toronto, ON

THE HEALTH AND SAFETY REPORT – E-NEWSLETTER

CCOHS launched its free e-newsletter, The Health and Safety Report, in January 2003. This new monthly newsletter provides Canadians with current OSH information and is delivered to subscribers by e-mail. Visitors to the CCOHS web simply have to register online to start receiving it. Within one week of the release of the first issue 300+ subscribers registered and by the end of March, over 1200 had subscribed. Marketing efforts continue to increase awareness of this new public service.

HEALTH AND SAFETY GUIDES

CCOHS publishes many pocket-sized books designed for use 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 following new guides were completed; *Wellness in the Workplace*, *Library Workers Guide*, as well as the *Indoor Air Quality Guide* and *Warehouse Workers Guide*, both customized for the Ontario Service Safety Alliance (OSSA). Guides that were updated include the *Ergonomics Guide* and the *Welders Health and Safety Guide*. Also under various stages of development are the *Health and Safety Guide for Human Resources*, the *Emergency Response Guide* and *Mould in the Workplace – A Basic 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, and Trinidad. A one-day training for Federal supervisors and managers on the Canada Labour Code, Part II (Powerpoint Presentation) was completed.

DOMESTIC SUBSTANCE LIST/ NON-DOMESTIC SUBSTANCE LIST DSL/NDSL (LI/EDS)

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/NSDL 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.

The DSL/NDSL databases are continually updated as additions and amendments appear in the Part I and II of the *Canada Gazette*. The DSL database includes information from the *Canada Gazette, Part II* up to and including March 26, 2003. The NDSL includes information from the *Supplement Canada Gazette, Part I* up to and including March 22, 2003.

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, and includes health, fire and reactivity hazards, plus safe work practices data.

Significant new records have been created and updated and progress has been made towards including information that will be required for the Globally Harmonized System for the Classification and Labeling of Chemicals (GHS). The database has been redesigned and migrated to a new platform that increases the efficiency and accuracy of record creation.

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.

CONFERENCES & EXHIBITIONS

continued...

CANADIAN ENVIRONMENTAL AUDITORS ASSOCIATION (CEAA) CONFERENCE
Halifax, NS

SOCIETY FOR CHEMICAL HAZARD COMMUNICATION
Arlington, VA

HEALTH, WORK & WELLNESS CONFERENCE (CHN)
Lake Louise, AB

HAMILTON-HALTON CONSTRUCTION ASSOCIATION
Hamilton, ON

CITY OF HAMILTON EMPLOYEE HEALTH AND WELLNESS FAIR
Hamilton, ON

OCCUPATIONAL HYGIENE ASSOCIATION OF ONTARIO (OHAO) FALL SYMPOSIUM
Toronto, ON

WHSCC CONFERENCE 2002
St. John, NB

CANADIAN SOCIETY OF SAFETY ENGINEERING (CSSE)
Toronto, ON

ONTARIO LIBRARY ASSOCIATION (OLA) CONFERENCE
Toronto, ON

MINI-MED SCHOOL, MCMASTER UNIVERSITY
Hamilton, ON

SASKATCHEWAN SAFETY COUNCIL: 30TH ANNUAL INDUSTRIAL SAFETY SEMINAR
Saskatchewan, SK

MANITOBA SAFETY COUNCIL ANNUAL OH&S CONFERENCE
Winnipeg, MB

HUMAN RESOURCE PROFESSIONAL ASSOCIATION OF ONTARIO (HRPAO) CONFERENCE AND TRADE SHOW
Toronto, ON

FARM SAFETY ASSOCIATION CONFERENCE
Niagara Falls, ON

NOVA SCOTIA SAFETY COUNCIL 21ST ANNUAL CONFERENCE & TRADESHOW
Halifax, NS



PRESENTATIONS & WORKSHOPS

CCOHS participated in the following presentations and workshops during fiscal 2002 – 2003

**IAPA CONFERENCE AND
TRADE SHOW**
Presentations
April 22 – 24, 2002
Toronto, ON

**PETROLEUM INDUSTRY'S ANNUAL
SAFETY SEMINAR**
Presentation
April 30 – May 3, 2002
Banff, AB

**OSSA PROFESSIONAL
DEVELOPMENT WEEK**
Presentation
April 8 – 12, 2002
Toronto, ON

NAOSH WEEK WORKSHOPS
*"Effective Health and Safety
Committee Strategies"*
*"Integrating Wellness
into the Workplace"*
"Due Diligence"
*"Business Results Through
Health and Safety"*
Hamilton, ON

**FACULTY OF ENGINEERING,
McMASTER UNIVERSITY**
Presentation
Hamilton, ON

WORKPLACE HEALTH WORKS!
Sponsored by the Canadian Labour
and Business Centre
*CCOHS and Canadian Health
Network Services*
Vancouver, BC

**NOVA SCOTIA SAFETY COUNCIL
CONFERENCE**
*"Reliable OSH Resources
on the Internet"*
Halifax, NS

CANADIAN enviroOSH LEGISLATION

The Canadian enviroOSH Legislation database series is an invaluable tool that provides immediate access to complete text of all Canadian health, safety and environmental legislation, as well as critical guidelines and codes of practice. The Legislation PLUS Standards series 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.

Several enhancements were made to this service this fiscal year. The Legislation Service on the CCOHS web site was revamped with a new search engine to enhance search and retrieval capabilities. The service is now updated weekly to provide users with the most up to date information and as a result of marketing targeted to the pulp and paper sector, forestry related legislation and guidelines were added to the service.

To provide further added value, a free monthly update service was made available which emails subscribers information on the progress of federal, provincial and territorial legislation as well as updates on amendments and new regulations from official gazettes. The update also provides information on repealed documents and the legislation to be added to the next quarterly issue of the CD-ROM (the Web service is updated monthly). Over 130 subscribers receive the updates. This service is also available to everyone using the web from the Legislation home page on CCINFOweb.

OSHLINE™ with NIOSHTIC® / NIOSHTIC®-2

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.

To minimize the number of CD-ROM discs needed and provide a format more convenient to use, the MSDS and FTSS databases were made available on DVD, in addition to CD-ROMs and web services. MSDS / FTSS databases are being migrated to a new database management system which will streamline and enhance efficiency of the database creation process. It will also provide functionality not previously available.

The database now includes the frequently requested Fisher Scientific collection of approximately 40,000 MSDSs. The MSDS database now contains 135,078 MSDS. The FTSS database contains 73,393 FTSS.

During this period, a pilot MSDS Service on the Web was developed which would provide users access to MSDS collections residing on suppliers' websites directly from the CCOHS database site. The results of the pilot phase are now being evaluated.



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.

RTECS®

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. Since August 2002, the database previously maintained by NIOSH, is licensed to CCOHS through MDL Information Services, Inc. for distribution. 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 is fully integrated. RTECS® is available from CCOHS on CD-ROM, on CCINFOweb and for Intranets. RTECS® is also available through CCOHS' Academic Support Program, a special program for post secondary institutions around the world.

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.

CCOHS produces a French version of the RTECS® database and work was completed by year-end to develop a Spanish version as well.



OSH RESEARCHER CD-ROM

In May 2002, OSH Researcher CD-ROM replaced 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 the Institut National de Recherche et de Sécurité (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™

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.

CHEMpendium™ on the WWW is the newest addition to CCOHS' web service. CCOHS developed a web version of the CHEMPENDIUM CD-ROM, which is a compilation of chemical information databases. CHEMPENDIUM on the WWW provides access to: Chemical Evaluation Search and Retrieval System (CESARS), Chemical Hazards Response Information System (CHRIS), CHEMINFO, Domestic/Non-Domestic Substances List (DSL/NDSL), Hazardous Substances Data Bank (HSDB), New Jersey Hazardous Substance Fact Sheets, NIOSH Pocket Guide to Chemical Hazards, Transport of Dangerous Goods (TDG) and Transport of Hazardous Materials databases. It is a comprehensive resource of chemical hazard information for workplaces and the environment.



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.

SPANISH-LANGUAGE RESOURCES

HRDC together with the Pan American Health Organization (PAHO) identified a need for Canada to generate occupational health and safety information services in Spanish and invited CCOHS to partner on this initiative. CCOHS proposed to translate three major sections of OSH Answers into Spanish, along with creation of a Spanish version RTECS® database available on the web, and production of a web based Spanish language Health and Safety Course for Managers. The translation of the RTECS® database into Spanish as well as the website was completed this year. This work continues and is being undertaken together with the Pan American Health Organization (PAHO) and funded by HRDC.

NETWORK OF WHO COLLABORATING CENTRES IN OCCUPATIONAL HEALTH

CCOHS developed a web portal for the World Health Organization's (WHO) Collaborating Centres in Occupational Health. Similar in concept to the CIS Centres Information Network, the WHO portal provides each collaborating centre with a place to present their own centre's occupational health information, and links to other information within their country. All of the collaborating centres' information is indexed to enable the users to identify and retrieve the required information.

GLOBAL OSH WEB PORTAL

CCOHS is also working in collaboration with the International Labour Organization, the World Health Organization and the European Agency for Safety and Health at Work in creating a global web portal for occupational health and safety information. The proposed global web portal will provide a single point of access to OHS information from credible, reliable sources in countries throughout the world. Powerful search and retrieval capabilities are also planned. The portal is targeted for completion in the Fall of 2003.

TRI-NATIONAL WEB PAGE

CCOHS was invited by HRDC to represent Canada at meetings to discuss OH&S with national governmental representatives of Mexico and the United States. This initiative was organized under the provisions of the North American Agreement on Labour Cooperation (NAALC). CCOHS is involved in two of four Technical Working Groups formed – Developing a Trinational Website and Hazardous Substances. CCOHS' involvement identified a need for Canada to generate occupational health and safety information services in Spanish. Following the Binational (USA and Mexico) Working Group of Government Experts on Occupational



Safety and Health - North American Agreement on Labour Cooperation (NAALC) in San Diego, California, CCOHS implemented the Web Forums for the NAALC's new Tri-National Working Group and its four sub-groups. Sub-group members have representation from Canada, Mexico and the U.S. The Web Site is available in English, French and Spanish.

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. During this fiscal year two new guides, CCOHS' Warehouse Workers, and Indoor Air Quality were 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

IPCS INTOX is a collaborative Programme between CCOHS and the World Health Organization's International Programme on Chemical Safety (IPCS). It provides an integrated operational system, consisting of a databank and software, used at Poison Centres around the world to manage information on poisonings.

The new version of the IPCS INTOX System (Version 4.0) has been recently upgraded. This upgrade includes:

- improved reporting that now displays the progress of each report as it is being generated;
- improved data access implementing the most current in database technology;
- migration of the underlying database from Access '97 to Access 2000, and ability for multi-user centres to use SQL Server.

Many new features are under development for the next release, including user-defined reports.

Issue 2002-2 (December 2002) of the IPCS INTOX Databank was prepared for release on CD-ROM in the beginning of January 2003 and corresponding updating of the Web site. This included processing of new and updated CHEMINFO records and a full refresh of the IARC Summaries and Evaluations and the Yellow Tox. Additional documents and updates are planned to be included in subsequent updates.

CCOHS' work on this Programme is undertaken on a cost-recovery basis.



IPCS INCHEM

The IPCS INCHEM Programme consolidates information 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).

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. The number of accesses per month has averaged over 262,000.

Subscriptions to the CD-ROM version continue to be regularly received and delivered, and on-going liaison is maintained with the subscribers.

Over 2,500 new and updated pages were processed for the November release. This issue now contains more than 7,000 documents and 80,000 pages of data.

PAN-ASIA RESEARCH AND DEVELOPMENT GRANTS PROGRAM

The Pan-Asia Research and Development Grants Programme, formerly a programme of Canada's IDRC, was revised and replaced by the ICT R&D Grants Programme under an Asian consortium, including IDRC, APDIP (UNDP-Asia-Pacific Development Information Programme), AMIC (Asian Media Information and Communication Centre) and APNIC (Asia Pacific Network Information Centre) as of February 2002. This program 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.

At the request of IDRC, CCOHS continued to administer successful projects initiated under the former Programme.

The work during this year included: preparation of contracts and budgets for 4 new projects, administration of grants and budgets for a total of 8 successful grant applicants, maintenance of the Pan Asia R&D Web site content and uploading to the Web site, and liaison with grant recipients regarding contracts, budgets and project progress reporting.



The Programme activities bring CCOHS into direct contact with educational and research organizations in the Asian region, providing effective opportunities to reach potential subscriber organizations for CCOHS' products in the region. CCOHS' work on this Programme is done on a cost-recovery basis.

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.

CCOHS is the official Workplace Health Affiliate Partner of the CHN. In the past year CCOHS redesigned the CHN Workplace Health Centre (www.canadian-health-network.ca) to make it more user friendly.

Health@Work, the bilingual e-bulletin created by CCOHS is widely distributed to the workplace health network and other interested organizations. The number of referrals from CHN to CCOHS' website is increasing as CCOHS actively promotes the Workplace Health Centre and CHN to this network. CCOHS staff continued to collaborate with other CHN Affiliates to develop content and select resources for the Web site and other audiences. Through its participation in the CHN network of partners, CCOHS has increased its visibility and expertise in workplace wellness issues.

Also through the CHN work, CCOHS became involved in the national Healthy Workplace Steering Committee and Healthy Workplace Week, which took place this year from October 21-27. CCOHS upgraded and maintained the "Resource Well" section of the Healthy Workplace Week web site and is listed with the CHN Workplace Health Centre in the Resource section as primary sources of reliable, up-to-date information on healthy workplaces.

ILO/CIS NATIONAL AND COLLABORATING CENTRES – WEB PORTAL

CCOHS developed and implemented a web portal for CIS National and Collaborating Centres. There are some 120 CIS National and Collaborating Centres in 102 countries.

The portal presents a structure consisting of various categories of occupational health and safety information and is to contain information from the respective countries provided by the CIS National and Collaborating Centres. The input of information content is coordinated by CIS. A powerful search engine was provided to allow searching of information under various categories from any one Centre or a selected combination of Centres. This web portal structure is trilingual (English, French and Spanish) and accommodates the information contained in any language. A user can obtain the required information from any one country or a combination of countries on any topic, quickly and conveniently.

The portal also contains an e-mail-based discussion group for exchanging information amongst the CIS National and Collaborating Centres. This work was done on a cost-recovery basis.

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 – 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. This year an additional 1,000 CD-ROMs were produced and sent to the Iqaluit office of the WCB of the Northwest Territories and Nunavut.



PUBLISHED ARTICLES

CCOHS published the following articles during fiscal 2002 – 2003

CANADIAN OCCUPATIONAL SAFETY MAGAZINE

Is Wellness for Sissies?

Sudbury & District Health Unit asked for copyright and translated it into French (safety newsletter)

November/December 2002

CANADIAN HEALTH NETWORK

"Mysteries of the Office Solved"

Article reproduced by "Business in Vancouver"

Issue 684

December 2002

OSH for Everyone – WorkSafe Saskatchewan

CCOHS, in collaboration with the Saskatchewan Workers' Compensation Board (WCB) and Saskatchewan Labour, designed and developed the WorkSafe Saskatchewan website www.worksafesask.ca and CD-ROM, focusing on Saskatchewan's regional needs and concerns. This collaboration 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. This past year, the WorkSafe Saskatchewan collection was re-released with ten new topics for the website, bringing the collection to 75 health and safety related topics. New topics include Aging, Educational Workers, Bullying, Young Workers, Wood and Wood Products, Return to Work, plus additional Transportation and Agricultural Topics. A CD-ROM of the updated website was released by Saskatchewan WCB and Saskatchewan Labour (the WorkSafe Saskatchewan partners).

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

CCOHS developed a Marine Safety Inspectors Bookshelf CD-ROM for Transport Canada Marine Safety. 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 product is maintained and updated by CCOHS on a semi-annual basis. The third issue of the three-CD-ROM set was released in March 2003.

TDG INSPECTOR'S VIRTUAL BOOKSHELF CD-ROM

CCOHS developed this web-browser based CD-ROM for Transportation of Dangerous Goods inspectors at Transport Canada. The product contains documents, legislation, standards and publications specifically for the use of TDG Inspectors, and is maintained and updated by CCOHS on a semi-annual basis.



PREVENTING WORKPLACE VIOLENCE – WEB-BASED TRAINING PROGRAM

The work on the prototype multimedia, web-based training program based on the CCOHS Workplace Violence Prevention pocket guide was completed. The website is a three way collaboration between CCOHS, Triune Productions Inc. and Random Access Multimedia, Inc. with support from The National Crime Prevention Centre. Script development, audio and video treatments of the modules included in the prototype have been completed. The website prototype was finalized and released, on a limited basis, for the evaluation stage of the project.

WHMIS CLASSIFICATION DISCREPANCY PROJECT

Health Canada WHMIS Division has approached CCOHS and Quebec CSST to work together on a project to review WHMIS classification. The goal is to resolve existing discrepancies in the WHMIS classifications proposed by CCOHS in the CHEMINFO database and by CSST in the Repertoire Toxicologique so that Canadians will have access to consistent information. Discrepancies have been tabulated, the information and evaluations on each substance are being shared by CCOHS and CSST, and issues are being jointly resolved. Any broader policy issues regarding interpretation of the Controlled Products Regulations will be referred to Health Canada for consultation among WHMIS regulators.

ONTARIO WORKPLACE SAFETY AND INSURANCE BOARD BEST PRACTICES COLLECTION

CCOHS and the Ontario Workplace and Safety Insurance Board's Best Practices Group in the Prevention Services Division continued development of a best practices database for the Internet. The database allows 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 for a pilot of the database in 2003.



MANITOBA LABOUR

CCOHS developed a test pilot Training CD-ROM for Manitoba Labour to distribute to 200 apprenticeship and training programs. This CD-ROM contained two CCOHS website collections: *The Young Workers Zone* and *CCOHS Teaching Tools*. The material covers basic information on health and safety legislation, tips for new workers, plus classroom tools such as practical safety topics with teachers' notes, overheads, activities and handouts.

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. CCOHS continues to produce a quarterly Folio-based CD-ROM for the Canadian Insurance Law Service.

NEW INITIATIVES

Dick Martin Scholarship Award (DMSA)

In the spring of 2002, CCOHS Council of Governors established an occupational health and safety scholarship fund in the memory of Dick Martin, a tireless pioneer of workplace health and safety in Canada. Information packages were sent to 26 post secondary schools across Canada inviting students enrolled in occupational health and safety programmes to apply for this annual, national award.

Three recipients were selected from the sixteen essays submitted as recipients for the inaugural Dick Martin Scholarship Award. For 2002, CCOHS proudly awarded a \$1000 scholarship each to Joan Saary, Etobicoke, Ontario, Karen McCaig, and Kristin Holm both of Vancouver, British Columbia.

National Young Worker Web Site

CCOHS worked with a committee of youth delegates sponsored by the Canadian Association of Administrators of Labour Legislation (CAALL) Committee and The Association of Workers Compensation Boards of Canada (AWCBC) to design and develop a young workers web portal, tentatively called JobOne.ca. There were youth delegates representing all of Canada – each province, and territory as well as the federal jurisdiction.

It is designed to assist young workers in Canada to find information relevant to their needs, from all Canadian jurisdictions. It provides a single-point access for young workers, teachers and parents to information on young workers issues, from all Canadian jurisdictions. The portal launched January 2003.

Fatality Reports Released on the Web

The Fatality Reports database, a unique collection of information regarding work-related fatalities was mounted on the CCOHS website in September 2002. As a free public service to Canadians, the online Fatality Reports database provides insight into the circumstances and causes surrounding occupational fatalities. Included in this collection are reports from Coroner's inquests and inquiries emanating from many jurisdictions across Canada.

Marketing and Promotional Initiatives

Ads promoting CCOHS as a national OH&S resource ran in several print trade publications and as banner ads on web sites over the fall and winter months. A CCOHS poster available in both English and French complemented the advertising campaign and was widely distributed at conferences and other venues. This specific advertising campaign will conclude in April 2003.

CCOHS attended more than 30 events over this fiscal year and maintained its vigorous participation in meetings, conferences and presentations in each region of Canada. Six media releases were developed and distributed this year as part of the strategy to increase awareness of CCOHS.

CCOHS' New Building

Groundbreaking for the new building on Hunter Street took place on September 11, 2002 with the move of the Centre scheduled for August 8, 2003.



Financial Review

As at March 31, 2003



MANAGEMENT RESPONSIBILITY FOR FINANCIAL STATEMENTS

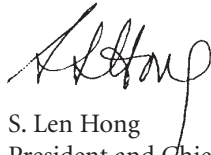
Responsibility for the integrity and objectivity of the accompanying financial statements for the year ended March 31, 2003 and all information contained in this report rests with the Centre's management.

These statements have been prepared by management in accordance with Treasury Board accounting standards based upon Canadian generally accepted accounting principles, using management's best estimates and judgments where appropriate. These statements should be read within the context of the significant accounting policies set out in Note 2 of the financial statements.

Management has developed and maintains books, records, internal controls and management practices, designed to provide reasonable assurance that the Government's assets are safeguarded and controlled, resources are managed economically and efficiently in the attainment of corporate objectives, and that transactions are in accordance with the *Financial Administration Act* and regulations as well as departmental policies and statutory requirements.

The transactions and financial statements of the Canadian Centre for Occupational Health and Safety have been audited by the *Auditor General of Canada*, the independent auditor for the Government of Canada.

Approved by:



S. Len Hong
President and Chief Executive Officer



Bonnie Easterbrook, CGA
Controller/Senior Financial Officer

May 30, 2003



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, 2003 and the statements of operations and net assets and cash flows for the year then ended. These financial statements are the responsibility of the Centre'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 Centre as at March 31, 2003 and the results of its operations and its cash flows for the year then ended in accordance with Canadian generally accepted accounting principles.

Alain Boucher, CA
Principal
for the Auditor General of Canada

Ottawa, Canada
May 30, 2003

STATEMENT OF FINANCIAL POSITION
as at March 31

Assets	2003	2002
<i>Financial assets:</i>		
Due from the Consolidated Revenue Fund	\$ 1,148,518	\$ 766,311
Inventory for resale	100,117	112,117
Accounts receivable (note 6)	253,564	272,724
	<hr/> 1,502,199	<hr/> 1,151,152
<i>Non-financial assets:</i>		
Capital Assets (note 5)	854,197	451,598
	<hr/> 2,356,396	<hr/> 1,602,750
<hr/>		
Liabilities		
<i>Current liabilities:</i>		
Accounts payable and accrued liabilities (note 7)	\$ 1,003,138	\$ 571,889
Deferred revenues (note 7)	83,288	109,362
Vacation Pay (note 7)	314,684	268,177
	<hr/> 1,401,110	<hr/> 949,428
Employee severance benefits (notes 7 and 11)	594,574	549,899
Trust Accounts		
Funds for grants program (note 9)	130,536	123,923
Donations (note 10)	89,877	87,747
Contributions to Inquiries Service received in advance	110,000	60,000
	<hr/> 330,413	<hr/> 271,670
	<hr/> 2,326,097	<hr/> 1,770,997
Net Assets (Liabilities)	<hr/> 30,299	<hr/> (168,247)
	<hr/> 2,356,396	<hr/> 1,602,750

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

Approved by:



Warren Edmondson
Chairperson



S. Len Hong
President and Chief Executive Officer



Bonnie Easterbrook, CGA
Controller/Senior Financial Officer

STATEMENT OF CASH FLOWS
for the year ended March 31

Operating transactions	2003	2002
Net cost of operations	\$ (4,353,958)	(3,640,313)
<i>Adjustment for items not affecting cash</i>		
Amortization of capital assets	227,885	221,246
Loss on disposal of capital assets	865	846
Services received without charge from other government departments	555,893	536,248
	<hr/> (3,569,315)	<hr/> (2,881,973)
<i>Statement of Financial Position adjustments</i>		
Increase in accounts payable and deferred revenue	405,173	129
Increase in liability for vacation pay	46,507	-
Increase in liability for employee severance benefits	44,675	46,866
Decrease in accounts receivable	19,160	144,878
Inventory used	12,001	718
Increase (decrease) in trust accounts	58,743	(62,209)
	<hr/> 586,259	<hr/> 130,382
<i>Cash applied to operating transactions</i>	<hr/> (2,983,056)	<hr/> (2,751,591)
Capital transactions		
Acquisitions of capital assets	(631,348)	(266,251)
Net cash provided by government	<hr/> (3,614,404)	<hr/> (3,017,842)

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



STATEMENT OF OPERATIONS AND NET ASSETS
for the year ended March 31

Revenues (note 3)	2003	2002
Proceeds from sales	\$ 2,611,005	\$ 2,700,884
Projects and collaborative agreements	1,574,061	1,784,838
Total revenues	4,185,066	4,485,722
Expenses		
<i>Operations</i>		
Salaries and employee benefits	5,311,078	4,857,678
Employee severance benefits	57,180	58,153
Professional and special services	1,173,140	1,281,504
Accommodation	555,893	536,248
Information	300,801	331,179
Utilities, materials and supplies	233,033	138,711
Transportation and communications	191,298	218,217
Purchased repair and upkeep	177,243	142,924
Rentals	18,159	22,664
	8,017,825	7,587,278
<i>Administration</i>		
Salaries and employee benefits	250,946	271,506
Governors and committees	11,653	17,952
Travel	25,487	23,289
Professional and special services	4,207	3,668
Utilities, materials and supplies	156	250
	292,449	316,665
Total expenses	8,310,274	7,903,943
<i>Other expenses</i>		
Amortization	227,885	221,246
Loss on disposal of assets	865	846
	8,539,024	8,126,035
Net cost of operations	(4,353,958)	(3,640,313)
Net liabilities, beginning of year	(168,247)	(160,321)
Services received without charge from other government departments	555,893	536,248
Net cash provided by government	3,614,404	3,017,842
Change in amount due from Consolidated Revenue Fund	382,207	78,297
Net assets (liabilities), end of year	30,299	(168,247)

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

NOTES TO THE FINANCIAL STATEMENTS – March 31, 2003

1. Authority and objectives

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:

These financial statements have been prepared on an accrual basis of accounting in accordance with Treasury Board of Canada accounting standards based on Canadian generally accepted accounting principles.

- a) *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 generally accepted accounting principles since appropriations are primarily based on cash flow requirements. Consequently, items recognized in the statement of operations and the statement of financial position are not necessarily the same as those provided through appropriations from Parliament. Note 4 provides a high-level reconciliation between the two bases of reporting.
- b) *Consolidated Revenue Fund (CRF)* – The Centre operates within the CRF, which is administered by the Receiver General for Canada. All cash receipts are deposited to the CRF and all cash disbursements made by the Centre are paid from the CRF. Due from the CRF represents the amount of cash that the Centre is entitled to draw from the CRF without further appropriations, in order to discharge its liabilities. Since the amount is not formally recognized in the Centre's books of account, a corresponding amount is credited to Net Asset (Liabilities).

- c) *Revenues* – These are accounted for in the year which the underlying transaction or event occurred that gave rise to the revenues. Revenues that have been received but not earned are disclosed in Note 7 as deferred revenue.
- d) *Expenditure recognition* – All expenditures are recorded on the accrual basis.
- e) *Employee severance benefits* – These are accrued as earned. Employee severance benefits on cessation of employment represent obligations of the Centre that are normally funded through future year appropriations.
- f) *Services received without charge from other government departments* – These are recorded as operating expenses at their estimated cost and a corresponding amount is credited directly to Net Assets (Liabilities) since these expenses are not formally recognized in the Centre's books of account.
- g) *Refunds of previous years' expenditures* – Refunds of previous years' expenditures are recorded as revenues when received and are not deducted from expenditures.
- h) *Foreign currency transactions* – Transactions involving foreign currencies are translated into Canadian dollar equivalents using rates of exchange in effect at the time of those transactions.
- i) *Inventories for resale* – Inventories are valued at the lower of cost and net realizable value.
- j) *Receivables from external parties* – These are stated at amounts expected to be ultimately realized; an allowance is made for external receivables where recovery is considered uncertain.
- k) *Capital assets* – All capital assets and leasehold improvements having an initial cost of \$1,000 or more are recorded at their acquisition cost. 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>	<i>Amortization Period</i>
Computer equipment	3 years
Furniture equipment	5 years
Software	1-5 years
Measuring equipment	5 years

- l) *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.

3. Revenue

<i>Proceeds from sales</i>	2003	2002
Subscription – CCINFODisc	\$ 856,029	\$ 1,224,014
Subscription - Specialty discs	485,341	472,692
CCINFOWeb	669,802	464,235
Specialty products - web	445,531	383,540
Single copy publications	137,395	135,046
Other	16,907	21,357
	<hr/>	<hr/>
	2,611,005	2,700,884
 <i>Projects and collaborative agreements</i>		
Collaborative projects	1,088,228	1,294,303
Contributions to Inquiries Service	454,000	454,000
Recovery of travel expenses	31,833	36,535
	<hr/>	<hr/>
	1,574,061	1,784,838
	<hr/>	<hr/>
	4,185,066	4,485,722

4. Parliamentary appropriations

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

	2003	2002
Net cost of operations	\$ 4,353,958	\$ 3,640,313
 <i>Adjustments for items not affecting appropriations</i>		
Less		
Amortization	227,885	221,246
Inventory used	12,001	718
Increase in liability for employee severance benefits	44,675	46,866
Loss on disposal of fixed assets	865	846
Miscellaneous items from statement of operations	8,875	12,776
Increase in liability for vacation pay	46,507	–
Services received without charge from other government departments	555,893	536,248
Increase (decrease) in accounts receivable	41,760	(77,130)
	<hr/>	<hr/>
	3,415,497	2,898,743
Add		
Decrease in deferred revenue	26,074	1,344
Capital acquisitions	631,348	266,251
	<hr/>	<hr/>
Total parliamentary appropriations used	4,072,919	3,166,338



b) Reconciliation of Parliamentary appropriations voted and used:

	2003	2002
Human Resources Development Canada - Vote 20	\$ 1,899,000	\$ 2,255,000
Human Resources Development Canada - Vote 20A	2,114,763	248,864
Human Resources Development Canada - Vote 20B	71,000	600,000
Treasury Board Vote 15a - collective agreements	-	12,000
Treasury Board Vote 15b - collective agreements	12,000	115,000
Treasury Board - Vote 10	59,500	46,000
	<u>4,156,263</u>	<u>3,276,864</u>
<i>Less:</i>		
Lapsed appropriation – operating	83,344	110,526
Total parliamentary appropriations used	<u><u>4,072,919</u></u>	<u><u>3,166,338</u></u>

5. Capital assets and accumulated amortization

<i>Capital assets at cost</i>	March 31 2002	Acquisition	Disposal	March 31 2003
Computer equipment	\$ 1,961,688	\$ 335,115	\$ 297,110	\$ 1,999,693
Furniture and equipment	877,398	106,097	25,913	957,582
Leasehold improvements	632,719	-	-	632,719
Software	182,958	190,136	-	373,094
Measuring equipment	2,673	-	-	2,673
	<u>3,657,436</u>	<u>631,348</u>	<u>323,023</u>	<u>3,965,761</u>

<i>Accumulated amortization</i>	March 31 2002	Amortization	Disposal	March 31 2003
Computer equipment	\$ 1,703,462	\$ 106,559	\$ 296,245	\$ 1,513,776
Furniture and equipment	784,449	38,902	25,913	797,438
Leasehold improvements	632,719	-	-	632,719
Software	82,535	82,424	-	164,958
Measuring equipment	2,673	-	-	2,673
	<u>3,205,838</u>	<u>227,885</u>	<u>322,158</u>	<u>3,111,564</u>

<i>Net book value</i>	March 31 2003	March 31 2002
Computer equipment	\$ 485,917	\$ 258,226
Furniture and equipment	160,144	92,949
Leasehold improvements	-	-
Software	208,136	100,423
Measuring equipment	-	-
	<u>854,197</u>	<u>451,598</u>

6. Accounts receivable

Accounts receivable were as follows as at:

	March 31 2003	March 31 2002
External parties	\$ 160,319	\$ 261,791
Government of Canada	93,245	10,933
	<u>253,564</u>	<u>272,724</u>

7. Liabilities

Current liabilities

	March 31 2003	March 31 2002
Accounts payable and accrued liabilities	\$ 945,713	\$ 508,343
Accrued salaries and employee benefits	57,425	63,546
	<u>1,003,138</u>	<u>571,889</u>

Deferred revenue

External parties	83,288	109,362
	<u>83,288</u>	<u>109,362</u>

Allowance for employee benefits

Vacation pay	314,684	268,177
Employee severance benefits	594,574	549,899
	<u>909,258</u>	<u>818,076</u>

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.

8. Related party transactions

The Centre is related in terms of common ownership to all Government of Canada departments, agencies and Crown Corporations. The Centre enters into transactions with these entities in the normal course of business. Revenues includes \$698,177 (2002-\$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 external parties.

In addition to transactions previously disclosed, during the year ended March 31, 2003:

- a) The Centre received accommodation services provided without charge from Public Works and Government Services Canada amounted to \$555,893 (2002 – \$536,248).
- b) The Centre received audit services without charge from the Office of the Auditor General of Canada.

9. 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 2003	March 31 2002
Balance of funds, beginning of year	\$ 123,923	\$ 252,858
Project funds received during the year	159,000	199,582
Grants made to recipients	(152,387)	(268,517)
CCOHS' administration fee	–	(60,000)
	<u>130,536</u>	<u>123,923</u>

10. 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 \$2,130 in donations during 2002/2003 bringing donations on hand at the end of March 2003 to \$89,877 (2002-\$87,747). These funds are recorded in a special purpose account in the Consolidated Revenue Fund.

11. 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 2002/2003 was \$323,301 (2001/2002 – \$292,045) 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 expense for CCOHS employee severance benefit plan for the year ended March 31, 2003 was \$57,180 (2002 – \$58,153). This benefit plan is not pre-funded and therefore has no assets, resulting in a plan deficit equal to the employee severance benefits liability. The liability recognized in the balance sheet at March 31, 2003 respecting this benefit plan is \$594,574 (2002 – \$549,899).

12. Reclassification

Certain figures have been reclassified to conform to current year's presentation.

