

Canadian Centre for Occupational Health and Safety

Report of the Council



April 1, 2000 to March 31, 2001



CCOHS, Canada's National Occupational Health & Safety Centre

COUNCIL REPORT

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Canadian Centre for Occupational Health and Safety
Hamilton ON Canada



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

The world-class status of CCOHS is due to the continued support of its key stakeholders in labour, business, and federal, territorial and provincial governments. CCOHS' capabilities are also demonstrated through the many collaborative arrangements created each year and the financial support that accompanies these workplace health and safety activities. In addition, more than 1.5 million question-and-answer documents in English and French were accessed by people from around the world via the Centre's OSH Answers website service, and over 14,000 inquiries regarding workplace health and safety issues were handled by CCOHS staff via the Centre's "one-on-one", confidential *Inquiries Service*, responding to specific concerns of Canadians.

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

As new substances and equipment are introduced into an evolving, complex world – many of which pose new risks to workers – CCOHS must expand its products and services to address safety concerns, reflecting the Centre's goal: *To prevent workplace injuries and illnesses throughout Canada.*



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

Once again, this past year has seen a number of exciting achievements and initiatives undertaken by CCOHS. The product of this hard work and dedication by the Centre's staff will, without a doubt, prevent illness and injury to workers everywhere in Canada.

These achievements are detailed elsewhere in this report, but two in particular deserve special mention.

One is the milestone established by the Centre's website service, OSH Answers, when approximately 450,000 individual visitors accessed over 1.5 million question-and-answer documents in English and French through the OSH Answers service on the CCOHS website.

Those are impressive numbers in any league, and are all the more remarkable because they represent a constantly-growing reliance upon the data and information available from CCOHS. Year after year, more and more Canadians turn to OSH Answers first for the assistance they need in ensuring workplace safety. I can think of no more accurate measure of the service's value.



Warren Edmondson
Chairman, Council of Governors

I also note with pleasure the growing emphasis on workplace safety in some secondary school curricula. Fostering safe work practices in our youth is an excellent method of reducing employment-related illnesses and injuries in future generations, and I am proud of the role CCOHS is playing in this endeavour.

An organization's success can be measured many ways. In the case of CCOHS, the spectacular growth of OSH Answers, and the Centre's assistance in fostering safe work practices among our youth are proof of its value and accomplishments.

I wish to thank the following individuals for their valuable contribution to CCOHS: George Heyman, BC Government and Service Employees Union; Agneta Hollander, The Canadian Pulp and Paper Association; and Tom Calkin, Province of New Brunswick who left the Council this year. I take great pleasure in welcoming to our team as Governors: Ann Marie Hann, Province of Newfoundland and Otto Peter, Canadian Vehicle Manufacturers' Association.

Recently, I had the honour of addressing a group of occupational health and safety professionals who gathered to learn from and assist each other during North American Occupational Health and Safety Week.

I was struck by the number of organizations throughout Canada, as well as Mexico and the US who remain committed to improve workplace safety and share the means to distribute that knowledge, placing it in the hands of workers... their employers... their families... their communities ... and their nation.

This shared awareness and special focus on workplace safety issues grows more essential each day, because the world is changing at a faster pace than ever. Today's new technology is often tomorrow's newest danger, when it comes to assessing workers' health and safety concerns. New technologies, and the working conditions accompanying them, must be addressed... the risk assessed... and the safety assured.

When every stakeholder in workplace health and safety share these values, we will have achieved our goal of eradicating every unnecessary incident of occupational illness and injury.

As part of our concern for assessing our success in this and other areas, we are conducting a Program Evaluation and Cost Recovery Study of CCOHS, and expect to receive a completed report by mid-2001.



S. Len Hong
President and Chief Executive Officer



The act to create the Canadian
Centre for Occupational
Health and Safety (CCOHS)
was based on the notion
that all Canadian's had
"... a fundamental right to a
healthy and safe working
environment."



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

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

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

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

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

CHAIR Warren Edmondson, *Government of Canada*

LABOUR George Heyman, *BC Government and Service Employees Union**
 Anthony Pizzino, *Canadian Union of Public Employees/CLC*
 Cathy Walker, *Canadian Auto Workers/CLC*
 Hassan Yussuff, *Canadian Labour Congress*

EMPLOYER Ian Campbell, *Alliance of Manufacturers and Exporters, Canada*
 Agneta Hollander, *The Canadian Pulp and Paper Association**
 Michèle Parent, *Federally Regulated Employers–Transportation and Communication*
 Otto Peter, *Canadian Vehicle Manufacturers' Association*

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

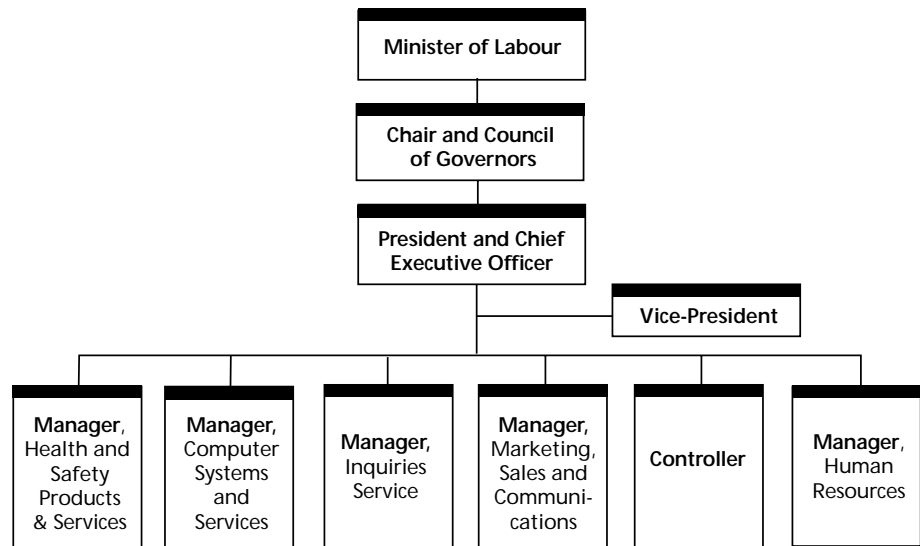
EXECUTIVE BOARD S Len Hong (Chair)
 Ian Campbell
 Tom Farrell
 Jeff Parr
 Otto Peter
 Anthony Pizzino
 Hassan Yussuff

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

** Resigned/Term Expired*



structure



symbolism



*Across Canada and around the world,
the CCOHS logo is recognized as a source of key information
for workplace health and safety.
The following is an explanation of its symbolism.*

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

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

CCOHS: The Way Ahead

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

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

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

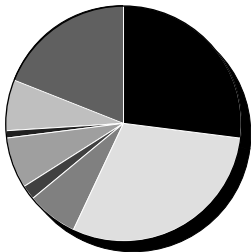
The Canadian Centre for Occupational Health and Safety Act allows the Centre to undertake a broad range of activities to promote the fundamental right of Canadians to a healthy and safe working environment.



inquiries service

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

Percentage of Inquiries by Activity Sector



- Goods Producing Industries – 30% (Manufacturing, Construction, Agriculture)
- Service Sector – 27% (Business, Retail, Wholesale, Financial Institutions, transportation)
- Other Services – 19% (Libraries, Public Utilities, Non-affiliated Professionals, Self-employed, etc.)/Communications, etc.)
- Health & Social Institutions – 7% (Hospitals, Health Care Organizations, Social Service Agencies, Physicians, etc.)
- Government – 7% (Federal, Provincial, Territorial, Municipal)
- Educational Institution – 7% (Schools, Museums, etc.)
- Membership Organizations – 2% (Labour Organizations, Health & Safety Associations, Advocacy Groups, Political Associations, Religious Associations)
- Media – 1%

Canadians everywhere continue to regard CCOHS as their prime source of essential information on work-related health and safety issues, provided free and in total confidence. During this fiscal year, our *Inquiries Service* staff dealt with 14,000 questions covering subjects and concerns such as chemicals and hazardous materials, ergonomics, manual materials handling, indoor air quality, and Work-related Musculoskeletal Disorders (WMSDs). Also among the most frequently asked questions reflected by the large number of Canadians employed in office environments are concerns about potential equipment hazards – radiation from computer monitors, chemical emissions from photocopiers and laser printers, etc.

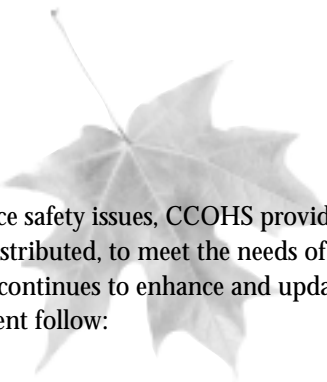
Responding to these inquiries involves a two-way conversation to determine the specific needs of the caller, to specify the full range of sources that the staff would use. Inquiries are answered by the team of CCOHS specialists who possess expertise in occupational health and safety and information retrieval. This Inquiries team has access to all of the CCOHS technical expertise, publications and computerized information sources in addition to an extensive library containing specialized journals, books and microfiche collections. In most cases, the response consists of a combination of direct, immediate verbal responses; reference to data available at various locations on the CCOHS website; and distribution by mail of supporting documents and reference materials in printed format.

One of the most gratifying aspects of CCOHS' *Inquiries Service* is the level of satisfaction it earns from Canadians using the service. Continuous monitoring of the responses is conducted to ensure both their quality and efficiency, with an eye to identifying areas that require improvement. Users of the service, who were asked to rate it for responsiveness, timeliness, clarity and usefulness of the information received, consistently awarded it 4.5 out of 5.

OSH ANSWERS ON THE WEB

OSH Answers, the global information service accessible on the CCOHS website, completed its third year of operation this past fiscal year, establishing a new record for both individual visitors and usage on the Web. While the majority were Canadian, the visitors represented a total of 95 countries, signifying the service's international reputation. There are several reasons behind the remarkable success of *OSH Answers*, one being its easy-to-follow Question-and-Answer format. This format covers almost 500 different topics including 2,500 questions representing the most common questions submitted to the Inquiries Service. In Fiscal 2000 – 2001, approximately 450,000 individual visitors accessed over 1.5 million question-and-answer documents in English and French through the *OSH Answers* service on the CCOHS website.





Responding to the ever-widening range of workplace safety issues, CCOHS provides a number of products, most electronically-based and distributed, to meet the needs of working Canadians. In response to growing demand, CCOHS continues to enhance and update its services. Some of the highlights of product development follow:

DSL/NDSL (LI/EDS)

The DSL/NDSL (Domestic Substance List/Non-Domestic Substance List) database is now produced and maintained by CCOHS, providing global users with Environment Canada's Canadian regulatory inventory of 68,000 worldwide commercial chemical substances. The DSL contains substances currently sold in Canada; the NDSL includes chemicals other than those on the DSL, available in world commerce. DSL/NDSL is particularly useful for chemical manufacturers, suppliers and importers needing to identify whether a chemical substance is considered "existing" or "new" to Canada, in accordance with Canadian Environmental Protection Act (CEPA) guidelines. Substances not on the DSL may require notification and assessment before they can be manufactured or imported into Canada. Substances not on the NDSL have different notification requirements.

Further enhancements to the database include the validation of chemical names against the TSCA Inventory and the addition of 1,400 missing chemical names as well as various amendments from Canada Gazettes and its supplements.

CHEMINFO

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

During the fiscal year, the carcinogenicity section was updated in accordance with the latest available International Agency for Research on Cancer (IARC) information. In addition, data related to the American Conference of Governmental Industrial Hygienists' Threshold Limit Values (ACGIH TLVs); the American Industrial Hygiene Association's Workplace Environmental Exposure Levels (AIHA WEELS); and the American Industrial Hygiene Association's Emergency Response Planning Guidelines (AIHA ERPGs) was updated.

A report was developed regarding the addition of Environmental Data to CHEMINFO. Data was prepared and reviewed for two environmental endpoints for almost 400 CHEMINFO records.

CCOHS was initially fully funded by the Government of Canada, until April 1989 when it was directed by Treasury Board to become financially self-sufficient through cost recovery initiatives. Since then, CCOHS has managed to increase its revenues to cover a major proportion of its budget with a considerably decreased level of public funding.



safety in numbers

CCOHS is the **one** organization mandated and created by the Government of Canada to deal with workplace safety issues on a national basis.

TOXLINE® on CCINFOdisc

With over one million references to worldwide literature on chemicals and toxicology – and more than 15,000 references added quarterly – TOXLINE® on CCINFOdisc is one of the most comprehensive and up-to-date sources of toxicological information available. Presented as a CD-ROM set, TOXLINE® is supplied with annually updated Archive discs as well as updated quarterly Current discs.

Although TOXLINE® is no longer available as a single database through the US National Library of Medicine, CCOHS continues to provide it as an integrated database to subscribers, with enhancements such as extended coverage back to 1980. As a result, CCOHS remains a key source of toxicological research and evaluation.

CANADIAN enviroOSH LEGISLATION

The Canadian enviroOSH Legislation database series includes the complete text of all Canadian health, safety and environmental legislation, as well as critical guidelines and codes of practice. Canadian enviroOSH Legislation databases provide Canadians with immediate access to their rights and responsibilities in health, safety and the environment. It is available in national and regional and “PLUS standards” versions with enhanced search functions and other features. The “PLUS Standards” versions in this series include standards from the Canadian Standards Association (CSA), Canadian General Standards Board (CGSB) and the Workers’ Compensation Board of British Columbia (WCB of BC) that are referenced in the legislation. During this fiscal year, a Legislation PLUS Standards version was released on the CCOHS Internet service, generating enthusiastic response from clients.

IPCS INCHEM

Information essential for the sound management of chemicals affecting the environment and human health is consolidated in this CCOHS product, produced through co-operation between the World Health Organization’s International Program on Chemical Safety (IPCS) and CCOHS.





The IPCS INCHEM CD-ROM and web service include over 7,000 publications and databases gathered 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). As of June 1, 2001, public access to the IPCS INCHEM web service will be free of charge, permitting many people in developing countries to benefit from this service.

At that time, the subscription price for those requiring CD-ROM access will be reduced. Approximately 2,000 pages of new data already on IPCS INCHEM were incorporated in the most recent issue.

OSHLINE™

The OSHLINE™ bibliographic database provides authoritative, up-to-date coverage and concise summaries of published, premiere OSH-related literature sources from around the world.

OSHLINE now contains over 7,000 records. Enhancements have been made to the coverage of toxicology journals through the development of more detailed and comprehensive selection criteria, plus the addition of other key journals to the list of sources covered.

MSDS/FTSS

Material Safety Data Sheets (MSDSs) enable users to manage and comply with hazard communications, WHMIS, and other right-to-know requirements. During fiscal year 2000-2001, CCOHS began including MSDS documents in Adobe Acrobat (PDF) format in the CCOHS MSDS and FTSS databases. Widely used in business and on the Internet, the PDF format permits accurate reproduction of graphics and other elements of MSDS documents. This change will permit the inclusion of collections from suppliers who could not previously be accommodated, and will dynamically widen the use and impact of the MSDS service. The MSDS database totals over 120,000 entries, with more than 50,000 MSDS added and removed each quarter to ensure that clients are provided with the very latest information available.

CONFERENCES & EXHIBITIONS

CCOHS participated in the following conferences and exhibitions during fiscal 2000 - 2001

AMERICAN INDUSTRIAL HYGIENE CONFERENCE AND EXPOSITION
Orlando, Florida

DOFASCO HEALTH & SAFETY FAIR
Hamilton, Ontario

HEALTH & SAFETY 2000
Toronto, Ontario

ENVIRONMENTAL MANAGEMENT & COMPLIANCE,
Toronto, Ontario

YOUTH HEALTH AND SAFETY IN THE WORKPLACE
Ottawa, Ontario

SCHOOL TO WORK TRANSITIONS 2000
Toronto, Ontario

NEWFOUNDLAND & LABRADOR INDUSTRIAL HEALTH & SAFETY ASSOCIATION ANNUAL CONFERENCE
St John's, Newfoundland

ENVIROTECH 2000
Toronto, Ontario

CITY OF TORONTO, JOINT HEALTH & SAFETY COMMITTEE RECOGNITION DAY
Toronto, Ontario

CUPE CONFERENCE
Niagara Falls, Ontario

SAFE COMMUNITIES FOUNDATION
Hamilton, Ontario

CAMPUS SAFETY, HEALTH AND ENVIRONMENTAL MANAGEMENT ASSOCIATION 2000
Palo Alto, CA

LITERACY AND HEALTH CONFERENCE
Ottawa, Ontario

PULP & PAPER HEALTH & SAFETY ASSOCIATION
Mississauga, Ontario

NATIONAL SAFETY COUNCIL
Orlando, Florida

CANADIAN SOCIETY FOR SAFETY ENGINEERING
Calgary, Alberta

SAFE COMMUNITIES FOUNDATION ANNUAL CONFERENCES
Peterborough and Kitchener, Ontario

ENVIRONMENTAL LAW & REGULATION IN ONTARIO CONFERENCE
Toronto, Ontario

CPR WELLNESS CONFERENCE
Markham, Ontario

SAFETY AT WORK
Montreal, Quebec

XTH ERGONOMICS BRAZILIAN CONFERENCE
Brazil, South America
(CCOHS represented by distributor)

ENERGY & ENVIRONMENTAL CONFERENCE
Toronto, Ontario

HRDC ONTARIO REGION OCCUPATIONAL HEALTH & SAFETY FORUM
Mississauga, Ontario

NOVA SCOTIA SAFETY COUNCIL 19TH OH&S CONFERENCE
Halifax, Nova Scotia



PRESENTATIONS & WORKSHOPS

CCOHS participated in the following presentations and workshops during fiscal 2000 – 2001

OSH 2000

*Occupational Toxicology PDC
(Professional Development Course)*
Health and Safety and the Internet
Forum on Violence in the Workplace
*Common Misconceptions About
Computer Workstations*
*Legislation and Information
Technology*
*Information Resources on
Environmental Health*
*How to Answer Day-to-Day
Health & Safety Questions*
Toronto, Ontario

**SASKATCHEWAN SAFETY
COUNCIL CONFERENCE**
2000 Industrial Safety Seminars
Saskatoon, Saskatchewan

**CANADIAN SOCIETY OF SAFETY
ENGINEERING MEETING**
Internet/CCOHS Resources
Toronto, Ontario

**ONTARIO MUNICIPAL HEALTH AND
SAFETY REPRESENTATIVES
ASSOCIATION**
Internet/CCOHS Resources
Brampton, Ontario

**MCMASTER UNIVERSITY
OCCUPATIONAL HEALTH ROUNDS**
Internet/CCOHS Resources
Hamilton, Ontario

E-OSHE WORLD: SEEING THE FUTURE
4th International Occupational
Safety, Health and Environment
Information Conference
Dublin, Ireland

**NEW HORIZONS
HEALTH & SAFETY CONFERENCE**
Workplace Violence Prevention
Chatham, Ontario

**SPECIAL LIBRARIES ASSOCIATION
ANNUAL CONFERENCE**
OSHLINE
Pittsburgh, Pennsylvania

**CANADIAN ASSOCIATION OF
ADMINISTRATORS OF LABOUR LAW
(CAALL)**
Social Marketing
Whitehorse, Yukon Territory

**ASSOCIATION OF WORKERS'
COMPENSATION BOARDS OF
CANADA CONFERENCE**
*How CCOHS Can Assist WCBs
in Their Prevention Activities*
Charlottetown, PEI

HUMAN RESOURCES DEVELOPMENT CANADA (HRDC) – LABOUR PROGRAM

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

The HRDC Labour Program disc is available on a subscription basis and updated semi-annually. It is used by HRDC personnel, Labour Affairs Officers, and other staff to conduct field inspections and reporting. Newly released this year, the disc now uses FOLIO software for exceptional flexibility in searching and retrieving information.

HEALTH AND SAFETY GUIDES

CCOHS publishes a number of pocket-sized books designed to be used on-the-job as reference tools and information resources. Incorporating charts, checklists, tables and diagrams, each guide enables the reader to prevent workplace hazards through safe work practice and use of personal protective equipment, recognize workplace hazards, respond to accidents and emergencies, and understand duties and rights under both US and Canadian occupational health and safety legislation.

During this fiscal year a new title, *Noise Control in Industry* was released. In addition, new editions of *Violence Prevention in the Workplace*, *Health and Safety Committees*, *School Workers*, *Food Service Workers* and *Office Ergonomics* were released, including a Portuguese version of the latter.



TRANSPORT OF HAZARDOUS MATERIALS DATABASE

A useful tool for anyone transporting hazardous materials within the USA, this database includes proper shipping names, ID numbers, hazards classifications, CAS registry numbers, reportable quantities, special transport provisions and relevant fire and emergency response procedures in case of spills, leakage, collisions and similar events.

Information is based directly on the US transportation regulations table, and includes an effective regulatory status date. The database content and structure are updated to reflect changes in the regulations. Each hazardous material record contains the hazard class, labels, special provisions, and quantity limitations as set out in the 49CFR Hazardous Material Table 172.101, as well as the applicable Guide from the 2000 Emergency Response Guidebook.

HEALTH AND SAFETY TRAINING COURSE

The CCOHS course *Health and Safety Training for Managers and Supervisors* continues to be offered at the Centre each year. Registration for this course is always full. During the 2000 – 2001 fiscal year, courses were run June 5–6; September 11–12; and December 4–5, 2000; and March 5–6, 2001. To address specific needs of companies and organizations, the course was customized and delivered off-site in Mississauga, Oakville, and Ottawa.



PRESENTATIONS & WORKSHOPS

continued...

CANADIAN ASSOCIATION OF
LABORATORY ANIMAL
MANAGEMENT
*Responsibilities Under Canadian
OH&S Legislation*
Ottawa, Ontario

GREY-BRUCE HUMAN RESOURCE
ASSOCIATION
Workplace Violence Prevention
Owen Sound, Ontario

WHSC ANNUAL PLANNING RETREAT
AND CONSTITUENCY CONSULTATION
SESSION
*Health and Safety
in an Era of Globalization
and Technological Change*
Alliston, Ontario

UNIVERSITY OF TORONTO
MHS Graduate Students
*OH&S Information Resources:
Computerized Resources from CCOHS*
Toronto, Ontario

UNIVERSITY OF BRITISH COLUMBIA
*OH&S Information Resources:
Computerized Resources from CCOHS*
Vancouver, BC

MCMASTER UNIVERSITY,
OCCUPATIONAL HEALTH, HYGIENE
AND TOXICOLOGY ROUNDS
Violence in the Workplace
Hamilton, Ontario

WINDSOR PUBLIC LIBRARY
*CCOHS Products & Services and
Canadian Health Network (CHN)*
Windsor, Ontario

CANADIAN SOCIETY OF SAFETY
ENGINEERING (CSSE) BREAKFAST
MEETING
Urban Legends
Burlington, Ontario

INDUSTRIAL ACCIDENT PREVENTION
ASSOCIATION (IAPA) BREAKFAST
MEETING
Urban Legends
Niagara Falls, Ontario

MEASURING AND MANAGING
OH&S CONFERENCE
*Improving Health & Safety
in the Workplace Nationwide
A Reality Check*
Toronto, Ontario

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

EUROPEAN UNION WEBSITE

CCOHS, in co-operation with The European Agency for Health and Safety at Work, developed a Occupational Health and Safety website to deliver occupational health and safety information from Canada and the European Union to the world. The joint site provides key OSH information on issues such as "best practices", "research", "statistics" and "legislation/ regulations". As well as linking directly to EU information, the Canadian website provides a wealth of Canadian information and links to occupational safety and health information from Canadian government agencies at the federal, provincial and territorial levels.

For Canadians interested in European OSH information, the site provides formal Canadian linkage with European safety agencies, demonstrating the Centre's strategic focus on global partnerships and collaborations.

TDG INSPECTOR'S VIRTUAL BOOKSHELF

CCOHS developed this web browser-based CD-ROM for *Transportation of Dangerous Goods* inspectors with Transport Canada.

These inspectors need access to a wide range of documents and tools – Canadian and American legislation, Canadian and international standards, permits, forms and templates, calculators, etc. These are now available in a single location, enabling inspectors to access documents by type (legislation, permits, etc.) and application (air, marine, rail, etc.), or perform keyword searches on all the content using portable computers.

ONTARIO SERVICE SAFETY ALLIANCE (OSSA)

Our efforts to expand the overall use of CCOHS publications has resulted in a partnership with the OSSA to customize some of our Health and Safety Guides, with CCOHS review and editorial control and agreed joint distribution. CCOHS' *Groundskeepers*, *Violence Prevention*, and *Food Service Workers* publications have been customized to address OSSA-specific needs, with other customized guides to follow.

CCOHS and OSSA also signed a Memorandum of Understanding that includes a collaborative arrangement for CCOHS to provide OSSA members with an occupational safety and health Inquiries Service, launched in July 2000.

CANOSH WEB SITE

Totally revised and updated, this website is a portal providing access to information available from government agencies responsible for occupational health and safety and workers' compensation in all Canadian jurisdictions. CANOSH represents a single point of access for Canadians searching for high-quality occupational health and safety information from government agencies.

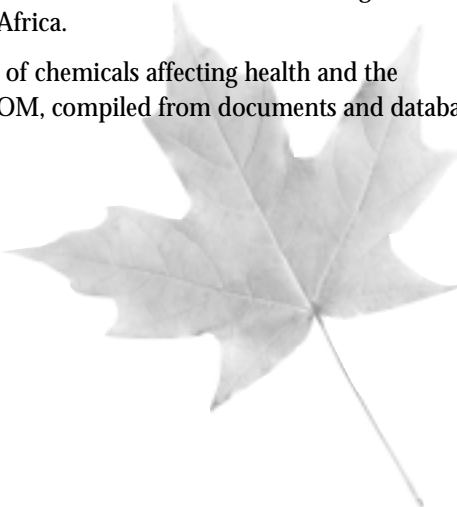
IPCS INTOX

This collaboration between CCOHS and the World Health Organization's International Programme on Chemical Safety (IPCS) aims to improve the ability of countries to deal with emergencies arising from toxic exposure. More than 100 experts from 75 countries are involved in the project.

The IPCS INTOX integrated operation system consists of information management software, plus a supporting database, issued twice annually. During fiscal 2000-2001, IPCS INTOX System V.4 underwent beta testing by fifteen poison centres reviewing four language versions - English, French, Spanish and Portuguese. Following modifications and improvements, based on feedback from the beta testers, V.4 of the System was launched at the IPCS INTOX meeting in Erfurt, Germany, during November 2000. Highlights of this latest version include an interface to permit connections to the INTOX Databank.

A training session for users of V.4 was conducted in Erfurt, and additional training was provided by CCOHS staff at locations in South Africa.

Information needed for the sound management of chemicals affecting health and the environment is consolidated on the IPCS CD-ROM, compiled from documents and databases supplied by various international organizations.



MEETINGS & FORUMS

CCOHS participated in the following meetings and forums during fiscal 2000 - 2001

TRANSPORTATION OF
DANGEROUS GOODS (TDG)
ADVISORY COUNCIL
Ottawa, Ontario

PEST MANAGEMENT ADVISORY
COMMITTEE
Ottawa, Ontario

ONTARIO YOUNG WORKERS
HEALTH & SAFETY WEBSITE
COORDINATING TEAM
Toronto, Ontario

MINERVA CANADA BOARD OF
DIRECTORS MEETING
Toronto, Ontario

TRANSPORTATION HEALTH AND
SAFETY ASSOCIATION OF ONTARIO
ANNUAL MEETING
Toronto, Ontario

AMERICAN INDUSTRIAL HYGIENE
ASSOCIATION PERMANENT
CONFERENCE COMMITTEE
Washington, DC

JOINT CONSULTATION SESSION ON
SUSTAINABLE DEVELOPMENT AND
HEALTHY CANADIANS
Ottawa, Ontario

SOCIETY FOR CHEMICAL HAZARD
COMMUNICATIONS FALL MEETING
Washington, DC

THE INTERNATIONAL OCCUPATIONAL
SAFETY AND HEALTH INFORMATION
CENTRE (CIS) NATIONAL CENTRES
ANNUAL MEETING
Dublin, Ireland

INTERGOVERNMENTAL FORUM ON
CHEMICAL SAFETY (IFCS) MEETINGS
Salvador, Brazil

PETERBOROUGH CLIENT
SERVICE GROUP
Peterborough, Ontario

AMERICAN CONFERENCE OF
GOVERNMENTAL INDUSTRIAL
HYGIENISTS (ACGIH)
THRESHOLD LIMIT VALUES (TLVs)
COMMITTEE MEETING
San Jose, California

CANADIAN HEALTH NETWORK (CHN)
AFFILIATE PARTNERS FORUM
Ottawa, Ontario

safety in numbers

Over 2,500 answers are provided on 475 OSH topics, incorporated in *OSH Answers*, on the CCOHS website.

These numbers are constantly increasing.



PAN-ASIA RESEARCH AND DEVELOPMENT GRANTS PROGRAM

A program of Canada's IDRC, this program funds development and research projects in the Asia and Pacific region, focusing on networking applications, technologies and regulatory issues to address the region's economic, social and environmental problems. Research projects are selected by the Pan-Asia Research and Development Committee; CCOHS administers the Programme on a fee-for-service basis. During April 2000, a "virtual" meeting among members was conducted on a trial basis, leading to a formal meeting employing the same techniques.

During fiscal year 2000-2001, CCOHS activities in this region included the administration of grants and budgets for successful applicants; maintenance of the Pan Asia R&D Web site content; review of proposals for the committee meeting; and liaison with proponents, leading to the conversion of proposals for uploading to the Web.

ONTARIO MINISTRY OF LABOUR

CCOHS engaged in a number of activities in collaboration with the Ontario Ministry of Labour during Fiscal 2000-2001, including:

- creating a prototype CD-ROM containing Ontario and Federal Legislation, as well as CSA Standards plus three CCOHS databases. This product was designed with input from the Western Region to meet the needs of their Field Inspectors plus other staff, and
- writing modules on Ergonomics, Biological Hazards, Physical Hazards, Chemical Hazards, and Societal issues. The modules, titled *Live Safe! Work Smart!*, were designed as resources for secondary school teachers to assist them in meeting the expectations of the Grades 9 and 10 curriculum set out by the Ministry of Education of Ontario, and integrate occupational safety and health into daily classroom activities.

CANADIAN HEALTH NETWORK (CHN)

The Canadian Health Network (CHN) is a national, bilingual Internet-based service designed to improve access to timely, relevant, and credible information related to health and well-being and to strengthen health promotion networks across Canada. Health Canada, its founding partner, provides funding for CHN.

CHN seeks to establish itself as Canadians' premier source of "health information you can trust" via 26 Health Centres focused on major health topics and population groups supported by links to more than 10,000 Internet-based resources on the CHN website.

As the official Workplace Health Affiliate Partner of the CHN, CCOHS assisted in identifying potential associate partners and content to be added to the CHN web site. To date, 19 organizations have been invited to become partners, and more than 200 information resources have been identified, catalogued and added to the Workplace Health Centre of CHN. Frequently Asked Questions and responses were submitted to be included in the CHN Workplace Health Site. CCOHS continues to share knowledge with CHN, and to respond to health information requests received at the CHN website.

CCOHS created a *Workplace Health/Santé au travail* e-mail discussion list, enabling the Centre to communicate easily with our partners and promote discussion among them. The first edition of the CCOHS newsletter *Health@Work*, distributed to partners, included a feature article on health and health promotion in the workplace.

ENVIRONMENT CANADA

Two research projects for the NPRI (National Pollutant Release Inventory) were completed for Environment Canada to help NPRI improve the effectiveness of the NPRI reporting system. Both projects involved cross-referencing substances on the NPRI substance list to those in CCOHS databases, including MSDS, CHEMINFO, DSL/NDSL and CHEMINDEX.

PUBLISHED ARTICLES

CCOHS published the following articles during fiscal 2000 – 2001

THE SYNERGIST
Searching for Information on the Internet
April 2000

CANADIAN OCCUPATIONAL SAFETY MAGAZINE

Problem Solver Columns

Dusty and explosive
March/April 2000

Work can be an eyesore
May/June 2000

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

How to make them break
Sept./Oct. 2000

The lone worker
Nov./Dec. 2000

Give the gift of smoke-free air
Jan./Feb. 2001

Help for the complaint department
March/April 2001

APPLIED OCCUPATIONAL AND ENVIRONMENTAL HYGIENE
OSHLINE database : Staying on Top of Health and Safety Literature.
Vol. 15, no. 12
Dec. 2000



safety in numbers

Growing over time, the CCOHS website now receives **50,000** unique visitors each month.

OSH FOR EVERYONE

CCOHS developed the concept of *OSH for Everyone* in previous fiscal years to further the efforts of Canadian governments in preventing occupational illness and injuries. *OSH for Everyone* uses web-browser technology to present searchable information related to health and safety programs as well as specific workplace hazards. Information included ranges from practical checklists and procedures, safety guides, hazard summaries, training materials, publications, reports and other technical material, hazard alerts, excerpts of legislation and interpretive documents.

OSH for Everyone – Ontario

To date, over 27,000 copies of the CCOHS produced CD-ROM *OSH for Everyone – Ontario* have been distributed by the Ontario Workplace and Safety Insurance Board (WSIB) to Ontario workplaces. *OSH for Everyone – Ontario* has proven popular because it provides, from one location, almost 300 documents to assist in preventing work-related injuries or illnesses.

CCOHS developed and released a prototype web site for the *OSH for Everyone – Ontario* with the same content as the CD-ROM. Among the site's unique features is its on-line feedback capability.

OSH for Everyone – Northwest Territories and Nunavut

The Northwest Territories and Nunavut version of *OSH for Everyone* is being developed in collaboration with the WCB of the Northwest Territories and Nunavut, available on CD-ROM and from a website. It will include a selection of new health and safety documents and territorial-specific legislation, training and compensation board content.

OSH for Everyone – WorkSafe Saskatchewan

The Saskatchewan version of *OSH for Everyone* is being developed for the Saskatchewan WCB, and Saskatchewan Labour's OH&S Division. The Saskatchewan-focused website and CD-ROM will contain hundreds of useful health and safety documents on more than 65 topics. Topics and information materials were selected to ensure that issues are presented from a regional perspective. Release is scheduled for July 2001.



OTHER PARTNERS & PROJECTS

CCOHS continued to provide vital support for workplace safety issues, on a contractual basis, across a wide range of public and privately-funded organizations across Canada, including:

Workers' Compensation Board of Manitoba

CCOHS researched, identified and prepared an inventory and analysis of health and safety programmes for the *Workers' Compensation Board of Manitoba*, targeted at high-risk workplace areas.

Ontario Workplace and Safety Insurance Board (WSIB)

CCOHS is collaborating with the *Ontario Workplace and Safety Insurance Board (WSIB)* to design and develop a Best Practices Collection accessible via the Internet. Development of the website collection began with identifying stakeholder and end-user needs, researching existing collections of best practices, and determining the types of content to be included. An alpha-release version of the website was developed to generate input from the Working Group and selected end-users.

Bell Canada

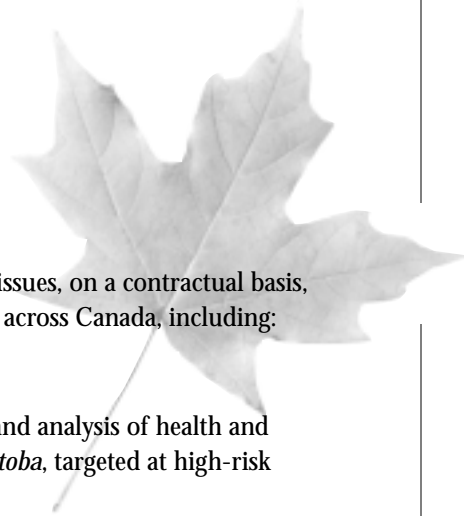
CCOHS developed a training program, based on the revised Canada Labour Code, for *Bell Canada* to be ready for implementation by Summer 2001.

Canadian Insurance Law Service

Following successful beta testing, a folio-based CD-ROM developed for the *Canadian Insurance Law Service* was released in January 2001.

HRDC Labour Branch

CCOHS has been asked to write a Job Safety Analysis publication following the format of the highly successful CCOHS Health and Safety Guides. The HRDC publication is scheduled for distribution during 2001.



safety in numbers

CCOHS has received a total of **8,289,337** (and still counting!) website and telephone inquiries since 1981.

STATEMENT OF MANAGEMENT RESPONSIBILITY

Canadian Centre for Occupational Health and Safety
for the year ended March 31, 2001

We have prepared the accompanying financial statement of the Canadian Centre for Occupational Health and Safety in accordance with the reporting requirements and standards of the Receiver General for Canada. This financial statement was prepared in accordance with the significant accounting policies set out in Note 2 of the statement on a basis consistent with that of the preceding year.

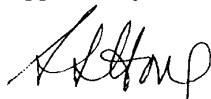
Responsibility for the integrity and objectivity of data in this financial statement rests with the management of the Centre. In order to assure maximum objectivity and freedom from bias, the financial data contained in this financial statement has been examined by the Audit Committee of the Centre.

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

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

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

Approved by:



S. Len Hong
President and Chief Executive Officer



Bonnie Easterbrook CGA
Controller/Senior Financial Officer

June 8, 2001





AUDITOR'S REPORT

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

I have audited the statement of operations of the Canadian Centre for Occupational Health and Safety for the year ended March 31, 2001. This financial statement is the responsibility of the Centre's management. My responsibility is to express an opinion on this financial statement 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 statement is free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statement. 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, this financial statement presents fairly, in all material respects, the results of operations of the Centre for the year ended March 31, 2001 in accordance with the accounting policies set out in Note 2 to the financial statement.

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


Ottawa, Canada
June 8, 2001

STATEMENT OF OPERATIONS
for the year ended March 31, 2001


	2001	2000
Expenditures		
<i>Operations</i>		
Salaries and employee benefits	4,443,288	4,329,212
Employee termination benefits	4,125	750
Professional and special services	992,730	1,379,502
Accommodation	320,160	320,160
Information	311,395	264,075
Transportation and communications	190,636	185,138
Capital assets	175,318	415,049
Utilities, materials and supplies	144,061	124,015
Purchased repair and upkeep	137,024	62,317
Rentals	25,227	28,727
	6,743,964	7,108,945
<i>Administration</i>		
Salaries and employee benefits	217,497	203,350
Travel	29,269	27,610
Governors and committees	13,757	19,943
Professional and special services	4,070	3,682
Utilities, materials and supplies	221	838
	264,814	255,423
Total expenditures	7,008,778	7,364,368
Non-tax revenue		
<i>Revenue netted against expenditures (Notes 3 and 8)</i>		
Proceeds from sales	2,862,263	2,746,070
Cost recoveries	1,466,587	1,340,045
	4,328,850	4,086,115
<i>Proceeds from disposal of surplus crown assets</i>	431	476
Total non-tax revenue	4,329,281	4,086,591
Net cost of operations (Note 4)	2,679,497	3,277,777

The accompanying notes are an integral part of this statement.

Approved by:


Warren Edmondson
Chairperson


S. Len Hong
President and Chief
Executive Officer


Bonnie Easterbrook CGA
Controller
Senior Financial Officer

Notes to the Statement of Operations — March 31, 2001

1. Authority and purpose

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

2. Significant accounting policies

The statement of operations has been prepared in accordance with the reporting requirements and standards established by the Receiver General for Canada for departmental corporations. The most significant accounting policies are as follows:

- a) *Expenditure recognition* – All expenditures are recorded on the accrual basis, with the exception of termination benefits and vacation pay which are recorded on the cash basis.
- b) *Revenue recognition* – Revenue is recorded on the cash receipts basis. In accordance with Receiver General Directives, revenue from other government departments is recorded on the full accrual method.
- c) *Capital purchases* – Acquisitions of capital assets are charged to operating expenditures in the year of purchase.
- d) *Refunds of previous years' expenditures* – Refunds of previous years' expenditures are recorded as revenues when received and are not deducted from expenditures.
- e) *Foreign currency translation* – Revenue and expenses contracted in foreign currency are translated into Canadian dollars at the exchange rate in effect on the transaction date.
- f) *Services provided without charge* – Estimates of amounts for services provided without charge from Government departments are included in expenditures.
- g) *Pension plan* – Employees participate in the Public Service Superannuation Plan administered by the Government of Canada. The employees and the Centre contribute to the cost of the Plan. The Centre's contributions are charged to expenditures on a current basis and represent the total liability to the Centre.



	2001	2000
3. Revenue netted against expenditures		
Proceeds from sales	\$	\$
Subscription – CCINFOdisc	1,473,644	1,469,393
Subscription – Specialty discs	676,047	696,166
CCINFOWeb	306,938	269,063
Specialty products – web	249,393	152,254
Single copy publications	118,784	107,725
Diskette-based products	13,315	25,111
Other	12,999	7,508
Products for resale	7,743	15,250
Memberships	3,400	3,600
	2,862,263	2,746,070
Cost recoveries		
Collaborative projects	996,671	871,589
Contributions to Inquiries Service	454,000	454,000
Travel expenses	15,916	14,456
	1,466,587	1,340,045
	4,328,850	4,086,115
4. Parliamentary appropriations	2001	2000
Treasury Board – Vote 10	10,000	—
Treasury Board – Vote 15a – collective agreements	109,000	92,688
Treasury Board – Vote 15b – collective agreements	33,000	152,744
Human Resources Development Canada – Vote 20 (2000 – Vote 35)	1,531,000	1,728,000
Human Resources Development Canada – Vote 20 (2000 – Vote 35A)	717,476	569,911
Human Resources Development Canada – Vote 35B	—	500,000
	2,400,476	3,043,343
Amount lapsed	41,139	85,726
	2,359,337	2,957,617
Spending of proceeds from the disposal of surplus Crown Assets		
Assets	431	476
Total use of appropriations	2,359,768	2,958,093
Add: Services provided without charge by other		
Government departments – accommodation	320,160	320,160
Less: Non-tax revenue other than revenue netted against expenditures	(431)	(476)
Net cost of operations	2,679,497	3,277,777

5. Capital assets and accumulated amortization

The accounting policies of the Government of Canada do not require the capitalization of capital assets. However, internal controls are maintained to safeguard assets and the following supplemental information reflects historical cost and amortization if the assets were amortized over their useful lives. Capital assets are amortized using the straight-line method over 5 years.

Capital assets at cost	March 31, 2000	Acquisitions	Disposal	March 31, 2001
	\$	\$	\$	\$
Computer equipment	1,952,844	60,423	88,733	1,924,534
Furniture and equipment	892,492	11,633	34,240	869,885
Leasehold improvements	632,719	—	—	632,719
Measuring equipment	2,673	—	—	2,673
	3,480,728	72,056	122,973	3,429,811
Accumulated amortization	March 31, 2000	Amortization	Disposal	March 31, 2001
Computer equipment	1,602,686	114,368	84,998	1,632,056
Furniture and equipment	754,414	34,750	34,240	754,924
Leasehold improvements	632,719	—	—	632,719
Measuring equipment	2,673	—	—	2,673
	2,992,492	149,118	119,238	3,022,372

6. Accounts receivable

At year end, current accounts receivable from the sale of goods and services are as follows:

	March 31, 2001	March 31, 2000
Outside parties	246,046	268,143
Government of Canada	176,986	108,346
	423,032	376,489

The revenues associated with the accounts receivable are not reflected in the statement of operations for transactions with outside parties. The revenues associated with accounts receivable for Government of Canada transactions is recorded in the statement of operations.

7. Liabilities

	March 31, 2001 \$	March 31, 2000 \$
(a) Recorded liabilities		
Accounts payable and accrued charges	531,120	948,311
Accrued salaries and employee benefits	39,296	31,742
	570,416	980,053
(b) Other liabilities		
Vacation pay	268,177	251,165
Employee termination benefits	503,033	458,566
	771,210	709,731
(c) Prepayments on products		
Outside parties	110,706	149,683
Government of Canada	2,956	3,840
	113,662	153,523

The costs associated with the recorded liabilities are reflected in the statement of operations.

The costs associated with other liabilities are not included in the Statement of Operations. These costs are recognized only when paid (see Note 2(a)).

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

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

The prepayments on products represent cash received in advance of product delivery. The majority of cash received is for CCOHS' subscription products. These products are shipped in subsequent periods. These prepayments are recorded as revenue netted against expenditures in the statement of operations.

8. Related party transactions

The revenue netted against expenditures includes \$544,266 (2000: \$393,197) from transactions with various Canadian government departments. The transactions with related parties are carried out on similar terms and conditions with those applicable to transactions with outside parties.

9. Specified Purpose Account – IDRC Pan Asia Research and Development Grants Program

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

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

	March 31 2001 \$	March 31 2000 \$
Balance of funds, beginning of year	525,073	230,274
Project funds received during the year	—	484,727
Grants made to recipients	(252,600)	(135,665)
Travel expenses and other costs	(19,615)	(39,263)
CCOHS' administration fee	—	(15,000)
Balance of fund, end of year	252,858	525,073

10. Donations

The Centre, by virtue of subsection 6(3) of its Act, may acquire money or other property by gift or otherwise and expend or dispose of those donations subject to their terms, if any. The Centre did not receive donations in 2000/2001 nor in 1999/2000 leaving donations on hand at the end of March 2001 at \$81,021. These funds are recorded in a special account in the Consolidated Revenue Fund.

11. Comparative figures

Certain 2000 comparative data presented in the Statement of Operations and in the notes have been reclassified to conform to the presentation adopted in 2001.

