

# Report *of the* Council



April 1, 2004 to March 31, 2005



**COUNCIL REPORT**

1	Introduction
2	Chairman's Message
4	President's Message
6	Fundamental Right...
7	Council of Governors
8	Structure & Symbolism
9	Guiding Principles
10	Public Services
12	Products & Services
17	Projects & Collaborations
23	New Initiatives
24	Marketing & Promotion

**FINANCIAL REVIEW**

26	Management Responsibility for Financial Statements
27	Auditor's Report
28	Statement of Financial Position
28	Statement of Cash Flows
29	Statement of Operations and Net Liabilities
29	Notes to the Financial Statements

This document is also available on the  
CCOHS website at  
[www.ccohs.ca/ccohs/reports.html](http://www.ccohs.ca/ccohs/reports.html)

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



Canadian Centre for Occupational Health and Safety  
Hamilton ON Canada



It has been an honour to serve as Chair of the Council of Governors of the Canadian Centre for Occupational Health and Safety over the past year. This role has given me – and other Council members – the opportunity to take part in some very significant initiatives the Centre has been spearheading this year – initiatives that continue to solidify its role as a leader in the promotion of healthier and safer workplaces for all Canadians.

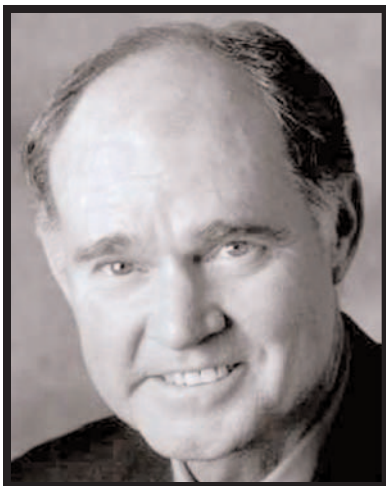
These activities further demonstrate the valuable contributions of CCOHS as it continues to build on its more than twenty-five years of service to the Canadian people. During this seminal year, CCOHS celebrated a significant milestone by hosting the highly successful national forum “*New Strategies for Recognizing and Preventing Occupational Disease*” that took place in Toronto in March.

Planning for this conference started some time ago when Council decided, after many discussions and extensive research – that occupational disease had been under-recognized for too long. It was determined that in keeping with our guiding principles, we could create a means by which national attention could be – and should be – focused on recognizing and preventing occupational disease.

Although all of the issues are not sufficiently understood yet, it is known that Canadians have experienced hundreds of thousands of occupational disease claims in the last five years; that the physical and mental harm to workers and their families is tragic and unacceptable; that more work days are lost to occupational disease than to contract disputes; that better statistical data, legal standards, information sharing and prevention initiatives are desperately needed; and that occupational disease is both under-reported and misreported.

The forum was a great success and there are many highlights to report:

- More than 350 occupational health and safety representatives, with fairly equal participation from governments, employers and workers, attended this first-of-its-kind event.
- Experts and researchers from across Canada, the International Labour Office (ILO) in Geneva, the Canadian Labour Congress (CLC), the Institute for Work and Health, and the Public Health Agency of Canada spoke at the event.
- Specific topic areas included: lessons learned from SARS as an occupational disease; stress as an occupational disease; occupational disease recognition and compensation in Canada; and emerging occupational issues of the 21st century.
- CCOHS prepared a post-event survey to which all Canadians could add their voice. The survey was designed to create actionable items that will move occupational disease recognition and prevention forward. The feedback to-date has been so constructive and insightful that it confirms our belief that another major CCOHS-sponsored forum is widely desired and considered very helpful.



**John McKennirey**  
Chairman, Council of Governors



---

I wish to thank the CCOHS staff for the great efforts they extended in organizing this inaugural event. Their professionalism and dedication to the goals and ideals of the Centre are recognized by the entire Council. I am also very grateful to our event sponsors, including the Workers' Compensation Board of Northwest Territories and Nunavut, the Workers' Compensation Board of Manitoba, the Workers' Compensation Board of British Columbia, the Workplace Safety and Insurance Board of Ontario, the Canadian Auto Workers Union, Human Resources Skills Development Canada, and the Canadian Labour Congress.

I commend my fellow Council members for their vision and unwavering support for this forum. The significance of this gathering was evidenced by the fact that occupational disease was an issue around which all our Council members – representing labour, government and business – rallied in strong unity and were personally engaged in securing much of the funding support.

An equally important initiative that lends support to the future of occupational health and safety is the Dick Martin Scholarship Award. The CCOHS Council of Governors established this scholarship fund in 2002 in the memory of Dick Martin, a tireless health and safety advocate and a pioneer of workplace health and safety in Canada. Three national scholarships are awarded annually to students enrolled in occupational health and safety related courses or programs and who are working toward an occupational health and safety certificate, diploma or degree at an accredited college or university in Canada. I congratulate the winners of this year's awards who each in their own way are pursuing a role that will help to keep people healthy and safe at work: Shane Journey of Milton, Nova Scotia, Ashley Soetemans of Niagara, Ontario and Jodi Van Valkenburg of Hamilton, Ontario.

I would also like to extend a heartfelt thank you to Hassan Yussuff, Canadian Labour Congress; Ann Marie Hann, Newfoundland and Labrador, and James Lee, Prince Edward Island – outgoing Governors of the Council this year – for their service, dedication and contributions. It gives me great pleasure to welcome new Governors Kimberly Dunphy, Government of Newfoundland & Labrador and Marie Clarke Walker of the Canadian Labour Congress – to our team.

There is still much work to do in order to ensure that health and safety is taken more seriously in Canada. At this year's conference, hundreds of health and safety professionals illustrated their interest and commitment by traveling to our symposium dedicated to improving the working lives of Canadians.

As CCOHS celebrates the start of its second 25 years of service, I am excited about its direction, its commitment and its new initiatives to improve health and safety, which some day in the future will make work-related injuries and illnesses a thing of the past.



This past year has been one of the most momentous in the history of the Canadian Centre for Occupational Health and Safety. Several key initiatives were launched and, based on their initial success, are poised to continue well into the future.

Firstly, with our creation and co-sponsorship of the national forum "*New Strategies for Recognizing and Preventing Occupational Disease*," CCOHS has taken another significant step in distinguishing itself as a leader in advancing and advocating for improvements in health and safety. CCOHS staff and Council of Governors, with broad based support of the OH&S community, chose to focus much-needed attention on occupational diseases, which are under-recognized yet have a profound human and economic impact on Canadians.

At the outset, we had a vision of creating a true "forum" of ideas – a platform for meaningful discussions, information exchange and creative strategizing that would include leading experts and, for the first time ever, the collective voices of Canadian workers, employers and governments. Our vision had the practical goal of raising awareness of the many destructive dimensions of occupational disease issues in order to improve prevention. With the assistance and dedication of many people, we achieved that goal.



At the forum, the need to address the complexity of workplace occupational diseases was clearly demonstrated by speaker Barb Millit's story about her father, who died in 1997 after 120 radiation treatments and chemotherapy in a five-year battle with throat cancer, that his family believes was related to workplace chemical exposure. Barb's presentation at the conference was both heartfelt and heart wrenching.

Other speakers showed that occupational disease can be very difficult to diagnose for many reasons - one being a lack of understanding of the complex and varied hazards that exist in workplaces. Another is that there can be many possible sources of exposure within an occupation, and workers can be exposed to more than one agent simultaneously, or over a long period of time. And while there are occupational diseases caused by exposures of only a few years or less, the onset of other diseases may not occur for many years after the exposure has ended.

Adding to the complexity is the fact that people often hold many different jobs in their lifetime and thus have many types of exposures, from different locations and time periods. There is also concern that occupational disease research in Canada is under-funded by medical research institutions, health charities and governments.

All of the speakers, attendees, sponsors, exhibitors and poster contributors played key roles in helping to illustrate the importance of investing more efforts and resources on understanding and preventing occupational disease. I believe that this forum was the start of a continuing national initiative – one that will eventually help lead to disease-free workplaces. I look forward to future CCOHS-developed symposia on topics of equal importance and impact.

**S. Len Hong**  
President and Chief Executive Officer



---

And while it is important to acknowledge the successes of yesterday, we must look ahead and turn our attention to the challenges that lay before us. While working flat out to plan the conference, CCOHS staff were also working diligently at developing other new offerings to extend our reach and impact – a suite of e-Learning courses. We know that there is an important role to fill to meet the demand and need for credible, accessible occupational health and safety training. CCOHS' e-learning courses are unique in that they are reviewed by labour, government and business to ensure the content is balanced and unbiased. Courses are offered in both English and French. The response to the courses to date has been overwhelmingly favourable and e-learning courses are on track to become one of our most important offerings.

Also in response to client needs, CCOHS created the new MSDS (Material Safety Data Sheet) Management Service Plus. This new service helps employers to meet their WHMIS requirements and for workers to easily access important safety information when they need it. The service offers set-up of customized MSDS collections; unlimited online access to these customized collections and to CCOHS' entire MSDS database; ongoing maintenance of the collections; customized printed collections housed in binders; and monthly updates specific to the requirements of users.

While our methods and technologies in delivering information have evolved over the years, our goal has not changed: to eliminate workplace injuries, illnesses and deaths. CCOHS is in a unique position to continue working collaboratively with governments, workers and private sector employers to achieve our common goal of ensuring that at the end of every working day, Canadians come home healthy and safe.



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

**T**he act to create the Canadian Centre for Occupational Health and Safety (CCOHS) was based on the concept 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 in 1978 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. 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

**CHAIR** John McKennirey, *Government of Canada*

**LABOUR** Anthony Pizzino, *Canadian Union of Public Employees/CLC*  
 Nancy Hutchison, *United Steelworkers of America*  
 Hassan Yussuff\*, *Canadian Labour Congress*  
 Mona Sykes, *BC Government & Services Employees' Union / CLC*  
 Marie Clarke Walker, *Canadian Labour Congress*

**EMPLOYER** Jean Dalton, *Canadian Manufacturers and Exporters*  
 Otto Peter, *Canadian Vehicle Manufacturers' Association*  
 Pat Pietracupa, *Federally Regulated Employers – Transportation and Communication*  
 Murray Sunstrum, *Canadian Petroleum Safety Council*

**PROVINCIAL & TERRITORIAL** Douglas Stanley, *New Brunswick*  
 David Clark, *Nunavut (Northwest Territories)*  
 Roberta Ellis, *British Columbia*  
 Jeff Parr, *Manitoba*  
 Ann Marie Hann\*, *Newfoundland and Labrador*  
 Kimberly Dunphy, *Newfoundland and Labrador*  
 James Lee\*, *Prince Edward Island*  
 Roy Mould, *Ontario*  
 Allan Walker, *Saskatchewan*  
 Stuart MacLean, *Nova Scotia*

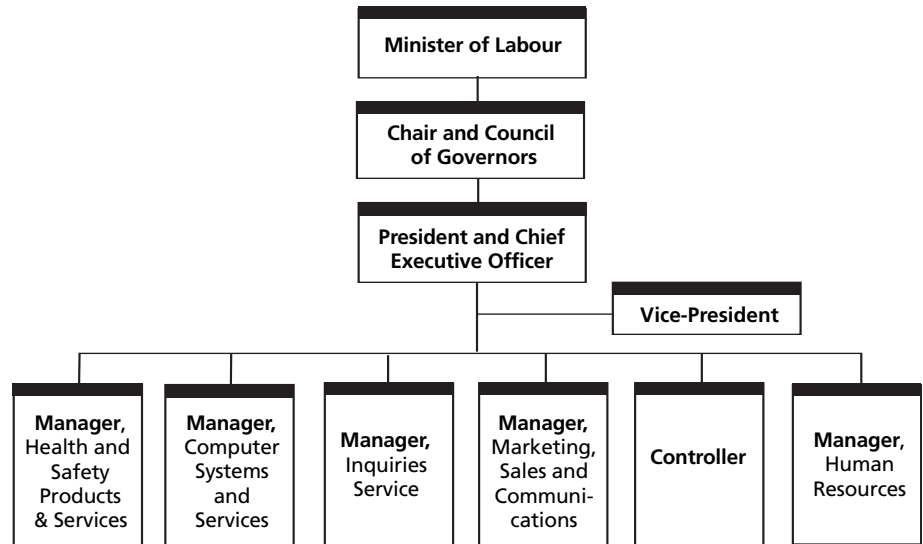
**EXECUTIVE BOARD** S. Len Hong (Chair)  
 Otto Peter  
 Anthony Pizzino  
 Hassan Yussuff\*  
 Marie Clarke Walker  
 Roberta Ellis  
 Jeff Parr  
 Murray Sunstrum

**AUDIT COMMITTEE** John McKennirey (Chair)  
 Stuart MacLean  
 Jean Dalton  
 Murray Sunstrum (Alt)  
 Nancy Hutchison  
 Mona Sykes (Alt)  
 Allan Walker

\* *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 Canadian Centre for Occupational Health and Safety (CCOHS) is dedicated to providing Canadians with access to occupational health and safety information that is trustworthy, comprehensive, and relevant. CCOHS' free public services continue to be prime sources of essential information on work-related health and safety issues for Canadians, available in English and French.

**T**he CCOHS Inquiries Service is the national resource 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.

During this fiscal year, Inquiries Service staff dealt with 14,317 inquiries, covering subjects and concerns such as chemicals and hazardous materials, ergonomics, diseases and disorders, and indoor air quality.

Workers were the primary users of the Inquiries Service again this year, making 35% of the total inquiries received. Another 30% of the questions originated from employers, 2% from government (as legislators and enforcers), and 33% from non-affiliated professionals.

The Inquiries Service responds to telephone and e-mail inquiries, providing information that is unbiased and relevant to workers, employers, unions and governments alike. The team of CCOHS specialists possesses expertise in occupational health and safety and information retrieval. Information is gathered from publications and computerized information sources as well as from 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. In the event that all of the information is available in electronic format, responses are e-mailed.

The Inquiries Service is continually monitored to ensure both the quality and efficiency of the responses. This year, users of the service rated it 4.5 out of 5 for responsiveness, timeliness, clarity and usefulness of information received.

#### **OSH ANSWERS ON THE WEB**

OSH Answers, the global information service accessible through 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 2004-2005, approximately 1.4 million individual visitors accessed question-and-answer documents over 4.3 million times, through OSH Answers, the corresponding French version, Réponses SST and the Spanish version, Respuestas OSH. Approximately 348,000 visitors accessed information in French through Réponses SST. This year the number of visitors to the Spanish language Respuestas OSH site increased substantially by 68%. 14,478 visitors accessed the Spanish language Respuestas OSH site 16,727 times.

Overall, the number of visitors increased by 1.9%, however the number of times OSH Answers was accessed increased 16% from the previous year. OSH Answers will continue to play a major role in the delivery of free-of-charge information to Canadians and influence and support occupational health and safety in workplaces.



## **PUBLISHED ARTICLES**

CCOHS published the following articles during fiscal 2004 – 2005

**THE EDGE – FOREST BUSINESS  
MAGAZINE**  
*Up-to-date information sources saves  
clients time and money*  
May 2004 issue

**CANADIAN OCCUPATIONAL SAFETY  
(COS) MAGAZINE**

**"Problem Solver" Columns**

*Workplace Health*  
July / August 2004 Issue

*Working in Cold Weather Conditions*  
January / February 2005 Issue

*Metalworking Fluids...Helpful  
but Hazardous*  
March / April 2005 Issue

### **DICK MARTIN SCHOLARSHIP AWARD**

In the spring of 2002, CCOHS' Council of Governors established an occupational health and safety scholarship fund in the memory of Dick Martin, a former governor and pioneer of workplace health and safety in Canada. In an ongoing effort to foster interest in the field of workplace health and safety, CCOHS makes this annual, national award available to post-secondary students enrolled in degree and diploma granting occupational health and safety programs in Canada.

As part of the evaluation criteria for the award, applicants submit essays related to their aspirations in occupational health and safety and are judged on their knowledge of the subject matter, understanding of the principles and values of Dick Martin, and the role of CCOHS.

For 2004, Shane Journey of Milton, Nova Scotia, Ashley Soetemans of the Niagara Region, Ontario and Jodi Van Valkenburg of Hamilton, Ontario were selected by CCOHS to each receive the \$1000 scholarship.

### **THE HEALTH AND SAFETY REPORT – E-NEWSLETTER**

CCOHS' free e-newsletter, The Health and Safety Report, provides Canadians with current OSH information and is delivered to subscribers by e-mail. Visitors to the CCOHS website simply have to register online. This service, which was launched in January 2003, now has a circulation of almost 8,000 subscribers in more than 100 countries. Results from a recent readership survey indicate that the readers use the information in the Report to develop health and safety policies and procedures, for training purposes and as a resource for their own newsletters, bulletin boards and employee orientation kits. In fact, over 80% of the respondents to the survey replied that they will or are planning to use the information in the Report to make changes that may improve health and safety in their workplaces. As the readership of the Report continues to grow, so does CCOHS' commitment and efforts to increase outreach and provide credible, useful information that could help prevent work related injuries and illnesses.

### **CCOHS WEBSITE**

The CCOHS website serves as a comprehensive, online OSH resource for Canadians and the world. It is designed to ensure that all Canadians, regardless of geographic location or demographic category, are given equal access to information that can help prevent injury and illness in the workplace. This year CCOHS continued in its efforts to revamp the website to make it easier for people to find the information they need through both the free and the paid services. The site was further enhanced with the addition of the Workplace Health Promotion Resources database made available free of charge providing access for a wider audience to this unique bibliographical resource of workplace health materials. The website is continually updated to ensure the most current and relevant information is available, in both English and French.



CCOHS is a recognized leader in providing effective programs, products and services, which are based on the Centre's core knowledge, its collection of OSH information, and its application of information management technologies. CCOHS continues to enhance and expand its line of electronic products, responding to the workplace safety needs of working Canadians. Product development highlights are detailed in the next few pages.

### **WEB INFORMATION SERVICE (formerly CCINFOweb)**

The Web Information Service, which replaced CCINFOweb in September 2003, represents an important enhancement in service to our clients. Great effort was taken to improve searching capability, one-step searches across databases and the Web collection, which includes "Additional Resources" from OSH Answers and other free Web collections from CCOHS. A search from the WIS Home page performs a service-wide search and presents the results in a tabbed Summary page. Users can follow links or select tabs to easily navigate among all search results. These "tabs" include Summary results, Marked records, and specific Collection results. The revamped service helps ensure that subscribers can find the information they need, more easily. A French version of the Web Information Service will be released in May 2005.

### **DISC INFORMATION SERVICE**

CCOHS' CD-ROM based Disc Information Service was fully released in December with all the capabilities of the Web Information Service, plus some new capabilities such as a printer-friendly output for printing or saving single or multiple records. The Disc Information Service features powerful search software that is easy to use. Subscribers use their web browser to interface with the database collections, as if they were on the Internet. Discs are installed directly to the user's hard drive, allowing quick cross-disc and database searching. The Disc Information Service is available in both English and French and as network versions. This service provides access to seven disc products and includes 22 unique databases.

### **HEALTH AND SAFETY GUIDES AND OTHER PUBLICATIONS**

CCOHS' signature health and safety guides are pocket-sized handbooks intended to serve as front line prevention tools. They inform people of workplace hazards to reduce risk and help prevent injury, and are designed for use on-the-job as reference tools and information sources. CCOHS' health and safety guides enable readers to also understand their general duties and rights under both U.S. and Canadian occupational health and safety legislation.

During this fiscal year, three guides were released:

- Mould in the Workplace: A Basic Guide – *NEW!*
- Working in Hot Environments: Health and Safety Guide – *NEW!*
- Emergency Response Guide – *Updated and Revised!*

Several new pocket guides are in various stages of development for release next fiscal:

- Driving Safety
- Health and Safety Program Guide
- Health and Safety Guide for Custodial Workers
- Health and Safety In the Workplace: A Guide for the Human Resources Professional

CCOHS has started working on updating another publication, The Material Safety Data Sheet – A Practical Guide for First Aid, with a targeted release date of June 2005.



## CHEMICAL NOTIFICATION SERVICE

A Chemical Notification Service is offered free-of-charge to anyone who subscribes to CCOHS' chemical databases. Subscribers receive e-mail updates when there are changes to the specific chemicals, found in CCOHS' chemical databases, on which they choose to receive information.

## CANADIAN enviroOSH LEGISLATION PLUS STANDARDS SERIES

The Canadian enviroOSH Legislation *plus* Standards series continues to be the most extensive source for Canadian legislation covering health, safety, environment, transportation of dangerous goods and forestry. The *plus* service also includes the full text of referenced standards from the Canadian Standards Association (CSA), Canadian General Standards Board (CGSB) and British Columbia Workers' Compensation Board. Federal and provincial legislation is widely available for free on the Internet but, by comparison, this legislation series provides "one-stop" shopping: an up-to-date, comprehensive collection that allows for cross-jurisdictional searching, linking to related standards, as well as rapid retrieval and printing.

Subscribers receive additional value in the form of a free monthly update service. This service provides information on the progress of federal, provincial and territorial legislation as well as updates on amendments, new and repealed legislation and legislation to regulations, and legislation to be added to the next quarterly issue of the CD-ROM. The monthly update is also available on the Legislation home page of the Web Information Service.

## MSDS/FTSS DATABASE

Thousands of organizations worldwide trust CCOHS' Material Safety Data Sheets (MSDS) database as their 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 migration of the MSDS database and all related administration files to the new database management system was completed this year, and the systems are functioning well. Programs are also now in place to extract data for CCOHS' Web Information Service and also for delivery on the CD-ROM based Disc Information Service.

In March 2005, the MSDS/FTSS databases contained 325,780 records.

## MSDS MANAGEMENT SERVICE (MMS)

CCOHS publicly released its new MSDS Management Service (MMS) in September 2004, which has since garnered a great deal of user interest. The service is designed to give subscribers the ability to build and maintain a customized collection of the material safety data sheets (MSDS) they use in their place of work, and relies on the extensive collection of material safety data sheets included in CCOHS' MSDS database. Customized collections are automatically updated and the subscriber is notified of changes in the MSDS in their custom collection.

## MSDS MANAGEMENT SERVICE PLUS (MMS PLUS)

In response to requests from our clients, the MSDS Management Service (MMS) was expanded to include a more complete service – MSDS Management Service Plus (MMS Plus). The expanded service provides complete CCOHS management of the MSDSs used in the subscriber's

## CONFERENCES, EXHIBITIONS, WORKSHOPS & PRESENTATIONS

CCOHS participated in the following conferences and exhibitions during fiscal 2004 – 2005

CANADIAN ASSOCIATION OF  
UNIVERSITY TEACHERS (CAUT)  
PREVENTING WORKPLACE  
VIOLENCE CONFERENCE  
Halifax, NS  
April 2-4

WCB OF PEI CONFERENCE  
Charlottetown, PE  
April 14-15

OPSEU ANNUAL CONVENTION  
Toronto, ON  
April 15-17

ASSOCIATION PARITAIRE POUR LA  
SANTÉ ET LA SÉCURITÉ DU TRAVAIL  
DU SECTEUR AFFAIRES SOCIALES  
Montreal, PQ  
April 20-21

INFO-FAIR HELD BY BETH PHINNEY,  
MP FOR HAMILTON MOUNTAIN  
Hamilton, ON  
April 21

HEALTH & SAFETY 2004 IAPA  
CONFERENCE & TRADE SHOW  
Toronto, ON  
April 26-28

NAOSH WEEK NATIONAL LAUNCH  
Regina, SK  
May 3

2004 WESTERN CONFERENCE ON  
SAFETY  
Richmond, BC  
May 3-4

PULP & PAPER HEALTH AND SAFETY  
CONFERENCE  
Toronto, ON  
May 4-6

EMERGENCY PREPAREDNESS DAY  
Hamilton, ON  
May 8

AMERICAN INDUSTRIAL HYGIENE  
CONFERENCE AND EXPOSITION  
(AIHCE)  
Atlanta, GA  
May 10-12

6TH ANNUAL CANADIAN  
ENVIRONMENTAL CONFERENCE &  
TRADESHOW (CANECT 2004)  
Toronto, ON  
May 12-13

NEWFOUNDLAND AND LABRADOR  
INDUSTRIAL SAFETY AND HEALTH  
ASSOCIATION "HEALTH AND SAFETY,  
TAKING RESPONSIBILITY"  
Gander, NL  
May 12-14

11TH CONFERENCE ON  
OCCUPATIONAL HAZARDS TO HEALTH  
CARE WORKERS  
Vancouver, BC  
May 18-20

EDUCATION SAFETY ASSOCIATION  
OF ONTARIO (ESAO) ANNUAL HEALTH  
& SAFETY CONFERENCE &  
TRADE SHOW  
Toronto, ON  
May 19-21





**CONFERENCES,  
EXHIBITIONS,  
WORKSHOPS &  
PRESENTATIONS**

*continued...*

**TRANSPORTATION HEALTH AND  
SAFETY ASSOCIATION 62<sup>ND</sup> ANNUAL  
GENERAL MEETING (THSAO)**  
Toronto, ON  
May 26-27

**ATLANTIC PROVINCES LIBRARY  
ASSOCIATION PRE-CONFERENCE  
SESSION**  
Moncton, NB  
May 27

**FEDERATION OF CANADIAN  
MUNICIPALITIES (FCM) 67<sup>TH</sup> ANNUAL  
CONFERENCE AND MUNICIPAL EXPO**  
Edmonton, AB  
May 28-29

**UNIVERSITY OF TORONTO  
INFORMATION DAY ("JOINT"  
VENTURE BETWEEN THE  
ENVIRONMENTAL HEALTH AND  
SAFETY DEPARTMENT AND THE  
UNION(S))**  
Toronto, ON  
June 4

**ONTARIO OCCUPATIONAL HEALTH  
NURSES ASSOCIATION (OOHNA)  
CONFERENCE**  
Hamilton, ON  
June 9

**INSTITUTE OF PROFESSIONAL  
MANAGEMENT (IPM) SPRING  
REGIONAL CONFERENCE**  
Toronto, ON  
June 9

**UNIVERSITY OF TORONTO HEALTH  
COMMUNICATION UNIT - FINDING  
WORKPLACE HEALTH AND SAFETY  
RESOURCES ON THE WEB**  
Toronto, ON  
June 9-10

**CANADIAN TELECOMMUNICATION  
SAFETY ASSOCIATION  
ANNUAL MEETING**  
Victoria, BC  
June 20

**CAW HEALTH AND SAFETY  
CONFERENCE**  
Port Elgin, ON  
June 25-27

**2004 CSHEMA (CAMPUS SAFETY,  
HEALTH AND ENVIRONMENTAL  
MANAGEMENT ASSOCIATION)  
CONFERENCE**  
Chicago, IL  
July 4-7

**6<sup>TH</sup> WORLD CONGRESS ON AGING  
AND PHYSICAL ACTIVITY HOSTED BY  
THE CANADIAN CENTRE FOR  
ACTIVITY AND AGING**  
London, ON  
August 3-7

**ASSOCIATION OF WORKERS  
COMPENSATION BOARDS OF  
CANADA (AWCBC) CONGRESS**  
Whitehorse, YK  
August 8-11

**NATIONAL SAFETY COUNCIL 92<sup>ND</sup>  
ANNUAL CONGRESS AND EXPO**  
New Orleans, LA  
September 13-15

**COMMUNITY HEALTH NURSES  
INITIATIVES GROUP 2004  
CONFERENCE**  
York Mills, ON  
September 24-25



organization, and provides clients with an on-line customized collection as well as binders containing the hard copy MSDSs. Changes were made in the internal MSDS database system to make processing of these custom collections by CCOHS staff more efficient.

**HUMAN RESOURCES SKILLS DEVELOPMENT CANADA (HRSDC) LABOUR PROGRAM CD-ROM - NOW CALLED NATIONAL LABOUR OPERATIONS RESOURCES**

Since 1995, CCOHS has collaborated with HRSDC to produce a CD-ROM of key working documents, legislation, standards and databases for use by HRSDC Labour Affairs Officers and other staff for inspections and reporting. The legislation and interpretive material make this CD-ROM a critical tool for federally regulated industries to ensure compliance. The disc is updated semi-annually and is available by subscription. Each issue includes new and revised HRSDC publications as well as any amendments to federal legislation, including the Canada Labour Code and regulations.

**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, and much more.

Available as an online service or on CD-ROM, CHEMPendium™ 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.

CHEMINFO, produced by CCOHS occupational health and safety specialists, continues to be 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, and data on safe work practices.

**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. The updated data is compiled into substance records and fully integrated for ease-of-use. RTECS® is available from CCOHS on CD-ROM, through the web and for Intranets. RTECS® is also available through CCOHS' Academic Support Program, a special program for post secondary institutions around the world.



CCOHS has also created French and Spanish versions of the RTECS® database available via the Internet.

## HEALTH AND SAFETY TRAINING AND COURSES

In an ongoing effort to educate Canadians about the many aspects of health and safety in the workplace, CCOHS offers training in various environments that include traditional classroom courses, customized courses delivered on-site, and most recently, e-learning. New e-learning offerings are rapidly being developed to add to CCOHS' education and training portfolio and meet the ever-changing needs of the people CCOHS serves.

### e-Courses

CCOHS is focused on developing e-learning courses as part of an initiative to extend outreach and accessibility to occupational health and safety training. The objective is to assist Canadians to easily acquire and then apply workplace health and safety information, to help create solutions and keep the workplace free from injury and disease. The release of the first CCOHS web based e-courses has generated significant interest from individuals and corporations and has received excellent feedback from the participants. The CCOHS e-course platform offers a complete management service to assist companies/organizations in implementing and monitoring e-learning in their workplaces. Each course is available in English and French, with a voice-over version in both languages. Courses are delivered on a licensing fee-basis with options for both individuals and organizations.

### *Health & Safety for Managers and Supervisors*

A web-based version of the popular instructor-led course, Health & Safety Training for Managers and Supervisors, was launched in September 2004 as the first CCOHS e-course and received excellent feedback from participants. The course structure and content were developed in-house and in partnership with VuBiz, a Canadian company that specializes in the design and distribution of e-courses. Courses feature voiceovers, interesting graphics as well as quizzes and an exam for users to test their knowledge.

Other e-courses introduced this fiscal year:

- WHMIS for Workers (English and French versions)
- Health & Safety for Federal Managers and Supervisors (English and French versions)
- Health & Safety Committees (English and French versions)
- Oh, my Aching Back! (See details under Worksafe Saskatchewan project)

E-courses under development for 2005-2006 include:

- WHMIS for Managers and Supervisors
- Office Ergonomics
- Emergency Response
- Office Safety
- Ladder Safety
- Personal Protective Equipment (PPE)
- Electrical Hazards
- Lockout

## CONFERENCES, EXHIBITIONS, WORKSHOPS & PRESENTATIONS

*continued...*

- CANADIAN SOCIETY OF SAFETY ENGINEERING (CSSE) CONFERENCE**  
HALIFAX, NS  
September 26-28
- ONTARIO FIRST NATIONS TECHNICAL SERVICES CORPORATION 9<sup>TH</sup> ANNUAL TECHNICAL CONFERENCE AND TRADE SHOW**  
Niagara Falls, ON  
September 29
- PCIH 19<sup>TH</sup> ANNUAL PROFESSIONAL CONFERENCE ON INDUSTRIAL HYGIENE**  
Montreal, PQ  
October 4-5
- WORKERS HEALTH AND SAFETY CENTRE INSTRUCTOR UPGRADE 2004**  
Toronto, ON  
October 13-14
- CANADIAN ENVIRONMENTAL AUDITORS ASSOCIATION (CEAA) CONFERENCE (DM DONE)**  
Vancouver, BC  
October 14-15
- SHOPPER'S DRUG MART CONFERENCE**  
Toronto, ON  
October 15-17
- 7<sup>TH</sup> NATIONAL SAFE COMMUNITIES CONFERENCE: KEYS TO SAFETY**  
Perth, ON  
October 17-19
- WHSCC (WORKPLACE HEALTH, SAFETY AND COMPENSATION COMMISSION) 24<sup>TH</sup> ANNUAL HEALTH AND SAFETY CONFERENCE**  
Moncton, NB  
October 17-19
- ALL FIRST NATIONS HEALTH AND SAFETY CONFERENCE**  
Ohsweken, ON  
October 19-22
- OHAO FALL SYMPOSIUM**  
North York, ON  
October 21
- MCMASTER UNIVERSITY HEALTHY WORKPLACE WEEK KICK-OFF EVENT**  
Hamilton, ON  
October 2
- HAMILTON HEALTHY WORKPLACE WEEK KICK-OFF EVENT**  
Hamilton, ON  
October 25
- HAMILTON SPECTATOR HEALTH & WELLNESS FAIR**  
Hamilton, ON  
October 26
- STEPS TO A HEALTHIER US WORKFORCE SYMPOSIUM (NIOSH)**  
Washington, DC  
October 26-28
- EDUCATING TOMORROW'S NURSES 2004, 2<sup>ND</sup> INTERNATIONAL CONFERENCE (RNAO)**  
Toronto, ON  
October 27-28
- NATIONAL WOMEN'S SHOW**  
Toronto, ON  
November 5-7
- ROYAL AGRICULTURAL WINTER FAIR**  
Toronto, ON  
November 8



**CONFERENCES,  
EXHIBITIONS,  
WORKSHOPS &  
PRESENTATIONS**

*continued...*

**H&S CONFERENCE OF ALBERTA**  
Edmonton, AB  
November 8-10

**LE GRAND RENDEZ-VOUS SANTÉ ET  
SÉCURITÉ AU TRAVAIL**  
Montréal, PQ  
November 10-11

**ONTARIO HOSPITAL ASSOCIATION  
(OHA)**  
Toronto ON  
November 15-17

**5TH ANNUAL JHSC SYMPOSIUM**  
Brampton, ON  
November 17

**THE YOGA SHOW AND CONFERENCE  
– FOCUS ON HEALTHY LIVING**  
Toronto ON  
November 19-21

**ONTARIO PUBLIC HEALTH  
ASSOCIATION (OPHA) CONFERENCE**  
Toronto, ON  
November 23-24

**AIDS WALK**  
Toronto, ON  
November 23-24

**FAMILY MEDICINE FORUM**  
Toronto, ON  
November 25-27

**WELLNESS IN THE WORKPLACE 2004  
– CLUB ITALIA**  
Niagara Falls, ON  
November 30

**CANADIAN AGRICULTURAL SAFETY  
ASSOCIATION**  
Quebec City, PQ  
December 2-4

**WOMEN'S HEALTH MATTERS**  
Toronto, ON  
January 14-15

**CLC (CANADIAN LABOUR CONGRESS)  
HEALTH, SAFETY AND ENVIRONMENT  
CONFERENCE**  
Ottawa, ON  
January 28-30

**MANITOBA CONSTRUCTION  
CONFERENCE**  
Winnipeg, MB  
February 1-2

**HUMAN RESOURCE PROFESSIONAL  
ASSOCIATION OF ONTARIO (HRPAO)  
CONFERENCE AND TRADE SHOW**  
Toronto, ON  
February 2-4

**ONTARIO LIBRARY ASSOCIATION  
(OLA) CONFERENCE 2005**  
Toronto, ON  
February 3-5

**SASKATCHEWAN SAFETY COUNCIL:  
32ND ANNUAL INDUSTRIAL SAFETY  
SEMINAR**  
Regina, SK  
February 7-9

**CCOHS FORUM 2005  
NEW STRATEGIES FOR RECOGNIZING  
AND PREVENTING OCCUPATIONAL  
DISEASE**  
Toronto, ON  
March 3-4

**Instructor Led Courses**

*Health and Safety Training for Managers and Supervisors* – This popular course was delivered four times at the CCOHS facility.

Series of Courses Delivered Off-Site Per Client Request included:

*Health and Safety Training for Managers and Supervisors* – for University of Guelph, Ontario, and in Calgary, Alberta, and Trinidad.

*Emergency Planning* seminar – to Canadian Manufacturers and Exporters (CME) member companies, Mississauga, Ontario

*Health and Safety Committees* seminar – to Ontario Power Generation H&S committee Pickering, Ontario.

*Bill C-45* (half-day course) – for management staff of University of Guelph, Guelph, Ontario

*Health and Safety* seminar – to local business and community member as part of the Hamilton Community Initiative and funded by HRSDC Canada, Hamilton, Ontario.



## IN CANADA

### Occupational Exposure Limits Guide For Small Business

CCOHS and the Ontario Ministry of Labour (MOL) started a collaborative project to write an Occupational Exposure Limits Guide for Small Business. The guide will provide explanatory information about workplace chemical health and safety fundamentals. This information will assist small businesses in complying with Ontario occupational health and safety legislation and regulations regarding hazardous materials. The publication will explain the basic OH&S concepts regarding hazardous materials and provide practical information on control measures that Ontario's small businesses can use to reduce the number of workplace injuries and illness. The primary audience is small business operations that use chemicals — these include repackagers, formulators, paints and coating manufacturers and users, and chemical distributors. The guide is expected to be released in the spring of 2005 by MOL.

### National Young Worker Website

CCOHS continues to work with the Cross-Canada Youth Advisory Committee to enhance the content of JobSafeCanada.ca, a national website for young workers. The site provides one-point access to information from all Canadian jurisdictions on OSH issues that affect young workers. The information is targeted to young workers as well as their teachers and parents and the number of visitors to the site continues to grow across Canada.

### Worksafe Saskatchewan

The WorkSafe Saskatchewan website has expanded with the inclusion of a new e-course on back injury prevention entitled “Oh My Aching Back”. In addition, a new Employee Orientation e-tool for employers and workers is currently undergoing beta testing and, once completed, will be freely available on the website.

### WHMIS Classification Discrepancy Project

CCOHS continued to collaborate with the Québec CSST and Health Canada WHMIS Division to harmonize WHMIS classifications available on the CCOHS and CSST websites. The goal is to resolve existing discrepancies in the WHMIS classifications proposed by CCOHS in the CHEMINFO database and by CSST in the *Répertoire Toxicologique* so that Canadians will have access to consistent information. CCOHS and CSST are sharing information and evaluations of chemicals for which discrepancies exist, and are jointly resolving issues. Policy issues regarding interpretation of the Controlled Products Regulations are referred to Health Canada for broader consultation among WHMIS regulators and other interested parties, including industry and labour.

### WHMIS Posters

In cooperation with the WHMIS Division of Health Canada, CCOHS prepared 14 posters on key topics in WHMIS. The posters are single-page, bilingual fact sheets in PDF format, which will be mounted on the Health Canada website as a resource for Canadian employers and workers. They summarize information to help workers understand WHMIS classes, such as compressed gases, flammable liquids, corrosive materials, and materials with immediate and serious toxic effects. There are also posters on labels, MSDSs and substitution. The English posters were completed in August. The French posters were completed early in 2005.

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



 **Alternative Products Database**

CCOHS has been working with Public Works and Government Services Canada (PWGSC) to develop a service to help promote the use of less hazardous alternative products in Federal workplaces. The project uses information from suppliers in the MSDS database. CCOHS has built the initial version of the Alternative Products Database for distribution to PWGSC across Canada. The database contains records for over 300 alternative products.

 **Canadian Insurance Law Service**

CCOHS has worked with the Canadian Insurance Law Service since 2001 to produce a quarterly FOLIO based CD-ROM of Canadian insurance legislation. This partnership developed out of the expertise CCOHS developed with FOLIO in its Canadian enviroOSH Legislation CD-ROM series.

 **Canadian Health Network (CHN) Workplace Health Centre**

The Canadian Health Network (CHN) is a collaboration of major health organizations across Canada and Health Canada to help Canadians make informed choices about their health. This network provides free access to credible and practical e-health information: “health info for every body”. The CHN is built on the diverse expertise of non-profit health organizations in the public sector and the federal government to provide Internet-based information on health promotion and disease prevention. CCOHS is the Workplace Health partner of the CHN.

The number of referrals to the CCOHS website is increasing as CCOHS actively promotes the CHN and Workplace Health Centre to a wide network of workplace health organizations and interested parties.

CCOHS continued to promote CHN at meetings and conferences, delivered presentations, and staffed the CHN booth at events. CCOHS staff also prepared CHN’s feature article for October, “Workplace health works” which reflected the “People Focus” theme of the week. Another article on CHN was published in Farmsafe, a publication of the Farm Safety Association of Ontario, and distributed to over 17,000 agricultural employers in Ontario. Further, issue 13 of the CHN/CCOHS *Health@Work/Santé@travail* e-bulletin featured the article “Health Spring Cleaning ... Beyond the Broom.” CCOHS writes and distributes the e-bulletin to more than 500 readers.

The CHN project has allowed CCOHS to work with a wide variety of Canadian organizations including Smartrisk, Dietitians of Canada, the Canadian Cancer Society, the Canadian Mental Health Association, Toronto Public Library, Vancouver Public Library, Canadian Public Health Association, and the Canadian Centre for Substance Abuse.

Through the CHN activities, CCOHS has also increased its visibility and expertise in comprehensive workplace health issues. As a member of the Canadian Healthy Workplace Council, for example, CCOHS seeks to promote a comprehensive approach to workplace health to improve and sustain the health of Canadian organizations, their work environments and their employees. Through the Council, CCOHS is involved in Canada’s Healthy Workplace Week and responsible for updating and maintaining the “Resource Well,” which prominently displays CCOHS and CHN as key sources of reliable and current information on healthy workplaces.



### **OSHLINE Database**

CCOHS reached an agreement with Croner, a large information vendor, to distribute CCOHS' OSHLINE database as part of its collection of OH&S databases on CD-ROM and the Internet. The first release was in October 2004. This will make OSHLINE available to a wider international audience, and in particular, large institutions.

### **Safe Manitoba Website**

CCOHS researched and developed a collection of web-accessible health and safety resources for the Safe Manitoba website. The collection is based on topics and issues of concern to Manitoba. Resources include Manitoba publications and guidelines, as well as a selection of materials from other resources, such as CCOHS' OSH Answers. This project builds on work CCOHS has done for other jurisdictions, such as WorkSafe Saskatchewan, as well as for our Inquiries Service.

### **NAOSH Week Website**

CCOHS developed the 2005 website for North American Occupational Safety and Health Week. The theme is "Equip. Educate. Empower." The English and French websites feature the 2005 posters, a 2005 guidebook and other useful health and safety content supporting the theme.

### **WSIB Prevention Practices Website and Database**

The WSIB Prevention Best Practices website was redesigned and released in September 2004. WSIB Prevention Services Division has reviewed and approved new prevention practices from a variety of sources.

### **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 for use by the Transport Canada Marine Safety inspectors. The product has been maintained and updated by CCOHS on a semi-annual basis. The sixth release of the three CD-ROM set was produced for Transport Canada at the end of March 2005.

## **IN THE GLOBAL ARENA**

### **OSH Teachers Manual for Costa Rican Primary Schools**

CCOHS worked with the Office for Inter-American Labour Cooperation of Human Resources and Skills Development Canada (HRSDC) and the Labour and Education Ministries of Costa Rica to assist in the enhancement and development of a manual for primary school teachers. This Spanish language manual will help Costa Rican teachers by highlighting classroom exercises for children on issues of health, safety and the environment. Its aim is to better prepare students for the working world by changing their attitudes at an early age.

The manual was developed by CCOHS staff working with the Costa-Rican partners. It was then printed and delivered at two days of workshops for teachers and Ministry of Education personnel on September 21 and 22, 2004. The schools and education program developers will be providing ongoing feedback on the manual to the Labour and Education ministries in Costa Rica as part of their educational validation process.

 **ACGIH Industrial Ventilation: A Manual of Recommended Practice 25th Edition**

CCOHS collaborated with ACGIH to release the 25th Edition of this popular publication on CD-ROM. The CD-ROM allows users to view the publication using a web browser interface and includes search capabilities, hotlinks, viewing images, printing, saving, etc. CD-ROMs were produced and delivered in December 2004.

 **ILO Encyclopaedia Plus CIS/ILO Database**

The Fourth Edition of the *Encyclopaedia of Occupational Health and Safety*, published by the International Labour Office of the United Nations, and delivered on the web by CCOHS consists of essential safety information gathered by health and safety experts around the world.

The table of contents allows users to browse document lists and find the documents they need at a glance. The searching capability has also been greatly enhanced so that users can access the information they need more easily and quickly, saving them effort and time. Simple searches can be conducted using natural language, or advanced search capabilities can be used. In addition, users can search specifically for "author," "title," "references," or "CAS number." Expanded searchability enables users to search across either the entire ILO Encyclopaedia or the entire CIS/ILO Database separately, to search across the entire ILO Encyclopaedia and CIS/ILO Database together, or to search individual parts of the ILO Encyclopaedia. A new feature added this year allows users to return to the table of contents for any given chapter, or from anywhere in the chapter.

CCOHS officially released the French version of the ILO Encyclopaedia plus CIS/ILO on October 1, 2004. This unique combination of resources is only available on the web from CCOHS.

 **Network of WHO Collaborating Centres In Occupational Health**

The web portal for WHO Collaborating Centres, which CCOHS created in collaboration with the World Health Organization (WHO), is now in the implementation stage. The WHO portal provides each collaborating centre with a site to present its own occupational health information, and links to other information within its country.

 **Tri-National Working Group Of Government Experts In Occupational Safety And Health**

This initiative was organized under the provisions of the North American Agreement on Labour Cooperation (NAALC) to generate OH&S discussions among national governmental representatives of Canada, Mexico and the United States. CCOHS is the Canadian representative for two of four Technical Working Groups formed – Developing a Trinational Website and Hazardous Substances.

The globally harmonized system for classification of hazardous materials (GHS) has been a focus of the Hazardous Substances group, of which CCOHS President and Chief Executive Officer has assumed co-chairmanship. This working group aims to define a set of acceptable chemical risk assessment and risk management principles that could be voluntarily used in the three NAFTA countries. The process is meant to determine common principles and practical methods. The first step will be to create a workshop for this purpose, and to seek advice from industry, unions, and governments.



## MEETINGS & COMMITTEES

CCOHS participated in the following:

PROVINCIAL ADVISORY COUNCIL OF THE WORKPLACE HEALTH PROJECT

CHN PROJECT MANAGERS MEETING "COLLABORATING FOR THE FUTURE"

MEETINGS OF THE WHMIS CURRENT ISSUES COMMITTEE

MEETING OF THE PEST MANAGEMENT ADVISORY COMMITTEE (PMRS)

TDG MEETINGS

### **Tri-National Website**

CCOHS maintained and enhanced a website to facilitate communications among Working Group members from Canada, USA and Mexico, and to provide a source of government OH&S information from the three countries. CCOHS is also providing discussion forums for members of the Working Group and four Subgroups. The site provides valuable information links to promote public involvement and education as well as to encourage the exchange of good practices on programs, projects and activities focusing on OH&S. The site is delivered in English, French and Spanish.

### **IPCS INTOX**

IPCS INTOX is a collaborative program 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.

Some of the major activities included several technical improvements, as well as the addition of the Candidate Substance Records (CSRs) database. CSRs contain the primary name of the substance, along with synonyms, CAS registry numbers, and other identifying numbers. There are approximately 209,000 CSRs in this database.

The average number of accesses on the Web per month, this fiscal year, grew to 142,610.

English, French, Portuguese and Spanish versions of the software system are available both in single-user and network versions (SQL Server and Multi-user Access 2000). A Chinese-language version is currently under development with WHO and the Chinese Center for Disease Control and Prevention.

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

### **IPCS INCHEM**

The IPCS INCHEM Program consolidates information essential for the sound management of chemicals that 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).

Of 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. In March 2005, the number of unique visitors to the website had grown to 185,561. With the next release, IPCS INCHEM will contain over 7,700 documents with more than 97,000 pages of data.

### **Pan-Asia Research And Development Grants Programme**

The Pan-Asia Research and Development Grants Programme, formerly a programme administered by Canada's IDRC, is now an Asian consortium that includes IDRC. At the request of IDRC, CCOHS continued to administer successful projects initiated under the



former Programme, as well as four additional IDRC projects funded under its Pan Asia Networking programme.

The work during this reporting period included administration of contracts and budgets for four projects, review of project financial reports, and liaison with grant recipients and IDRC regarding project progress reporting. All projects administered under the contract have now been completed and closed. CCOHS prepared and submitted the final report on its administration of the projects to IDRC.

The Programme activities have brought 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 was done on a cost-recovery basis.

#### **ILO/CIS National And Collaborating Centres – Web Portal**

CCOHS developed and implemented a web portal for the International Labour Organization/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 can provide information from the respective countries of the CIS National and Collaborating Centres. The input of information content is being coordinated by CIS. A powerful search engine allows 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 will accommodate the information contained in any language.

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

The average number of accesses on the Web per month was 41,092.

#### **Enhancement Of Occupational Health And Safety In Brazilian Industry (EOHSBI)**

CCOHS is a member of a consortium of Canadian public and private sector organizations forming a Brazilian-Canadian partnership to address occupational health and safety needs within selected industrial sectors in small-and medium-sized enterprises in Brazil. EOHSBI is co-ordinated by the National Department of the Brazilian Social Service of Industry (SESI), and by Ryerson University in Canada.

During fiscal year 2004-05, CCOHS and its partners developed a project schedule for the first phase and a draft schedule for the next phase, and created a questionnaire to elicit information about the current status of occupational health and safety in the respective industries and their specific needs



## **CCOHS FORUM 2005: STRATEGIES FOR RECOGNIZING AND PREVENTING OCCUPATIONAL DISEASE**

On March 3-4, 2005, the Canadian Centre for Occupational Health and Safety (CCOHS) hosted a national event in Toronto to focus attention on this under-recognized workplace issue that has such an important human and economic impact on Canadians.

With "New Strategies for Recognizing and Preventing Occupational Diseases" as its theme, this was a first of its kind pan-Canadian event. Forum 2005 brought together 350 participants, a unique cache of government, employer and labour representatives, which also provided an opportunity for researchers, health and safety practitioners, healthcare personnel, and others to exchange ideas, discuss how to improve recognition of occupational diseases, and recommend strategies to prevent disease and control exposures to hazardous agents.

Topics on the agenda included work-related respiratory illness, cancer, and infectious disease, as well as musculoskeletal and stress-related disorders.

CCOHS consolidated the key recommendations which emerged through the efforts of the Forum 2005 participants, and by launching a web-based survey, provided Canadians an opportunity to cast their votes on what they believe are important workplace illness and disease elimination strategies. The Forum website will continue to be a resource as web survey results are updated and statistical counts and graphical charts are made readily available. An important goal of this forum was to foster ongoing discussion about occupational disease – and the eventual eradication of work-related illness in Canada.

CCOHS strives to meet the ever changing needs of the people it serves by discovering what occupational health and safety challenges Canadians are facing and then developing the services, programs and products to help them meet those challenges.



CCOHS implemented a program to extend outreach efforts and increase the visibility of the centre and its initiatives. The objective was to make Canadians aware of the resources offered by CCOHS that are available to help them in their prevention and OSH efforts.

In continuing efforts to increase awareness of CCOHS as a national occupational health and safety resource and promote the free public services available to Canadians, a complement of print and electronic advertising ran in a variety of print trade publications and websites.

### **NORTH AMERICAN OCCUPATIONAL SAFETY AND HEALTH (NAOSH) WEEK MAY 2-8, 2004**

In celebration of NAOSH Week CCOHS hosted a full agenda of events involving workers, managers, and members of the government and business communities that included:

- Complimentary workshops conducted at CCOHS by CCOHS staff and one at the office of careerworx!
- An exhibit from the Workers Arts and Heritage Centre
- Viewing of the Film clips of the WSIB student video award finalists
- Presentation of a complete set of Health and Safety Guides to be stored at careerworx! Youth Employment Centre and the secondary school co-op programs
- Official launch of local NAOSH Week and Hamilton Safety Week
- CCOHS President and CEO Len Hong participated in the National Launch in Regina, SK, on May 3rd. CCOHS participates in the planning of the National Launch and manages the NAOSH week website – [www.naosh.ca](http://www.naosh.ca).

### **COMMUNICATIONS**

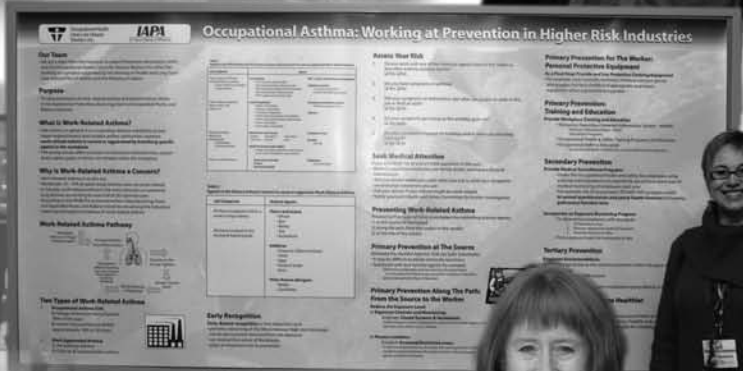
Ten media releases were developed and distributed this year and 22 features posted to the CCOHS website homepage as part of the strategy to increase awareness of CCOHS as well as provide additional, current informational updates.

A series of banner ads were developed to promote the Forum and new products and services, that randomly rotate on the homepage to provide optimal exposure as well as provide a freshness to the web content.

### **CONFERENCES, EXHIBITIONS, WORKSHOPS AND PRESENTATIONS**

CCOHS extended its outreach efforts by attending more than 65 events over this fiscal year and maintained its vigorous participation in meetings, conferences and presentations in each region of Canada. Participation at conferences and exhibitions serves both marketing and communications objectives by providing opportunities to showcase the wide range of products and services of the Centre as well an important forum for outreach and presence in the regions that we serve. (See the sidebars on pages 13-16 for a complete list of events that CCOHS attended in 2004-2005.)





Photos from CCOHS' Forum 2005  
***New Strategies for Recognizing and Preventing Occupational Disease***  
March 3 & 4 – Toronto

**MANAGEMENT RESPONSIBILITY FOR FINANCIAL STATEMENTS**

Responsibility for the integrity and objectivity of the accompanying financial statements for the year ended March 31, 2005 and all information contained in this report rests with the management of the Canadian Centre for Occupational Health and Safety (CCOHS).

These financial statements have been prepared by management in accordance with accounting standards issued by the Treasury Board of Canada Secretariat which are consistent with Canadian generally accepted accounting principles for the public sector. 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 CCOHS' 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 department policies and statutory requirements.

An Audit Committee appointed by the Council of Governors of CCOHS has reviewed these statements with management and the auditors, and has reported to the Council of Governors. The Council of Governors has approved the financial statements.

The transactions and financial statements of CCOHS have been audited by the Auditor General of Canada, the independent auditor for CCOHS.

Approved by:



S. Len Hong  
President and Chief Executive Officer



Bonnie Easterbrook, CGA  
Controller/Senior Financial Officer

Hamilton, Canada  
May 31, 2005





## **AUDITOR'S REPORT**

To the Council of Governors 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, 2005 and the statements of operations and net liabilities 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, 2005 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 31, 2005

**Canadian Centre for Occupational Health and Safety**

**STATEMENT OF FINANCIAL POSITION**

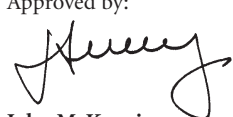
as at March 31

<b>Assets</b>	<b>2005</b>	<b>2004</b>
<i>Financial assets:</i>		
Due from the Consolidated Revenue Fund	\$ 602,009	\$ 479,140
Inventory for resale	117,074	79,507
Accounts receivable (note 6)	254,006	340,515
	<u>973,089</u>	<u>899,162</u>
<i>Non-financial assets:</i>		
Capital assets (note 5)	645,568	722,529
	<u>1,618,657</u>	<u>1,621,691</u>
<b>Liabilities</b>		
<i>Current liabilities:</i>		
Accounts payable and accrued liabilities (note 7)	703,573	500,255
Deferred revenues	48,452	61,206
Vacation pay	372,471	336,364
	<u>1,124,496</u>	<u>897,825</u>
Employee severance benefits (note 11)	718,756	652,862
Trust Accounts		
Funds for grants program (note 9)	—	72,409
Donations (note 10)	90,427	89,927
Contributions to Inquiries Service received in advance	—	60,000
	<u>90,427</u>	<u>222,336</u>
	<u>1,933,679</u>	<u>1,773,023</u>
<b>Net liabilities</b>	<u>(315,022)</u>	<u>(151,332)</u>
	<u>1,618,657</u>	<u>1,621,691</u>

*Contingent Liability (Note 12)*

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

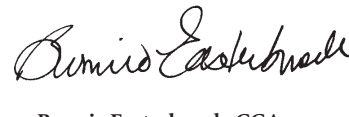
Approved by:



**John McKennirey**  
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

<b>Operating Activities</b>	<b>2005</b>	<b>2004</b>
Net cost of operations	\$ (5,243,825)	(4,873,052)
<i>Adjustment for items not affecting cash</i>		
Amortization of capital assets (note 5)	276,754	335,669
Loss on disposal of capital assets	1,287	5,185
Services received without charge from other government departments (note 8)	749,383	709,086
	<u>(4,216,401)</u>	<u>(3,823,112)</u>
<i>Statement of Financial Position adjustments</i>		
(Decrease) increase in accounts payable and deferred revenue	190,564	(524,965)
Increase in liability for vacation pay	36,107	21,680
Increase in liability for employee severance benefits	65,894	58,288
(Increase) decrease in accounts receivable	86,509	(86,951)
(Increase) decrease in inventory	(37,567)	20,610
(Decrease) increase in trust accounts	(131,909)	(108,077)
	<u>209,598</u>	<u>(619,415)</u>
<i>Cash used in operating activities</i>	<u>(4,006,803)</u>	<u>(4,442,527)</u>
<b>Investing Activities</b>		
Acquisitions of capital assets (note 5)	(201,080)	(209,186)
<b>Net cash provided by Government</b>	<u>(4,207,883)</u>	<u>(4,651,713)</u>

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



**Canadian Centre for Occupational Health and Safety**

**STATEMENT OF OPERATIONS AND NET LIABILITIES**

for the year ended March 31

	<b>2005</b>	<b>2004</b>
<b>Revenues (note 3)</b>		
Proceeds from sales	\$ 2,320,319	2,419,253
Projects and collaborative agreements	1,486,954	1,490,847
Total revenues	<u>3,807,273</u>	<u>3,910,100</u>
<b>Expenses</b>		
<i><b>Operations</b></i>		
Salaries and employee benefits	5,759,702	5,559,640
Employee severance benefits	65,894	58,288
Professional and special services	1,117,955	1,063,179
Accommodation	713,383	673,086
Information	308,554	258,072
Utilities, materials and supplies	174,954	217,018
Transportation and communications	171,405	152,427
Purchased repair and upkeep	139,754	147,185
Rentals	38,309	19,778
	<u>8,489,910</u>	<u>8,148,673</u>
<i><b>Administration</b></i>		
Salaries and employee benefits	251,133	242,934
Governors and committees	2,461	13,719
Travel	25,150	30,632
Professional and special services	4,247	5,826
Utilities, materials and supplies	156	514
	<u>283,147</u>	<u>293,625</u>
<i><b>Other expenses</b></i>		
Amortization of capital assets	276,754	335,669
Loss on disposal of assets	1,287	5,185
	<u>278,041</u>	<u>340,854</u>
Total expenses	<u>9,051,098</u>	<u>8,783,152</u>
<b>Net cost of operations</b>	(5,243,825)	(4,873,052)
Net assets (liabilities), beginning of year	(151,332)	30,299
Services received without charge from other government departments (note 8)	749,383	709,086
Net cash provided by Government	4,207,883	4,651,713
Change in amount due from Consolidated Revenue Fund	122,869	(669,378)
	<u>(315,022)</u>	<u>(151,332)</u>
<b>Net liabilities, end of year</b>	<u>(315,022)</u>	<u>(151,332)</u>

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

**NOTES TO THE FINANCIAL STATEMENTS – March 31, 2005**

**1. Authority and Objectives**

The Canadian Centre for Occupational Health and Safety (CCOHS) 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 CCOHS are to promote the right of Canadians to a healthy and safe working environment and to enhance the physical and mental health of workers. CCOHS' operating expenditures are funded in part by its operating revenue and by a budgetary lapsing appropriation.

**2. Significant Accounting Policies**

The financial statements have been prepared in accordance with accounting standards issued by the Treasury Board of Canada Secretariat which are consistent with Canadian generally accepted accounting principles for the public sector. Significant policies are as follows:

- a) *Parliamentary appropriations* – CCOHS is financed in part by the Government of Canada through Parliamentary appropriations. Appropriations provided to CCOHS do not parallel financial reporting according to generally accepted accounting principles, as they are based in large part 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 information regarding the source and disposition of these authorities and a high-level reconciliation between the two bases of reporting.



## Canadian Centre for Occupational Health and Safety

- b) *Due from the Consolidated Revenue Fund and net cash provided by government* – 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 CCOHS is entitled to draw from the CRF, without further appropriations, in order to discharge its liabilities. Net cash provided by government is the difference between all cash receipts and all cash disbursements including transactions with departments of the federal government and a corresponding amount is credited directly to the net liabilities.
- c) *Revenues* – Revenues are accounted for in the period in which the underlying transaction or event occurs that gives rise to the revenues. Revenues that are received but not yet earned are disclosed as deferred revenue. 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.
- d) *Expenditure recognition* – All expenditures are recorded on the accrual basis.
- e) *Employee severance benefits* – CCOHS employees are entitled to severance benefits based on their years of service and salary at the time of departure. The cost of these benefits is accrued as the employees render the services necessary to earn them. Management determined the accrued benefit obligations using its best estimates of the accrued obligations at the year-end. These benefits represent the only employee benefits obligations of CCOHS that entails settlement by future payments.
- f) *Pension Plan* – All eligible employees participate in the Public Service Pension Plan administered by the Government of Canada. The CCOHS's contributions to the Plan reflect the full cost of the employer contributions. This amount is currently based on a multiple of the employee's required contributions and may change over time depending on the experience of the Plan. The CCOHS's contributions are expensed during the year in which the services are rendered and represent the total pension obligations of the Centre. CCOHS is not currently required to make contributions with respect to any actuarial deficiencies of the Public Service Pension Plan.
- g) *Services received without charge from other government departments* – Services received without charge from other government departments are recorded as operating expenses at their estimated cost and a corresponding amount is credited directly to the Net liabilities.
- 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. Monetary assets and liabilities denominated in foreign currencies are translated using exchange rates in effect on March 31st. All exchange gains and losses are included in determining net cost of operations.
- i) *Inventories for resale* – Inventories are valued at the lower of cost and net realizable value.
- j) *Accounts receivable* – Accounts receivable are stated as amounts expected to be ultimately realized. An allowance is made for receivables from external parties where recovery is considered uncertain. No such provision is made for amounts owing from other government departments.
- k) *Capital assets* – Capital assets with an acquisition cost of \$1,000 or more are capitalized at cost. The capitalization of software has been done on a prospective basis from April 1, 2001. Capital assets are amortized over their estimated useful life on a straight-line basis, as follows:

<i>Asset Class</i>	<i>Amortization Period</i>
Computer equipment	3 years
Furniture and equipment	5 years
Software	1-5 years
Measuring equipment	5 years
Leasehold improvements	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 liability for employee future benefits and the estimated useful lives of capital assets are the most significant items where estimates are used.

### 3. Revenue

	<b>2005</b>	<b>2004</b>
<b><i>Proceeds from sales</i></b>		
Subscription – CCINFODisc	\$ 534,419	702,251
Subscription - Specialty discs	358,569	402,288
CCINFOWeb	684,749	672,980
Specialty products - web	580,831	516,418
Single copy publications	143,928	111,479
Other	17,823	13,837
	<hr/>	<hr/>
	2,320,319	2,419,253
<b><i>Projects and collaborative agreements</i></b>		
Collaborative projects	1,107,869	1,070,275
Contributions to Inquiries Service	360,000	410,000
Recovery of travel expenses	19,085	10,572
	<hr/>	<hr/>
	1,486,954	1,490,847
	<hr/>	<hr/>
	3,807,273	3,910,100

CCOHS follows Treasury Board's external charging policy in its cost recovery program.





## Canadian Centre for Occupational Health and Safety

### 4. Parliamentary Appropriations

The operations of CCOHS are financed through Parliamentary appropriations and cost recovery. The appropriations are recorded when used and any amount not used lapses. Items recognized in the Statement of Operations in one year may be funded through Parliamentary appropriations in a different year. Accordingly, CCOHS has different results of operations for the year on a government funding basis than on an accrual basis of accounting. These differences are reconciled below:

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

	2005	2004
<b>Net cost of operations</b>	\$ 5,243,825	4,873,052
Items not requiring the use of appropriations		
Less		
Amortization of capital assets (note 5)	276,754	335,669
Services provided without charge from other		
Government departments	749,383	709,086
Loss on disposal of fixed assets	1,287	5,185
Bad debts and other write-offs	1,206	5,492
	4,215,195	3,817,620
Changes in accounts not affecting current year use of appropriations		
Less		
Inventory	—	20,610
Employee severance benefits	65,894	58,288
Vacation pay	36,107	21,680
Accounts receivable – external parties	(4,612)	(70,102)
	4,117,806	3,787,144
Adjustments for items affecting appropriations		
Add		
Inventory acquired	37,567	—
Deferred revenue	12,754	22,082
Capital acquisitions	201,080	209,186
<b>Total Parliamentary appropriations used</b>	4,369,207	4,018,412

b) Reconciliation of Parliamentary appropriations voted to Parliamentary appropriations used:

	2005	2004
Human Resources Development Canada - Vote 20	\$ 4,032,000	4,024,000
Human Resources Development Canada - Vote 20A	180,876	—
Human Resources Development Canada - Vote 20B	—	95,849
Treasury Board Vote 15 - collective agreements	156,000	8,000
Treasury Board Vote 10 - government-wide initiatives	—	45,000
Treasury Board - Vote 5 – compensation	60,360	—
	4,429,236	4,172,849
Less:		
Lapsed appropriations – operating	60,029	154,437
<b>Total Parliamentary appropriations used</b>	4,369,207	4,018,412

### 5. Capital Assets

					2005	2004
Capital asset class	Opening Balance	Net Additions for the year	Disposals for the year	Accumulated Amortization	Net book Value	Net Book Value
Computer equipment	\$1,858,649	\$81,170	\$232,935	\$1,323,318	\$383,566	\$444,301
Furniture and equipment	681,062	3,610	120,440	467,519	96,713	137,503
Leasehold improvements	33,534	—	—	9,500	24,034	30,740
Software	403,488	116,300	42,350	336,183	141,255	109,985
Measuring equipment	2,673	—	—	2,673	—	—
	2,979,406	201,080	395,725	2,139,193	645,568	722,529

Amortization expense for the year ended March 31, 2005 is \$ 276,754 (2004 - \$335,669).

### 6. Accounts Receivable

Accounts receivable were as follows as at:

	March 31 2005	March 31 2004
External parties	\$ 202,579	218,595
Other Government departments	51,427	121,920
	254,006	340,515

### 7. Accounts Payable and Accrued Liabilities

Accounts payable were as follows as at:

	March 31 2005	March 31 2004
External parties	\$ 680,344	463,193
Other Government departments	23,229	37,062
	713,573	500,255

## Canadian Centre for Occupational Health and Safety

### 8. Related Party Transactions

CCOHS is related in terms of common ownership to all Government of Canada departments, agencies and Crown corporations. CCOHS enters into transactions with these entities in the normal course of business. Revenues include \$ 572,399 (2004-\$642,130) 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, 2005:

- a) CCOHS received accommodations provided without charge from Public Works and Government Services Canada amounted to \$ 713,383 (2004-\$673,086).
- b) CCOHS received audit services without charge from the Office of the Auditor General of Canada amounted to \$ 36,000 (2004-\$36,000).

### 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 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 as projects and collaborative agreements. No other activities, transactions or balances of this program are reflected in the financial statement of CCOHS.

	<b>March 31 2005</b>	<b>March 31 2004</b>
Balance of funds, beginning of year	\$ 72,409	\$ 130,536
Project funds received (refunded)	(22,152)	33,527
Grants made to recipients	(30,257)	(51,654)
CCOHS' administration fee	(20,000)	(40,000)
Balance, end of year	<u>–</u>	<u>72,409</u>

The project was completed in 2004.

### 10. Donations

CCOHS, 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. CCOHS received \$500 in donations during 2004/2005 bringing donations at the end of March 2005 to \$90,427 (2004-\$89,927). These funds are recorded in a special purpose account in the Consolidated Revenue Fund.

### 11. Employee Future Benefits

Employees of CCOHS are entitled to specific benefits on or after termination or retirement, as provided for under various collective agreements or conditions of employment.

- a) *Pension Benefits* – CCOHS and all eligible employees contribute to the Public Service Pension Plan. This pension plan provides benefits based on years of service and average earnings at retirement. The benefits are fully indexed to the increase in the Consumer Price Index. The CCOHS' and employees' contributions to the Public Service Pension Plan for the year were as follows:

	<b>2005</b>	<b>2004</b>
Employer's contributions	\$ 352,616	\$ 311,026
Employee's contributions	352,616	311,026

- b) *Employee Severance Benefits* – CCOHS provides severance benefits to its employees based on their years of service and final salary. This benefit plan is not pre-funded and thus has no assets, resulting in a plan deficit equal to the accrued benefit obligation. Future benefits will be paid out of future appropriations. Information about the plan, measured as at the balance sheet date, is as follows:

	<b>2005</b>	<b>2004</b>
Accrued benefit obligation, beginning of year	\$ 652,862	\$ 594,574
Cost for the year	65,894	58,288
Benefits paid during the year	–	–
Accrued benefit obligation, end of year	<u>718,756</u>	<u>652,862</u>

### 12. Contingent Liability

CCOHS is involved in a dispute originating in the normal course of business. An amount, consistent with a legal opinion obtained from our legal counsel, has been accrued as an account payable at year-end. In the opinion of management, the dispute will not have a material adverse effect on the financial position of CCOHS.

### 13. Comparative Amounts

Some of the comparative figures have been reclassified to conform to the current year's presentation.

