

# Report of the Council

April 1, 2003 to March 31, 2004



Canadian Centre for Occupational Health and Safety

**COUNCIL REPORT**

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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



**T**his year marked a milestone, twenty-fifth anniversary for the Canadian Centre of Occupational Health and Safety (CCOHS). The vision of a quarter century ago to eliminate workplace accidents, illnesses and deaths has not changed. Nor has the mission to be the Canadian centre of excellence for initiatives to help prevent occupational diseases, injuries and fatalities. 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.

In the past twenty-five years the Centre has focused on finding the most effective methods of assembling, analyzing, and disseminating information and advice to achieve this mission. CCOHS is uniquely positioned to help demystify the complex safety legislative requirements and provide clear and effective solutions to a wide range of safety issues. The Centre is governed by a Council of Governors with representatives from federal, provincial and territorial governments, employers, and labour, from across Canada. This structure supports CCOHS' impartial approach as a trustworthy provider of accurate, relevant, comprehensive and credible information.

CCOHS researches data from around the world and collaborates with organizations nationally and internationally to establish strong partnerships on which to build an informational platform of prevention. The Centre has embraced its responsibility to lead national and global efforts to help prevent workplace death, injury and disease, and work with its partners to promote that end, following the age-old prescription that prevention is the best cure.

Increasingly, technology has been harnessed in effective ways to accomplish our mission. CCOHS has made great strides in building the innovative, technology-enabled tools needed to address emerging health and safety issues in the years ahead. The Internet is being fully leveraged as a low-cost, high-impact tool to provide information to working Canadians in formats that are most easily used and that help them make a substantial impact to occupational health and safety in their workplaces.

In the last year CCOHS provided free workplace health and safety answers to more than 1.1 million visitors to its website and these visitors accessed CCOHS' free information services more than 3.7 million times – making it one of Canada's most-visited web sites.

CCOHS will continue development in this direction in the future years ahead. The Centre will strive to source the best occupational health and safety information in Canada and around the world, and take new initiatives to make it more widely available to those 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 solutions that will keep Canadian workplaces free from injury and disease. Future efforts will also involve strengthening our partnerships with stakeholders in occupational health and safety, and working even closer with unions, employer and governments associations. CCOHS has a pivotal role to play in identifying what Canadians need to stay healthy in the workplace, and then providing exactly what's required.

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.

◆ 1978 The Canadian Centre for Occupational Health and Safety Act (Chapter 29, Statutes of Canada 1977-78) received royal assent April 20, 1978.



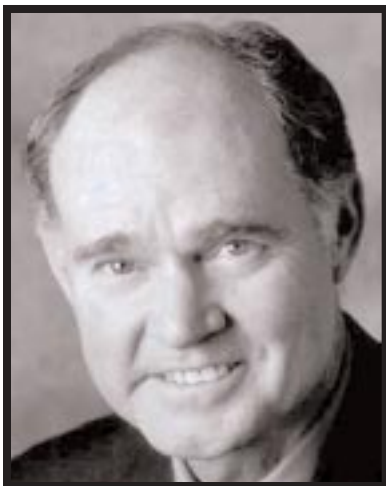
It is my great honour and pleasure to be serving as the new Council Chair of the Canadian Centre for Occupational Health and Safety, a great success story for prevention and education regarding healthier, safer workplaces, known not only in Canada but internationally.

My appointment came near the close of one of the most eventful periods in the history of this organization. CCOHS has been contributing to the health and safety of Canadian workers for 25 years. A highlight of this past year's activity was the silver anniversary event which not only celebrated CCOHS' quarter century of accomplishments but also commemorated its move into a new headquarters building and, in the process, brought an important focus on occupational health and safety nationwide.

The Centre has stood out not only for its quality and quantity of longevity but for its truly unique tripartite structure whereby government (federal, provincial and territorial), employer and worker representation ensures an impartial approach, which over the years has allowed CCOHS to become one of the most trusted and accessed OH&S sources in the world.

The symbol of the CCOHS evolution is embodied in its new facility in downtown Hamilton, Ontario. The two-storey, 25,000 square-foot building combines tradition and technology. It is located on an historic site and is equipped with state-of-the-art systems that enhance the Centre's work of gathering the best occupational health and safety information from around the world and re-developing it to be of maximum use for Canadians in the workplace.

CCOHS, with 85 employees, is the sole tenant of this new building that was specially designed to meet the Centre's specifications. The new facility features many enhancements including: airy space that benefits from natural light from the surround windows; open plan concept for most workspaces to enhance team culture; advanced telecommunications, technological support and ergonomic workstations; a 2,500 square-foot library with new high-density mobile storage units for easier access; new conference rooms with a translation booth for simultaneous language interpretation; and full access for the disabled and convenience to public transit.



**John McKennirey**  
Chairman, Council of Governors

The commemoration and public opening of the new building was combined with the 25th anniversary celebration on November 17, 2003. The occasion was a wonderful event in the life of CCOHS, and of its home base Hamilton, encompassing several elements:



- A stellar list of luminaries was present to officially launch the next 25 years of operations and the new home for CCOHS. Included were Canada's Minister of Labour, Minister of Canadian Heritage and several federal MPs and City Councillors, OH&S industry representatives and CCOHS clients; past and present Centre staff and CCOHS Council Members. The general public turned out in great numbers, and media coverage was very good. The reminiscences of past Council Chairs were especially fascinating in helping everyone understand just how far CCOHS – and the OH&S world – have come.
- A ribbon-cutting ceremony and public open house showcased CCOHS products and services, as well as the new facility's features.
- Receptions brought together many different stakeholders: senior officials, present and past employees, present and past Council members, health and safety managers from the private and public sectors, and the general public – all in a spirit both of celebration and education.

Much has been done in the past 25 years by Canada and by CCOHS, but there is still much to address: the requirements of a growing multi-ethnic workforce; the changing needs of an aging workforce; the difficulties of workplace stress; the OH&S challenges in small businesses; the increasing use of outsourcing, part-time and contract workers; the troubling rates of injury among young and new workers; and renewed threats from occupational and environmental diseases.

There is, however, good news in the fact that more employers are realizing that good health management can help lower or prevent huge downtime expenses, and more employees are understanding that a healthy workplace is their legal right.

The Canadian Centre for Occupational Health and Safety is well-positioned to achieve even more in helping to prevent both the on-going and the new workplace health issues of the next quarter century.

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 Cathy Walker, Canadian Auto Workers/CLC; and Ian Campbell, Canadian Manufacturers and Exporters who left the Council this year. It gives me great pleasure to welcome the new Governors to our team: Stuart MacLean, Nova Scotia; Nancy Hutchison, United Steelworkers of America and Jean Dalton, Canadian Manufacturers and Exporters.

◆ **1979** Location of Hamilton, championed by the late Honourable John C. Munro, is chosen by the federal Government. CCOHS is temporarily located in the federal Government building at 150 Main Street West  
J. H. Currie is appointed Chairman of the 39-member Council of Governors  
Gordon Atherley is appointed President

◆ **1980** 500 inquiries are answered by CCOHS staff  
Experimental on-line link-up between CCOHS and the Government of the NWT is realized  
CCOHS becomes the Canadian contact for CIS, the International Labour Organization's (ILO) information service in occupational health and safety and mounts as its first database – CISILO



**T**he year under review marked a watershed for the Canadian Centre for Occupational Health and Safety in many ways. We celebrated our first quarter century in 2003, and we moved into a new headquarters building designed to provide employees with a modern, healthy and safe working environment.

Even more important was what occurred within our facilities, both old and new: CCOHS turned its focus to expanding the variety and depth of its information offerings through more innovative uses of our technology and human resources; quality versus quantity.

In this past year, CCOHS served 6.5% more people from our OH&S person-to-person service, and 18% more people on-line through OSH Answers, which has achieved the distinction of being one of the most-visited OH&S web services in Canada. This increased volume also shows that CCOHS expertise and services have grown to become widely known and sought out.



Our first quarter century has indeed been distinguished – since 1980, nearly 13 million individual queries have been handled by CCOHS and some 3.7 million unique visitors have been served by our website. In this past year alone, more than 1.1 million individual visitors accessed information over 3.7 million times, in English and French, through our OSH Answers web service.

Developed by CCOHS, the “JobSafe Canada” web site designed for employees new to the job force provides gateway access to a wealth of resources with information targeted for young workers, their employers and their parents. This point is especially significant when we realize approximately one in seven Canadians aged 15 – 29 are injured on the job annually – that is over 100,000 Canadians every year.

From collaborating with Canadian Worker Compensation Boards in sharing best practices to securing more useful OH&S data from international sources, this past year also saw an expansion of our partnerships, which translates into more resources for Canadians to use.

It is gratifying to know that CCOHS is continuing to make a difference. In a recent survey, over 75 per cent of our clients said they had made changes in their workplaces based on information received from CCOHS. Yet for all the achievements during the 2003-04 period, it was a difficult year in Canada, and globally, with respect to workplace health and safety. Dramatic new developments such as SARS, BSE, West Nile Virus and Avian Flu Virus took

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



occupational health and safety into unfamiliar territory and represented emerging challenges. While these are not solely occupationally-caused problems, they are societal diseases that can affect workplaces, where there must be readiness to address these issues, and CCOHS must have the resources to assist workplaces in understanding the potential impact of these new threats.

The inter-relationship of societal and occupational diseases caused CCOHS to closely examine this subject during the past year. Our detailed Canada-wide research – including interviews with many industrial hygienists, safety engineers and ergonomics specialists – made it apparent they felt that insufficient attention has been paid to the broad area of preventing occupational diseases in Canada. These diseases can be devastating to employees and their families as well as undermine the profitability of employers. To address this more fully, in March 2005 CCOHS will host the first-ever national forum which will bring workers, employers and governments together to discuss prevention and control strategies, emerging legal issues, training, gaps in information and action, and current trends in occupational diseases. Leading experts will address such occupational diseases as neurological and respiratory illnesses, cancers and stress-related disorders. Because progress cannot be achieved without equal participation from governments, employers and workers, CCOHS is in a unique position to facilitate solutions-oriented discussions among these groups.

The developments of this past year and the planning for a tripartite symposium point to a central strength of CCOHS – our holistic approach to our mission. We are in a special position to pull together and provide information and advice in a comprehensive, credible, relevant, accurate and unbiased way that helps Canadians create better solutions for workplace health and safety issues.

Since our founding, we have focused on finding the most effective methods of gathering, analyzing, re-designing and disseminating OH&S information and advice. This is the direction we will continue into our next quarter century: finding and developing the best OH&S information sourced from the global OSH community – including in Canada – and bringing it to Canadians in easy-to-access, innovative ways. While our methods and technologies have evolved over the years, our vision of 25 years ago has not changed: to eliminate workplace injuries, illnesses and deaths. This goal has become ever more attainable because our dedication to our mission – to be the Canadian Centre of excellence for work-related injury and illness prevention initiatives and OSH information – is manifested every day.

◆ **1981** 250 Main Street East becomes the CCOHS headquarters on September 11  
6000 copies of At the Centre, CCOHS' newsletter, are distributed

◆ **1982** Formal opening of first CCOHS building, June 5, 1982 with the Honourable Charles Caccia, Minister of Labour officiating



## f u n d a m e n t a l   r i g h t . . .

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**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.

◆  
**1983** Xth World Congress on the  
Prevention of Occupational Accidents  
and Diseases hosted by CCOHS in  
Ottawa, May 8-13





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*  
Warren Edmondson\*, *Government of Canada*

**LABOUR**

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

**EMPLOYER**

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

**PROVINCIAL & TERRITORIAL**

Douglas Stanley, *New Brunswick*  
Roberta Ellis, *British Columbia*  
Jeff Parr, *Manitoba*  
Ann Marie Hann, *Newfoundland and Labrador*  
James Lee, *Prince Edward Island*  
Roy Mould, *Ontario*  
Allan Walker, *Saskatchewan*  
Stuart MacLean, *Nova Scotia*

**EXECUTIVE BOARD**

S. Len Hong (Chair)  
Ian Campbell\*  
Otto Peter  
Anthony Pizzino  
Hassan Yussuff  
Roberta Ellis  
Jeff Parr  
Murray Sunstrum

**AUDIT COMMITTEE**

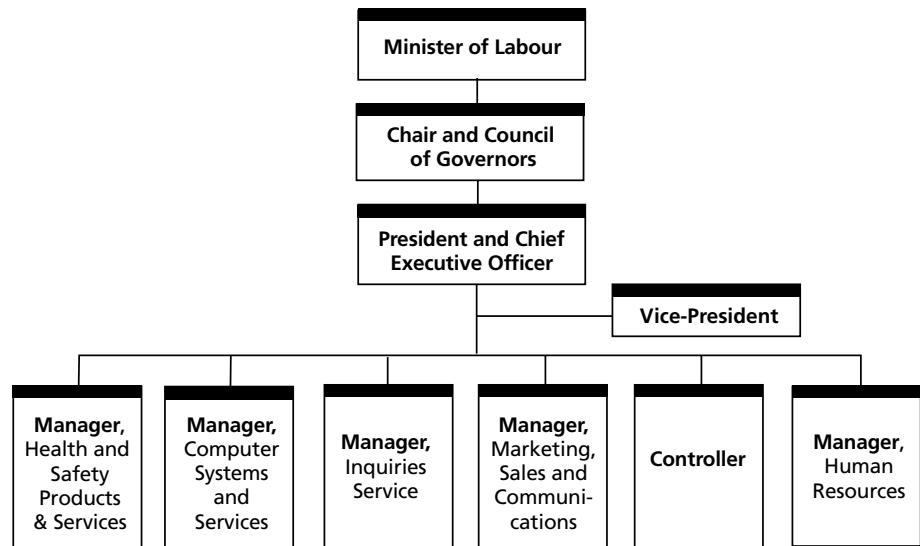
John McKennirey (Chair)  
Stuart MacLean  
Jean Dalton  
Murray Sunstrum (Alt)  
Nancy Hutchison  
Mona Sykes (Alt)

\* *Resigned/Term Expired*

◆ **1984** CCOHS becomes Schedule B Corporation under the Financial Administration Act  
Martin O'Connell is appointed Chairman of the Council of Governors



## 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.

The 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 16,208 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 this year making 41.5% of the total inquiries received. 23.7% of the questions originated from management, 3.9% from government (as legislators and enforcers), and 30.9% 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 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 rated it 4.6 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 2003-2004, approximately 1.18 million individual visitors accessed question-and-answer documents over 3.7 million times, through OSH Answers, the corresponding French version, Réponses SST and the Spanish version, Respuestas OSH. This year 283,000 visitors accessed information in French through RéponsesSST and 8,575 visitors accessed the Spanish language Respuestas OSH site 12,288 times.

Overall, the number of visitors increased by more than 18% and the number of "inquiries" by 7% from the previous fiscal year.

#### 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 pioneer of workplace health and safety in Canada. In an ongoing effort to foster interest in the field of workplace health and

1985-86 New CCOHS databases released – TRADE NAMES, CHEMTEXT, RESOURCES, CASE LAW, CORONERS' INQUESTS, CANADIANA, ESSENTIALS, STANDARDS AND DIRECTORIES

CCOHS hosts "Occupational Medicine, Medical Surveillance, and Human Rights: The Way Forward" Workshop



safety, CCOHS makes this annual, national award available to post-secondary students enrolled in degree, 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 2003, CCOHS selected Mathieu Rouleau, Dorval, Québec, Matthew Green, Vancouver, British Columbia and Kevin Hayes of Port Moody, British Columbia to each receive a \$1000 scholarship, to be presented during North America Occupational Safety and Health (NAOSH) Week 2004 in May.

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

In the fourteen months since CCOHS launched its free e-newsletter, The Health and Safety Report garnered more than 4,500 subscribers from 90 different countries. This monthly electronic newsletter provides Canadians with current OSH information and is delivered to subscribers by e-mail. In August 2003, the French version, Le Rapport sur la santé et la sécurité was launched and by March 2004, had 285 subscribers.

In February a readership survey was conducted to evaluate the impact and the effectiveness of the service on workplace health and safety. Subscribers said they use the information in the report for their own resources, health and safety committee work, to print and share with colleagues, to help develop health and safety policies, and implement change in their workplaces.

Survey results and comments indicated that generally, subscribers like the clear, simple language in which it is written, the timeliness of information and credibility of source and describe the content as relevant and helpful. Marketing efforts continue to increase awareness of this new public service in our ongoing efforts to provide information that could help prevent work related injuries and illnesses.

### **CCOHS WEBSITE**

The CCOHS web site 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. The web site is continually updated to ensure the most current and relevant information is available, in both English and French.

◆ **1986-87** CCINFODisc CD-ROM service launches with 39 subscribers; CCINFOline on-line service has 500 connected organizations  
New CCOHS Publication series is launched – SAFETY INFOGRAMS, and Hazard Summaries  
New CCOHS Publication series is launched – SAFETY INFOGRAMS, and Hazard Summaries

◆ **1988-89** 25,933 person-to-person Inquiries are answered  
New databases released by CCOHS include PRIS, Labour Canada Collective Bargaining Review, Directory of National Pesticide Residue Limits in Foods, IPCS, INRS, EXICHEM, CNIC Chemical Data Sheets, AIDS SCAN, Environment Canada – Domestic Substances list



CCOHS is a recognized leader in providing effective programs, products and services for the prevention of injury and illness in workplaces. The Centre's portfolio of products and services is based on its core knowledge base and collection of occupational safety and health information, and the 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 enhanced Web Information Service (WIS) was launched in late September, replacing the CCINFOWeb service. Loaded with a powerful new search interface (Verity), cross-database searching, "Subscriber Extras", a monthly Chemical Notification Service and more, it provides CCOHS clients with additional value and incentive to subscribe to the Web services.

The revamped Web Information Service helps users get the maximum benefit and value from their CCOHS database subscriptions and the broader CCOHS website. It allows subscribers to perform one-step cross-database and Web collection searches. The search results also include "Additional Resources" from CCOHS' free Web collections, such as OSH Answers.

User feedback noted that the new WIS delivers comprehensive results, is faster and more powerful than the former CCINFOWeb service.

### **HEALTH AND SAFETY GUIDES**

CCOHS has become known for its signature health and safety guides. These pocket-sized handbooks published by CCOHS are intended to serve as front line prevention tools – to inform people of workplace hazards to reduce risk and help prevent injury. They are designed for use on-the-job as reference tools and information sources, and 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, two new guides were developed and released:

- The Health and Safety Guide for Libraries
- Emergency Planning Response Guide

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

- Mould in the Workplace: A Basic Guide
- Health and Safety In the Workplace: A Guide for Human Resource Professionals
- Hot Weather Workers Guide
- Safe Driving

**1989-90** CCINFOdisc includes four CD-ROM titles, 3,883 subscriptions (46 databases,

788 full-text publications, and videotex information packages)

Maureen Shaw is appointed Chairman, Council of Governors

**1990-91** J. Arthur St-Aubin is appointed President in May 1990

CCOHS holds workshops on "Current Issues in Radiation Safety", and "Repetitive Strain Injuries"



## 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. We are rapidly developing new e-learning offerings to add to our education and training portfolio and meet the ever-changing needs of the people we serve.

### Health and Safety Training for Managers and Supervisors

This popular course was delivered five times on-site with full registration in each session. In addition, three sessions of the course were delivered off-site through collaborative arrangements with several Canadian organizations.

#### *Customized for Federal Workplaces*

The course was customized for supervisors and managers in Federal workplaces and delivered to a capacity audience for the RCMP Forensic Laboratory staff on February 12- 13.

#### *Customized for the Canada Labour Code, Part II*

A one-day training for Federal supervisors and managers on the Canada Labour Code, Part II was completed, and a course manual is in progress.

### Health & Safety Training for Managers and Supervisors e-Learning Course

CCOHS developed a web-based version of its popular instructor-led course, Health & Safety Training for Managers and Supervisors. The course is delivered over the Internet and is accessed by using a computer and web browser. The structure and content of the course were developed in-house and working in partnership with VuBiz, a Canadian company that specializes in the design and distribution of e-courses, the course is expected to be released in the spring of 2004.

### Back Injury Prevention E-course

CCOHS is developing an e-course on back injury prevention as part of its collaborative agreement with WorkSafe Saskatchewan to update the WorkSafe website ([www.worksafesask.ca](http://www.worksafesask.ca)). The course will be completed in 2004.

## DOMESTIC SUBSTANCE LIST/ NON-DOMESTIC SUBSTANCE LIST (DSL/NDSL)

Produced and maintained by CCOHS, the Domestic Substance List/ Non-Domestic Substance List (DSL/NDSL) database provides global users with Environment Canada's Canadian regulatory inventory of 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.

1991-92 CCOHS is required to suspend non-revenue generating programs and make other cuts to operations

Provincial and territorial governments commit to interim funding for CCOHS' free Inquiries Service

1992-93 CCOHS Council reduced to 12 voting governors: four representing the federal, provincial and territorial governments, four representing workers (labour) and four representing employers





## CONFERENCES & EXHIBITIONS

CCOHS participated in the following conferences and exhibitions during fiscal 2003 – 2004

**HEALTH AND SAFETY 2003 CONFERENCE AND TRADE SHOW**  
Toronto, ON

**4TH ANNUAL OH&S SAFETY CONFERENCE**  
Charlottetown, PEI

**NEWFOUNDLAND AND LABRADOR INDUSTRIAL SAFETY AND HEALTH ASSOCIATION**  
St. John's, NL

**RESPONSIBLE CARE CONFERENCE**  
Miami, FL, USA

**NAOSH WEEK 2003 NATIONAL LAUNCH**  
Edmonton, AB

**25E CONGRÈS DE L'ASSOCIATION QUÉBÉCOISE POUR L'HYGIÈNE, LA SANTÉ ET LA SÉCURITÉ DU TRAVAIL (AQHSST), « CULTURE PRÉVENTIVES – DES ATTITUDES...AUX HABITUDES! »**  
Trois-Rivières, Québec

**AMERICAN INDUSTRIAL HYGIENE CONFERENCE AND EXPOSITION (AIHCE)**  
Dallas, TX, USA

**ONTARIO ENVIRONMENTAL TRADESHOW**  
Toronto, ON

**TRANSPORTATION HEALTH AND SAFETY ASSOCIATION 60TH ANNUAL GENERAL MEETING (THSAO)**  
Toronto, ON

**ENVIRONMENT AND ENERGY CONFERENCE (EECO) 2003**  
Toronto, ON

**THE EDUCATION SAFETY ASSOCIATION OF ONTARIO (ESAO) ANNUAL HEALTH AND SAFETY CONFERENCE AND TRADE SHOW**  
Toronto, ON

**FEDERATION OF CANADIAN MUNICIPALITIES (FCM)**  
Winnipeg, MB

**CANADIAN INTERNATIONAL PETROLEUM CONFERENCE/ GAS AND OIL EXPOSITION 2003 (GO EXPO)**  
Calgary, AB

**ROGERS KITCHENER CALL CENTRE "WELLNESS WEEK"**  
Kitchener, ON

**WEST NIAGARA COMMUNITY SAFE-FUN FAIR**  
Grimsby, ON

**CANADIAN LIBRARY ASSOCIATION (CLA) CONFERENCE**  
Toronto, ON

**14TH WORLD CONFERENCE ON DISASTER MANAGEMENT**  
Toronto, ON

**CAMPUS SAFETY, HEALTH AND ENVIRONMENTAL MANAGEMENT ASSOCIATION EXECUTIVE (CHSEMA)**  
Nashville, TN, USA

More than 1100 new records were created in the database. Approximately 75% of this activity reflects additions to the DSL and the remainder as additions to the NDSL. To enhance searching capability, chemical synonyms were added to records.

### CHEMINFO

CHEMINFO, produced by CCOHS occupational health and safety specialists, 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.

Eight hundred and seventy-one records were revised and 43 records completely updated during the 2003-4 fiscal year. In addition, the Resistance of Materials data was reviewed and revised for all records, the toxicological and human health hazard information updated for 13 primary amines, and a review of the ACGIH Threshold Limit Value fields (TLV) and the US Permissible Exposure Limit fields were completed for all records.

The carcinogenicity status of chemicals on IARC, NTP and ACGIH lists was reviewed and documented for all records. The ACGIH TLVs, and the AIHA WEELS and ERPGs were updated to reflect the 2003 editions.

### CANADIAN *enviro*OSH LEGISLATION *plus* STANDARDS SERIES

The Canadian *enviro*OSH Legislation PLUS Standards series continues to be the finest 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 the 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.

A free monthly update service for subscribers provides additional value. This 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

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

The 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 the Web Information Service and for delivery for CCINFOdisc processing.





Unique Identifiers are now assigned to all records in the MSDS/ FTSS database, and programs are in place to transfer the Unique Identifier to the replacement MSDS for the product when it is updated in the CCOHS database. Unique Identifiers will stay with the individual product MSDS even when updated.

These Unique Identifiers will help users in the management of their MSDS collections and they are an essential part of new initiatives such as the MSDS Management Service to be introduced in mid- 2004, and the Alternative Products Database (described in the next section of this report on Collaborative Projects).

To increase the number of collections in the MSDS / FTSS database, we are now processing MSDS collections from supplier websites so that they can be included in the database with direct links to the MSDS documents on companys' websites. This method requires no work on the part of the companies and also addresses some suppliers' concerns about the distribution of their MSDS collections.

In March 2004, the MSDS/FTSS databases contained 244,610 records including 48,474 in PDF format, a 17% increase in the number of records from the previous year.

#### **HUMAN RESOURCES SKILLS DEVELOPMENT CANADA (HRSDC) – LABOUR PROGRAM CD-ROM**

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™**

CHEMPendum™ is a comprehensive resource of chemical hazard information for workplaces and the environment. Meeting the broad needs of environmental health and safety practitioners, CHEMPendum™ 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 and CD-ROM provides access to: Chemical Evaluation Search and Retrieval System (CESARS), Chemical Hazards Response Information System (CHRIS), CHEMINFO, Domestic/Non-Domestic Substances List (DSL/NDL), 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.

## **CONFERENCES & EXHIBITIONS**

*continued...*

**39TH IUPAC CONGRESS AND 86TH  
CONFERENCE OF THE CANADIAN  
SOCIETY FOR CHEMISTRY**  
Ottawa, ON

**AWCBC / AASCIF  
CONGRESS/CONVENTION**  
Vancouver, BC

**SCHOOL-WORK TRANSITION  
CONFERENCE AND TRADE SHOW**  
Hamilton, ON

**OCCUPATIONAL & ENVIRONMENTAL  
MEDICAL ASSOCIATION CONFERENCE**  
Toronto, ON

**HEALTH, WORK & WELLNESS  
CONFERENCE 2003, "LEADING BY  
EXAMPLE"**  
Gatineau, Quebec

**32nd ONTARIO OCCUPATIONAL  
HEALTH NURSES ASSOCIATION  
(OOHNA) CONFERENCE**  
London, ON

**HEALTH AND SAFETY LAW  
CONFERENCE 2003  
(LANCASTER HOUSE)**  
Toronto, ON

**CANADIAN ENVIRONMENTAL  
AUDITORS ASSOCIATION (CEAA)  
CONFERENCE**  
Ottawa, ON

**WORKERS HEALTH, SAFETY AND  
COMPENSATION COMMISSION  
(WHSCC) HEALTH AND SAFETY  
CONFERENCE 2003**  
Saint John, NB

**HAMILTON'S HEALTHY WORKPLACE  
WEEK – WORKPLACE CHALLENGE  
KICK-OFF EVENT**  
Hamilton, ON

**SOCIETY FOR CHEMICAL HAZARD  
COMMUNICATION (SCHC) FALL  
MEETING**  
Arlington, VA

**HAMILTON SPECTATOR HEALTH AND  
WELLNESS FAIR**  
Hamilton, ON

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

**ASSOCIATION OF WORKERS'  
COMPENSATION BOARDS OF  
CANADA (AWCBC) PUBLIC FORUM**  
Montreal, QC

**CANADIAN SOCIETY OF SAFETY  
ENGINEERING (CSSE) CONFERENCE**  
Saskatoon, SK

**ONTARIO HOSPITAL ASSOCIATION  
CONFERENCE (OHA)**  
Toronto, ON

**ELECTRICAL & UTILITIES SAFETY  
ASSOCIATION – LEADERS' FORUM  
SERIES CONFERENCE**  
Toronto, ON

**REGISTERED NURSES OF ONTARIO  
ASSOCIATION, "HEALTHY  
WORKPLACE IN ACTION 2003"  
CONFERENCE**  
Toronto, ON



**CONFERENCES & EXHIBITIONS**

*continued...*

**HEALTH & SAFETY CONFERENCE OF ALBERTA**  
Calgary, AB

**HEALTHY INDOORS PARTNERSHIPS CONFERENCE**  
Montreal, Quebec

**MANITOBA SAFETY COUNCIL ANNUAL OH&S CONFERENCE**  
Winnipeg, MB

**ONTARIO LIBRARY ASSOCIATION (OLA) CONFERENCE**  
Toronto, ON

**SASKATCHEWAN SAFETY COUNCIL: 31ST ANNUAL INDUSTRIAL SAFETY SEMINAR**  
Saskatoon, SK

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

**MAPLE LODGE FARMS TOTAL WOMAN SHOW**  
Hamilton, ON

**EMPLOYERS ADVOCACY COUNCIL: SAFETY GROUP LEADERSHIP CONFERENCE**  
Cambridge, ON

**NOVA SCOTIA SAFETY COUNCIL 22ND ANNUAL CONFERENCE & TRADESHOW**  
Halifax, NS

**MOL INDUSTRIAL INSPECTORS – WESTERN REGION CONFERENCE**  
Stratford, ON

**SOCIETY OF PETROLEUM ENGINEERS CONFERENCE**  
Calgary, AB

**WHMIS CLASSIFICATION DATABASE**

With the support of Health Canada, WHMIS Division, CCOHS designed this new database to provide users with classifications, including symbols, for 744 chemicals as a free public service on the Web. These classifications are extracted from the full WHMIS classification section of the CHEMINFO database. If users need the full, detailed explanation of the classification, they are guided to the CHEMINFO database or the appropriate CHEMINFO profile.

**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, on Web Information Service and for Intranets. RTECS® is also available through CCOHS' Academic Support Program, a special program for post secondary institutions around the world.

CCOHS produces a French as well as a Spanish language version of the RTECS® database.

**1994-95** English and French versions of the Material Safety Data Sheets (MSDS) database(s) now produced on 2 CD-ROMs



## ON THE CANADIAN FRONT

### 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 to comply with Ontario occupational health and safety legislation and regulations regarding hazardous materials. The publication will explain the basic occupational health and safety concepts regarding hazardous materials and provide practical information on control measures that can be utilized by small business in Ontario 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 will be released in the spring of 2004.

### National Young Worker Web Site

The national young worker web site was one of four Young Workers Initiatives undertaken by the Canadian Association of Administrators of Labour Legislation (CAALL). CCOHS completed the development of the young workers portal designed to help prevent injuries and illnesses on the job by assisting young workers in Canada to find relevant information. It provides one-point access to information from all Canadian jurisdictions on young workers OSH issues, for young workers as well as for teachers and parents. The website was released publicly in January 2003 under the temporary name of *JobOne.ca*. After consultation and feedback from users, the site was renamed *JobSafeCanada.ca / JobS curitaireCanada.ca* ([www.jobsafecanada.ca](http://www.jobsafecanada.ca)). CCOHS continues to work with the Cross-Canada Youth Advisory Committee to enhance the content of the portal.

### Worksafe Saskatchewan

The WorkSafe Saskatchewan collection is entering its third year of development. This year new topics were selected by WorkSafe participants, Saskatchewan WCB and Saskatchewan Labour and include: driving safety, trenching and excavation, and scaffolding and platforms. In addition, an e-course on back injury prevention entitled "Aching Backs" is in development with WorkSafe Saskatchewan and should be released on the website in 2004.

### Job Safety Analysis

HRSDC Labour and CCOHS collaborated to produce a publication entitled, *Job Safety Analysis Made Simple*. This publication is now available in English and French. It will be available for free, in electronic format on the HRSDC website. Print copies are available from CCOHS.

### Security And Emergency Preparedness Bookshelf CD-ROM

Based on the development of a prototype in the previous fiscal year, CCOHS developed a full release of this CD-ROM-based product in March 2004. Security inspectors with Transport Canada use this disc to access information about pertinent legislation, equipment, guidelines, etc. CD-ROM releases are planned annually, with quarterly online updates throughout the year.

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 meet numerous needs, for a variety of applications.



**PRESENTATIONS  
& WORKSHOPS**

CCOHS participated in the following presentations and workshops during fiscal 2003 – 2004

**PSAC NATIONAL COMPONENT  
ONTARIO REGIONAL SEMINAR**  
*Presentation on CCOHS OSH  
Resources*  
Barrie, ON

**SCHOOL OF OCCUPATIONAL HEALTH,  
MCGILL UNIVERSITY**  
*Three hour course on Occupational  
Vibration Exposure*

**IAPA'S ANNUAL GENERAL MEETING**  
*Presentation on "OSH Global Portals"*  
Toronto, ON April

**IAPA CONFERENCE**  
*Presentations on "Occupational  
Health and Safety Legislation" and  
"Discovering Workplace Health  
& Wellness on the Web"*  
Toronto, ON

**INDUSTRIAL HYGIENE CONFERENCE**  
*Presented a paper entitled "Global  
Prospective on Occupational  
Health and Safety"*  
Dallas, Texas

**CANADIAN SOCIETY OF SAFETY  
ENGINEERS**  
*Presentation on Job Safety Analysis*  
Burlington, ON

**CANADIAN PYROTECHNIC COUNCIL  
ANNUAL SEMINAR**  
*Presentation on "Health and Safety  
Resources on the Internet"*  
Toronto, ON

**UNIVERSITY OF TORONTO**  
*Lecture on Occupational Cancer*  
Toronto, ON

**ELECTRICAL UTILITIES SAFETY  
ASSOCIATION (EUSA) LEADERS  
FORUM SERIES**  
*Presentation on "Reliable OSH  
Resources on the Internet"*  
Toronto, ON

**HEALTHY INDOORS PARTNERSHIPS  
CONFERENCE**  
*Presentation on Indoor Air Quality  
Communication Needs*  
Montreal, QB

 **Marine Safety Inspectors Bookshelf CD-ROM**

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 fourth release of the three CD-ROM set was produced for Transport Canada at the end of March, 2004.

 **TDG Inspector's Virtual Bookshelf CD-ROM**

CCOHS developed this web-browser based CD-ROM for Transportation of Dangerous Goods inspectors at Transport Canada. Transport Canada's Safety inspectors use the product to access legislation, standards, guidance documents, forms, and a variety of other documents necessary for the performance of their jobs.

CCOHS developed two semi-annual releases of this product, as well as completing and testing an online update capability, allowing periodic content updates between CD-ROM releases. Ongoing development of CD-ROM and online updates for this product are planned.

 **Canadian Agricultural Safety Association**

CCOHS assisted the Canadian Agricultural Safety Association (CASA) in a cross-country consultation to determine current knowledge and attitudes regarding health and safety in the agricultural industry in Canada. The project involved consulting with representatives of a wide number of agricultural organizations including government ministries, federations of agriculture, producers' associations and other organizations such as Canadian Farmers with Disabilities and the Farm Safety Association. The report, including a literature review, was presented to the CASA Board in the fall of 2003.

 **Literature Review Of Back-Related Injuries**

The Saskatchewan WCB requested that the CCOHS conduct a literature review of back-related interventions/initiatives in the health care sector and prepare a summary report of the findings. The prevalence of back-related injuries is high in the nursing field. A preliminary draft report summarizing the findings was submitted in November 2003 for review.

 **Pulp and Paper, Manitoba**

CCOHS is working with a pulp and paper organization in Manitoba, on an initiative to develop a safety information system on its corporate health and safety website. The website will integrate and organize information resources from the company and CCOHS, for delivery to employees. A prototype website was delivered in March 2003. In 2004, selection of worksite topics and integration of company documents began in order to finalize the system.

 **Canadian Chemical Regulatory Database**

The design of a new database to assist Canadians in meeting their chemical regulatory compliance needs is underway. Regulatory requirements in occupational health, safety and the environment for chemicals in trade in Canada will be available from a single source. The database will be available for release on CD-ROM and the Web in the fall of 2004.



### **Submarine Project**

CCOHS worked with the Department of National Defence (DND) on a project involving assessment of potential chemical hazards to the crews of submarines. This involved reviews of exposures to reduced oxygen concentrations and also to contaminants such as carbon monoxide, carbon dioxide, diesel fuel vapour, and chlorine. The draft review was completed in March and the final report was sent to DND in June 2003. Following review and approval by DND, the report was consolidated, reformatted and submitted to DND in November. It will be published by DND in 2004.

### **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. The information and evaluations of chemicals, for which discrepancies exist, are being shared by CCOHS and CSST and issues are jointly being resolved. 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.


During the past year, discrepancies for 71 chemicals were resolved through the sharing of information and consultation between CCOHS and the CSST. Joint CCOHS/CSST requests for advice in interpreting the Controlled Products Regulations with respect to the possible classification of isopropanol as a reproductive toxin (D2A), mercury as a skin sensitizer (D2B) and gases as eye irritants (D2B) were submitted to Health Canada.


### **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 web site as a resource for Canadian employers and workers. The posters provide summaries of the major 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 project will be completed in mid 2004.

### **Alternative Products Database**

In March 2003, CCOHS prepared a report for Public Works and Government Services Canada (PWGSC), which provided recommendations for an “alternative products” program in the federal government. The recommended solution was the development of an Alternative Products database for use by facilities managers in federal facilities. The database would help managers choose products that are effective and less hazardous. For the next phase of the project, CCOHS and PWGSC agreed to develop a prototype database which would demonstrate the practical features of the recommended system using information on representative products of the types used in federal facilities. The prototype was developed and provided to PWGSC in

 **1995-96** CCOHS Home Page and WWW server implemented

 **1996-97** S. Len Hong is appointed President in February 1997

1997-98 OSH Answers, CCOHS' web based service inaugurated, providing access to 3,283 unique visitors from 37 countries who accessed 13,492 files

March, 2004. The following are the major capabilities of the prototype:

- Search for a product used in PWGSC facilities by product name or supplier name
- Search for products with a specific use
- Display a hazard rating to help in the selection of less hazardous products for a specific use

The Alternative Products database uses information from MSDSs provided to CCOHS by companies contributing to the MSDS Database. Two key goals of the project are to increase the number of MSDSs for alternative products and to provide enhanced information on products commonly used in federal facilities. Further development of the project is anticipated in 2004.

#### **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 by providing 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.

CCOHS continued to promote CHN at meetings and conferences, delivered presentations, staffed CHN booth at events, and prepared a feature article on "Getting a good start in the workplace" which appeared on the CHN home page in mid-October, 2003.

The number of referrals to the CCOHS web site is increasing as CCOHS actively promotes the CHN and Workplace Health centre to a wide network of workplace health organizations and interested parties. As part of our CHN work CCOHS writes and distributes the Health@Work/Santé @u travail e-bulletin to more than 500 readers. A 2003 user survey affirmed that the e-bulletin is a useful tool for Canadian workplaces.

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. One example of the collaboration is a *Workplace Stress Resource Guide* developed with the Hamilton Public Library to promote the library, CHN/CCOHS and local resources.

In March 2004, Health Canada selected CCOHS to continue as the Workplace Health partner for two more years with an option of a one-year renewal.

1998-99 OSH Answers comprises 2,100 answers in 385 topic areas

Academic Support Program product reaches over 500,000 university students, faculty and staff across North America and the world

Warren Edmondson is appointed Chairman of the Council of Governors





## MEETINGS & COMMITTEES

CCOHS participated in the following:

SOCIETY FOR CHEMICAL HAZARD  
COMMUNICATION SPRING MEETING

CANADA'S HEALTHY WORKPLACE  
COUNCIL

CHN PROJECT MANAGERS  
COMMITTEE MEETINGS

CHN WORKING GROUPS AND  
SUBCOMMITTEES: INTRANET,  
FRANCOPHONE, INFORMATION AND  
CONTENT SPECIALISTS FORUM  
(I&CS FORUM)

HEALTHY WORKPLACE WEEK  
STEERING COMMITTEE

TDG GENERAL POLICY ADVISORY  
COUNCIL,  
Ottawa, ON

PMRA MEETING  
Ottawa, ON

TOXICOLOGY INFORMATION  
ROUND TABLE  
Wilmington, Delaware

WORKSHOP ON IMPLEMENTING  
THE GLOBAL HARMONIZATION  
SYSTEM IN CANADA,  
Toronto, ON

WHMIS COORDINATORS MEETING  
Ottawa, ON

ACGIH TLV COMMITTEE MEETING  
Toronto, ON

CSSE MEETING ON ERGONOMICS,  
Burlington, ON

PUBLIC SERVICE OHS  
COORDINATOR'S FORUM MEETING  
Ottawa, ON

ONTARIO HOSPITAL ASSOCIATION  
MEETING,  
Toronto, ON

Through the CHN activities CCOHS has increased its visibility and expertise in comprehensive workplace health issues. For example, CCOHS is a member of the Canadian Healthy Workplace Council that 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.

### IN THE GLOBAL ARENA

#### ILO Encyclopaedia Plus CIS/ILO Database

A fresh, new design of the web version of the *ILO Encyclopaedia of Occupational Health and Safety* enabling cleaner, easier navigation was released in January 2004. The Fourth Edition of the *Encyclopaedia of Occupational Health and Safety*, published by the International Labour Office of the United Nations, consists of essential safety information gathered by health and safety experts around the world, and is described as "indispensable" by many experts in the OH&S field.

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.

#### 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. The WHO portal provides each collaborating centre with a site to present its own occupational health information, and links to other information within their country. A beta version of the portal site was made available to WHO in January 2003, and the site is now publicly available.

#### Tri-National Working Group Of Government Experts In Occupational Safety and Health

CCOHS was invited 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 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.



**1999-2000** OSH for Everyone product developed by CCOHS for WSIB (Ontario)

CCOHS becomes the Workplace Health affiliate partner of the Canadian Health Network (CHN)

### **Tri-National Web Site**

CCOHS maintained and enhanced a web site to facilitate communications among Working Group members from Canada, USA and Mexico, and to provide a source of government OSH information from the three countries. CCOHS is also providing discussion forums for members of the Working Group and four Subgroups. The Tri-National Web site was completed for public release prior to the meeting of the Working Group in April 2004. The site will provide 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 occupational safety and health issues in Canada, the United States and Mexico.

### **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.

Since access to the Web version of the IPCS INTOX Databank became free-of-charge in July 2003, the average number of accesses to the Web has risen steadily to 90,582. The total number of documents on the Databank at the end of March 2004 was 1,590.

Some of the major activities in the IPCS INTOX System V4.11 development are as follows:

- Delivery of the SQL Server 2000 version, Single-user Access 2000 and Multi-user Access 2000 versions to subscribers.
- Improvements to the archival and retrieval facility, enabling speedier data entry and retrieval of the data back into the system so that users can connect to past archives. Reports can be generated using archives, and the query builder can also be used to search the archives.
- Revamping of the Query builder to a more user-friendly interface.

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).

CCOHS' work on this program 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).

**2000-01** CCOHS provides Canadians with one stop web site to find health and safety information resources (CANOSH) and completes development of a web site that provides easy access to Canadian/EU Union health and safety information

MSDS now offered on DVD, CD-ROM, Intranet and Internet





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. During this fiscal year, the number of accesses per month has averaged 403,000.

As of December 2003, the IPCS INCHEM Databank contained over 7,000 documents, consisting of 84,283 pages – an increase of some 3,000 new pages of data during this fiscal.

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

The Pan-Asia Research and Development Grants Programme, formerly a program of Canada's IDRC, was revised and replaced February 2002 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). At the request of IDRC, CCOHS continued to administer successful projects initiated under the former program.

The work during this reporting period included: administration of contracts and budgets for six projects; maintenance of relevant aspects of the Pan Asia R&D Web site content and uploading to the Web site, and liaison with grant recipients and IDRC, regarding contract and budget issues, and project progress reporting.

The program 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 program is done on a cost-recovery basis.

### **Handling Of Hazardous Substances Subgroup**

CCOHS is a Canadian representative on the Hazardous Materials Working Group. The globally harmonized system for classification of hazardous materials (GHS) has been a focus of this group. Control banding has also been discussed as a means of assisting small- and medium-sized businesses to identify appropriate control measures for working with hazardous substances. The Subgroup has agreed to further discuss and consider opportunities for disseminating information regarding best practices for protecting workers, and to consider the needs of employers and employees for compliance assistance information.

### **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 site was released to the Collaborating Centres in January 2003.

The portal presents a structure consisting of various categories of occupational health and safety information and can provide information from the respective countries provided by the CIS National and Collaborating Centres. The input of information content is being coordinated by CIS. A powerful search engine is provided to allow searching of information under various categories from any one Centre or a selected combination of Centres. This web portal structure

## **PUBLISHED ARTICLES**

CCOHS published the following articles during fiscal 2003 – 2004

### **ACCIDENT PREVENTION MAGAZINE** *"Practicing What we Preach"*

March/April 2004

**CHN HOME PAGE**  
*"Getting a Good Start  
in the Workplace"*  
October 2003

### **CANADIAN OCCUPATIONAL SAFETY (COS) MAGAZINE**

#### **"Problem Solver" Columns**

*Don't Get Stung At Work*  
Mar/Apr 2003 Issue

*Too Hot To Work*  
July/Aug 2003 Issue

*Arsenic And Old Wood*  
Sept/Oct 2003 Issue

*Driving To Distraction*  
Nov/Dec 2003 Issue

*Protecting Our Young*  
Mar/Apr 2004 Issue

#### **"Safety Net" Columns**

*Embarking on e-Learning? How to  
Shop for an Electronic  
Health and Safety Course*  
May/June 2003 Issue

*Fall Protection Resources  
On The Web*  
Sept/Oct 2003 Issue

*Personal Security And Privacy  
On The Net*  
Nov/Dec 2003 Issue

*Personal Security And Privacy  
On The Net, Part 2*  
Jan/Feb 2004 Issue



is trilingual (English, French and Spanish) and will accommodate the information contained in any language. A user will be able to 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 among the CIS National and Collaborating Centres. This work is performed on a cost-recovery basis.

 **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 coordinated by the Brazilian Social Service of Industry, National Department (SESI-DN) in Brazil and by Ryerson University in Canada.

Following the acceptance of a concept paper to CIDA and Agencia Brasileira de Cooperacao (ABC), the Canadian partners undertook a two-week mission in May, to six participating States in Northeast, Centre-West and South Brazil to familiarize themselves with the OH&S needs in that country and develop a formal project proposal. The project proposal, which was developed jointly with input from each of the Canadian partners, was refined and submitted to CIDA and the Agencia Brasileira de Cooperacao (ABC) in late November. The proposed work, if approved by CIDA, would be carried out under the Canada-Brazil Technology Transfer Fund (TTF). CCOHS' partnership in this endeavour strengthens its co-operative work with several Canadian organizations and will enhance its technological, information and other capabilities to further improve and expand its products and services.

◆  
**2002-03** OSH Answers – 1 million unique visitors accessed over 3.47 million specific inquiries

The Health and Safety Report e-newsletter is launched – 1200 subscribers register in first 3 months

Creation of Spanish languages services – OSH Answers and RTECS database available on the web

Inaugural Dick Martin Scholarship awarded to three health and safety students in Canada

CCOHS launches National Young Worker (JobSafeCanada) website



### MSDS MANAGEMENT SERVICE

CCOHS is developing a new MSDS Management Service designed to help with today's right-to-know (WHMIS) requirements, manage occupational health and safety responsibilities, and improve the health and safety of workers. The service is an electronic tool that helps manage the Material Substance Data Sheets (MSDSs) for all of the chemical products and hazardous substances used in workplaces, ensuring that the most up-to-date MSDSs are easily accessible.

The MSDS Management Service will enable records to be identified and uniquely categorized, and allow subscribers to create organizational, departmental and even individual staff subsets from the CCOHS MSDS database. The MSDSs can then be searched from a smaller, tailored collection – saving time and providing easier access to the information needed to work safely with chemical products.

The service will be available to companies/organizations in spring 2004.

### CCOHS FORUM 2005 – STRATEGIES FOR RECOGNIZING AND PREVENTING OCCUPATIONAL DISEASE

In December 2003 the Executive Board of the CCOHS Council of Governors accepted a proposal from the planning committee (Council and CCOHS staff representatives) to hold a CCOHS forum on the theme of occupational disease and illness. The forum will facilitate the first pan-Canadian discussion involving labour, employers and government on the various issues of occupational disease. It was agreed that the forum be held March 3-4, 2005 in Toronto, Ontario.

### CHEMICAL NOTIFICATION SERVICE

A Chemical Notification Service was developed to keep people up-to-date on information changes for specific chemicals in which they are interested. This service, offered free to subscribers, provides e-mail updates when changes occur in specific records in CCOHS chemical databases. The service was developed as part of the redesigned CCOHS Web Information Service and launched in October, 2003.

### E-LEARNING

CCOHS is focused on developing educational services as 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.

E-Learning is accessed through the Internet using a computer and browser. The course, delivered over the Internet, eliminates the barrier of distance and promotes health and safety education by making it easy and convenient to receive training. The development of the e-learning version of The Health and Safety Training for Managers and Supervisors Course is in progress; several others are planned for release in 2004.

CCOHS strives to meet the ever changing needs of the people we serve 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 web sites. A CCOHS poster available in both English and French supported the advertising campaign and was widely distributed at conferences and other venues.

CCOHS extended its outreach efforts by attending more than 45 events during this fiscal year and maintaining vigorous participation in meetings, conferences and presentations in each region of Canada. Six media releases were developed and distributed this year and 24 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.

### **CCOHS' NEW BUILDING**

CCOHS moved into a new facility at 135 Hunter Street East in Hamilton on August 11, 2003. The move went smoothly with minimal interruption of our Internet service to our Canadian and global clients.

### **GRAND OPENING AND 25th ANNIVERSARY CELEBRATION**

The Grand Opening of the CCOHS new building was held on Monday, November 17th, 2003, with The Honourable Claudette Bradshaw, Minister of Labour, participating in the ribbon cutting and unveiling of a commemorative plaque for the Centre. The event was also attended by several Members of Parliament and other dignitaries. Howard Currie, CCOHS' first Chairman of Council was a special guest, providing the link from the Centre's first beginnings to the present, and serving as a reminder that the goals and vision of the Centre remained unchanged.

The Opening Ceremonies were followed by a reception and guided tours of the facility. Minister Bradshaw served as keynote speaker at a luncheon following the events at CCOHS. Former and current staff and Council members reunited at a celebratory dinner paying homage to the Centre's twenty-five years of service.





# CCOHS 25th Anniversary and Grand Opening

November 17, 2003

### MANAGEMENT RESPONSIBILITY FOR FINANCIAL STATEMENTS

Responsibility for the integrity and objectivity of the accompanying financial statements for the year ended March 31, 2004 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 Treasury Board of Canada accounting standards which are based upon Canadian generally accepted accounting principles, using management's best estimates and judgements 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 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  
June 11, 2004



## 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, 2004 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, 2004 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  
June 11, 2004

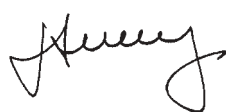


**STATEMENT OF FINANCIAL POSITION**  
as at March 31

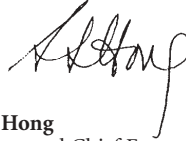
	2004	2003
<b>Assets</b>		
<i>Financial assets:</i>		
Due from the Consolidated Revenue Fund	\$ 479,140	\$ 1,148,518
Inventory for resale	79,507	100,117
Accounts receivable (note 6)	340,515	253,564
	<u>899,162</u>	<u>1,502,199</u>
<i>Non-financial assets:</i>		
Capital assets (note 5)	722,529	854,197
	<u>1,621,691</u>	<u>2,356,396</u>
<b>Liabilities</b>		
<i>Current liabilities:</i>		
Accounts payable and accrued liabilities (note 7)	500,255	1,003,138
Deferred revenues	61,206	83,288
Vacation pay	336,364	314,684
	<u>897,825</u>	<u>1,401,110</u>
Employee severance benefits (note 11)	652,862	594,574
Trust Accounts		
Funds for grants program (note 9)	72,409	130,536
Donations (note 10)	89,927	89,877
Contributions to Inquiries Service received in advance	60,000	110,000
	<u>222,336</u>	<u>330,413</u>
	<u>1,773,023</u>	<u>2,326,097</u>
<b>Net (Liabilities) Assets</b>	<u>(151,332)</u>	<u>30,299</u>
	<u>1,621,691</u>	<u>2,356,396</u>

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

	2004	2003
<b>Operating Activities</b>		
Net cost of operations	\$ (4,873,052)	(4,396,040)
<i>Adjustment for items not affecting cash</i>		
Amortization of capital assets (note 5)	335,669	227,885
Loss on disposal of capital assets	5,185	865
Services received without charge from other government departments (note 8)	709,086	597,975
	<u>(3,823,112)</u>	<u>(3,569,315)</u>
<i>Statement of Financial Position adjustments</i>		
(Decrease) increase in accounts payable and deferred revenue	(524,965)	405,173
Increase in liability for vacation pay	21,680	46,507
Increase in liability for employee severance benefits	58,288	44,675
(Increase) decrease in accounts receivable	(86,951)	19,160
Inventory used	20,610	12,001
(Decrease) increase in trust accounts	(108,077)	58,743
	<u>(619,415)</u>	<u>586,259</u>
<i>Cash used in operating activities</i>	<u>(4,442,527)</u>	<u>(2,983,056)</u>
<b>Investing Activities</b>		
Acquisitions of capital assets (note 5)	(209,186)	(631,348)
<b>Net cash provided by Government</b>	<u>(4,651,713)</u>	<u>(3,614,404)</u>

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





**STATEMENT OF OPERATIONS AND NET LIABILITIES**  
for the year ended March 31

Revenues (note 3)	2004	2003
Proceeds from sales	\$ 2,419,253	\$ 2,611,005
Projects and collaborative agreements	1,490,847	1,574,061
Total revenues	3,910,100	4,185,066
<b>Expenses</b>		
<i>Operations</i>		
Salaries and employee benefits	5,559,640	5,311,078
Employee severance benefits	58,288	57,180
Professional and special services	1,063,179	1,215,222
Accommodation	673,086	555,893
Information	258,072	300,801
Utilities, materials and supplies	217,018	233,033
Transportation and communications	152,427	191,298
Purchased repair and upkeep	147,185	177,243
Rentals	19,778	18,159
	8,148,673	8,059,907
<i>Administration</i>		
Salaries and employee benefits	242,934	250,946
Governors and committees	13,719	11,653
Travel	30,632	25,487
Professional and special services	5,826	4,207
Utilities, materials and supplies	514	156
	293,625	292,449
<i>Other expenses</i>		
Amortization of capital assets	335,669	227,885
Loss on disposal of assets	5,185	865
	340,854	228,750
Total expenses	8,783,152	8,581,106
<b>Net cost of operations</b>	(4,873,052)	(4,396,040)
Net assets (liabilities), beginning of year	30,299	(168,247)
Services received without charge from other government departments (note 8)	709,086	597,975
Net cash provided by Government	4,651,713	3,614,404
Change in amount due from Consolidated Revenue Fund	(669,378)	382,207
	(151,332)	30,299
<b>Net (liabilities) assets, end of year</b>	(151,332)	30,299

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

**NOTES TO THE FINANCIAL STATEMENTS – March 31, 2004**

**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**

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



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 assets (liabilities).

- c) *Revenues* – Revenues are accounted for in the period in which the underlying transaction or event occurred that gave rise to the revenues. Revenues that have been 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* – These are accrued as earned. Employee severance benefits on cessation of employment represent obligations of CCOHS that are normally funded through future year appropriations.
- f) *Pension Plan* – CCOHS' employees participate in the Public Service Superannuation Plan administered by the Government of Canada. The employees and CCOHS contribute to the cost of the Plan. The employer's contributions represent the total obligations of CCOHS and are recognized in the accounts in the period that the contributions are made.
- 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 assets (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. Assets and liabilities denominated in foreign currencies are translated using exchange rates in effect on March 31st.
- 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 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 allowance for employee severance benefits and the estimated useful lives of capital assets are the most significant items where estimates are used.

### 3. Revenue

<i>Proceeds from sales</i>	<b>2004</b>	<b>2003</b>
Subscription – CCINFODisc	\$ 702,251	\$ 856,029
Subscription - Specialty discs	402,288	485,341
CCINFOWeb	672,980	669,802
Specialty products - web	516,418	445,531
Single copy publications	111,479	137,395
Other	13,837	16,907
	<hr/>	<hr/>
	2,419,253	2,611,005
<b><i>Projects and collaborative agreements</i></b>		
Collaborative projects	1,070,275	1,088,228
Contributions to Inquiries Service	410,000	454,000
Recovery of travel expenses	10,572	31,833
	<hr/>	<hr/>
	1,490,847	1,574,061
	<hr/>	<hr/>
	3,910,100	4,185,066

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

### 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:

	<b>2004</b>	<b>2003</b>
<b>Net cost of operations</b>	\$ 4,873,052	\$ 4,396,040
Items not requiring the use of appropriations		
Less		
Amortization of capital assets (note 5)	335,669	227,885
Services provided without charge from other		
Government departments	709,086	597,975
Loss on disposal of fixed assets	5,185	865
Bad debts and other write-offs	5,492	8,875
	3,817,620	3,560,440
Changes in accounts not affecting current year use of appropriations		
Less		
Inventory used	20,610	12,001
Employee severance benefits	58,288	44,675
Vacation pay	21,680	46,507
Accounts receivable – external parties	(70,102)	41,760
	3,787,144	3,415,497
Adjustments for items affecting appropriations		
Add		
Deferred revenue	22,082	26,074
Capital acquisitions	209,186	631,348
<b>Total parliamentary appropriations used</b>	4,018,412	4,072,919

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

	<b>2004</b>	<b>2003</b>
Human Resources Development Canada - Vote 20	\$ 4,024,000	\$ 1,899,000
Human Resources Development Canada - Vote 20A	–	2,114,763
Human Resources Development Canada - Vote 20B	95,849	71,000
Treasury Board Vote 15 - collective agreements	8,000	–
Treasury Board Vote 15b - collective agreements	–	12,000
Treasury Board - Vote 10 – government-wide initiatives	45,000	59,500
	4,172,849	4,156,263
Less		
Lapsed appropriations – operating	154,437	83,344
<b>Total Parliamentary appropriations used</b>	4,018,412	4,072,919

**5. Capital Assets**

Capital asset class					<b>2004</b>	<b>2003</b>
	Opening Balance	Net Additions	Disposals	Accumulated Amortization	Net book Value	Net Book Value
Computer equipment	\$1,999,693	\$109,001	\$250,045	\$1,414,348	\$444,301	\$485,917
Furniture and equipment	957,582	36,257	312,777	543,559	137,503	160,144
Leasehold improvements	632,719	33,534	632,719	2,794	30,740	–
Software	373,094	30,394	–	293,503	109,985	208,136
Measuring equipment	2,673	–	–	2,673	–	–
	3,965,761	209,186	1,195,541	2,256,877	722,529	854,197

Amortization expense for the year ended March 31, 2004 is \$335,669 (2003 – \$227,885)

**6. Accounts Receivable**

Accounts receivable were as follows as at:

	<b>March 31 2004</b>	<b>March 31 2003</b>
External parties	\$ 218,595	\$ 160,319
Other Government departments	121,920	93,245
	340,515	253,564

**7. Accounts Payable and Accrued Liabilities**

Accounts payable were as follows as at:

	<b>March 31 2004</b>	<b>March 31 2003</b>
External parties	\$ 463,193	\$ 960,302
Other Government departments	37,062	42,836
	500,255	1,003,138



## 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 includes \$642,130 (2003-\$698,177) 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, 2004:

- a) CCOHS received accommodations provided without charge from Public Works and Government Services Canada amounted to \$673,086 (2003-\$555,893).
- b) CCOHS received audit services without charge from the Office of the Auditor General of Canada amounted to \$36,000 (2003-\$42,082).

## 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.

	March 31 2004	March 31 2003
Balance of funds, beginning of year	\$ 130,536	\$ 123,923
Project funds received	33,527	159,000
Grants made to recipients	(51,654)	(152,387)
CCOHS' administration fee	(40,000)	-
Balance, end of year	<u>72,409</u>	<u>130,536</u>

## 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 \$50 in donations during 2003/2004 bringing donations at the end of March 2004 to \$89,927 (2003-\$89,877). 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' contributions to the Public Service Superannuation Account amounted to \$311,026 (2003-\$323,301).

b) *Severance Benefits* – The liability for employee severance benefits represents what the employees would receive upon their resignation from CCOHS. 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.

CCOHS provides severance benefits to its employees. The expense for CCOHS employee severance benefit plan for the year ended March 31, 2004 was \$58,288 (2003-\$57,180). 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, 2004 respecting this benefit plan is \$652,862 (2003 – \$594,574).

## 12. Contingent Liability

CCOHS is involved in a dispute originating in the normal course of business. In the opinion of management, the dispute will not have a material adverse effect on the financial position of CCOHS.

## 13. Comparative Amounts

Certain comparative figures have been restated to conform to current year's presentation. Operating expenses for Professional and special services for 2003 have been increased by \$42,082 to include audit services received without charge from the Office of the Auditor General of Canada.

