

Access to Information Act

**Canadian Centre for Occupational Health and Safety
Annual Report to Parliament
April 1, 2017 – March 31, 2018**

TABLE OF CONTENTS

1.0 Introduction.....	1
1.1 About the <i>Access to Information Act</i> and Section 72 Requirement.....	1
1.2 About the Canadian Centre for Occupational Health and Safety	1
2.0 Access to Information at CCOHS	2
3.0 Access to Information Delegation Order	3
4.0 Summary of Key Data	3
4.1 Requests Received and Completed Under the ATIA	3
4.2 Sources of Requests	3
4.3 Exemptions and Exclusions	4
4.4 Consultations Received from Other Government of Canada Institutions and Other Organizations	4
5.0 Training and Awareness Activities.....	4
6.0 Policies, Guidelines and Procedures.....	5
7.0 Complaints and Investigations.....	5
Annex A: Delegation Order	6
Annex B: Statistical Report on the <i>Access to Information Act</i>	9

1.0 Introduction

Canadian Centre for Occupational Health and Safety is pleased to present to Parliament its annual report on the administration of the *Access to Information Act* (ATIA) for the fiscal year commencing April 1, 2017, and ending March 31, 2018.

1.1 About the *Access to Information Act* and Section 72 Requirement

The purpose of the ATIA is to provide a right of access to information in records under the control of a government institution. The Act maintains that government information should be available to the public; that necessary exceptions to the right of access should be limited and specific; and that decisions on the disclosure of government information should be reviewed independently of government. This report is prepared in accordance with Section 72 of the *Access to Information Act*.

Section 72 of the Act requires that the head of every federal government institution submit an annual report to Parliament on the administration of the Act during the fiscal year. This report outlines CCOHS' accomplishments in carrying out its access to information responsibilities and obligations during the 2017–2018 reporting period.

1.2 About the Canadian Centre for Occupational Health and Safety

The Canadian Centre for Occupational Health and Safety (CCOHS) is a departmental corporation under Schedule II of the *Financial Administration Act*, created by Parliament in April 1978 to promote the right of Canadian workers to a healthy and safe working environment. CCOHS is governed by a tripartite council with representatives of employers, workers and governments (federal, provincial and territorial) and is accountable to Parliament through the Minister of Employment, Workforce Development and Labour. CCOHS is subject to the *Access to Information Act* and *Privacy Act* (ATIP).

CCOHS' mandate is to serve Canadians - and the world - with credible and relevant tools and resources to improve workplace health and safety programs. We believe that all Canadian workers have a fundamental right to a healthy and safe working environment. Through our programs, services, knowledge, commitment, and action, CCOHS will continue its efforts to advance health and safety in the workplace.

CCOHS is Canada's national occupational health and safety resource which is dedicated to the advancement of occupational health and safety performance by providing necessary services including information and knowledge transfer; training and education; cost-effective tools for improving occupational health and safety performance; management systems services supporting health and safety programs; injury and illness prevention initiatives and promoting the total well-being – physical, psychosocial and mental health - of working people. The Centre was created to provide a common focus for and coordination of information in the area of occupational health and safety.

To do this, CCOHS organizes its programs and services to achieve the following strategic outcome:

Improved workplace conditions and practices that enhance the health, safety and well-being of working Canadians.

2.0 Access to Information at CCOHS

CCOHS' Vice President, Finance and Chief Financial Officer, who is also the ATIP Coordinator, has been delegated by the President and Chief Executive Officer to exercise authority for all sections of the ATIP Acts with the exception of 8(2)(e) of the *Privacy Act*.

The Vice President, Finance and Chief Financial Officer is accountable for the development, coordination and implementation of effective policies, guidelines, systems and procedures to ensure the President and CEO's responsibilities under the Act are met and to enable appropriate processing and proper disclosure of information. The Coordinator is also responsible for related policies, systems and procedures emanating from the Act.

As CCOHS is a small department with very few requests minimal time is spent administering the Act. Support is also provided by the Financial Administrative Officer.

The activities of CCOHS for ATI are:

- processing requests under the Act;
- representing CCOHS in dealings with the Treasury Board of Canada Secretariat, the Information Commissioner and other government departments and agencies regarding the application of the Act as it relates to CCOHS;
- responding to consultations submitted by other federal institutions on CCOHS documents under consideration for release;
- preparing statistical and annual reports to Parliament and other statutory reporting requirements, as well as other material that may be required by central agencies;
- developing and maintaining policies, procedures and guidelines to ensure the Act is respected by departmental staff;
- promoting awareness of the Act within the Department to ensure responsiveness to the obligations imposed on the government;
- monitoring departmental compliance with the Act, regulations and relevant procedures and policies; and
- a monthly summary of ATI requests are posted online.

Additional copies of this report may be obtained from:

Access to Information and Privacy Coordinator
Canadian Centre for Occupational Health and Safety
135 Hunter Street East
Hamilton, Ontario, L8N 1M5

3.0 Access to Information Delegation Order

Section 73 of the *Access to Information Act* empowers the head of the institution to delegate any of the powers, duties or functions assigned to them to employees of the institution.

A newly signed and dated copy of the Delegation Order can be found in Annex A.

4.0 Summary of Key Data

The Statistical Report on the *Access to Information Act* for 2017-2018 can be found in Annex B.

4.1 Requests Received and Completed Under the ATIA

CCOHS received four Access to Information requests during 2017-2018 which is similar to the number of requests received in previous years as demonstrated in the table below.

ACCESS TO INFORMATION REQUESTS	2017-2018	2016-2017	2015-2016	2014-2015	2013-2014
REQUESTS RECEIVED	4	1	3	6	2
REQUESTS COMPLETED	4	1	3	6	2
REQUESTS COMPLETED ON-TIME	100%	100%	100%	100%	100%

No relevant records were found for two ATI requests this year, one request was disclosed in part (10 pages), and all records were disclosed (55 pages) for one request.

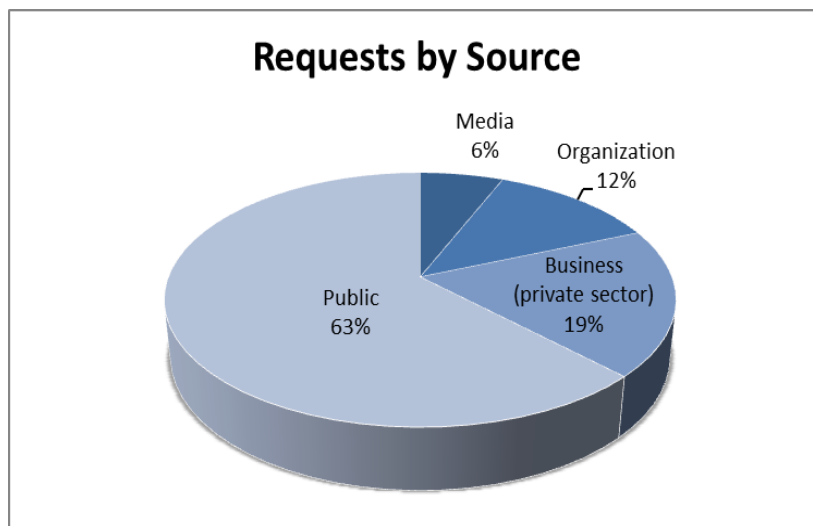
Due to the low volume of requests received, CCOHS does not have a formal tracking system to record completion time. Instead, a manual record is used to track the progress of its requests. During fiscal year 2017-2018, all four of these requests were completed within legislated timeframes.

4.2 Sources of Requests

In 2017-2018, requests were received from two different source types: public and organization. The most common source of request CCOHS received over the past five years came from the general public (10) followed by the business/private sector (3).

A breakdown of the number requests by source for the five year period starting April 1, 2013 to March 31, 2018 is found in the table below. Percentage of the total requests by source over the same five year period are found in the chart below.

REQUESTS BY SOURCE	2017-2018	2016-2017	2015-2016	2014-2015	2013-2014	TOTAL
Business (private sector)	0	1	0	2	0	3
Media	0	0	1	0	0	1
Public	2	0	2	4	2	10
Organization	2	0	0	0	0	2
TOTAL	4	1	3	6	2	16



4.3 Exemptions and Exclusions

This section of the Statistical Report identifies the number of requests where specific types of exemptions were invoked to deny access. In 2017-2018, two exemptions were invoked: section 19 (personal information) and section 20 (third-party information). No exemptions have been invoked in prior years.

SECTION	EXEMPTIONS INVOKED BY FISCAL YEAR				
	2017-2018	2016-2017	2015-2016	2014-2015	2013-2014
s. 19 (personal information)	1	0	0	0	0
s. 20 (third party information)	1	0	0	0	0

The ATIA also allows for the exclusion of certain types of information from its application, specifically records that are already available to the public (section 68) and confidences of the Queen’s Privy Council for Canada (section 69), which require consultation with the Department of Justice. In 2017-2018, no exclusions were applied to any information contained in records for completed requests.

4.4 Consultations Received from Other Government of Canada Institutions and Other Organizations

In 2017-2018, CCOHS responded to one consultation request from another Government of Canada institution which required a review of 18 pages. CCOHS responded to this request within 30 days with the recommendation that the records be fully disclosed.

5.0 Training and Awareness Activities

CCOHS is a micro-sized department and receives limited requests under the Act each year. Therefore, no formal training has been given to staff.

6.0 Policies, Guidelines and Procedures

CCOHS has not implemented any new policies, guidelines or procedures during the year.

7.0 Complaints and Investigations

The Office of the Information Commissioner notified CCOHS of two complaints during this reporting period. These complaints remain under investigation by the Office of the Information Commissioner. The reasons for the two complaints were: records exist and improperly applied exemptions. Over the past five years, only one other complaint had been received.

Annex A: Delegation Order

Access to Information Act – Delegation Order

Pursuant to the powers of delegation conferred upon me by Section 73 of the *Access to Information Act*, the person exercising the functions and position of departmental Access to Information and Privacy Coordinator and the respective successor, including in the Coordinator's absence, a person or officer designated in writing to act in the place of the holder of such functions and position is hereby authorized to exercise these powers, duties or functions of the Minister as the head of the government institution under the Act, set out in the attached schedule.

The person exercising the functions and position of departmental Access to Information and Privacy Coordinator and the respective successor, including in the Coordinator's absence, a person or officer designated in writing to act in the place of the holder of such functions and position, is hereby authorized to exercise these powers, duties or functions of the Minister as the head of the government institution under the Act, set out in sections 6, 8, 9 and 10 of the Act.

This delegation order supersedes any previous order executed pursuant to section 73 of the Act.



Anne Tennier
President and Chief Executive Officer

APRIL 19/18

Date

CANADIAN CENTRE FOR OCCUPATIONAL HEALTH AND SAFETY
SCHEDULE TO THE DELEGATION ORDER

DELEGATION OF POWERS, DUTIES AND FUNCTIONS PURSUANT TO SECTION 73 OF
THE *ACCESS TO INFORMATION ACT*

SECTIONS OF THE ACT	POWERS, DUTIES OR FUNCTIONS	RESPONSIBLE POSITION
6	Clarify a request	ATIP Coordinator
7(a)	Issue notice where access requested	ATIP Coordinator
8(1)	Transfer to another institution or to accept transfer from another institution	ATIP Coordinator
9	Extension of time limits	ATIP Coordinator
11(2),(3),(4),(5),(6)	Additional fees and waiver of fees	ATIP Coordinator
12(2),(3)	Language of access	ATIP Coordinator
13	Refuse to disclose information obtained in confidence	ATIP Coordinator
14	Refuse to disclose information pertaining to federal-provincial affairs	ATIP Coordinator
15	Refuse to disclose information pertaining to international affairs and/or defence	ATIP Coordinator
16	Refuse to disclose information pertaining to law enforcement and investigations	ATIP Coordinator
17	Refuse to disclose information pertaining to the safety of individuals	ATIP Coordinator
18	Refuse to disclose information pertaining to the economic interest of Canada	ATIP Coordinator
19	Refuse to disclose personal information	ATIP Coordinator
19(2)(a)(b)(c)	Disclose personal information when authorized	ATIP Coordinator
20	Refuse to disclose third party information	ATIP Coordinator
21	Refuse to disclose information pertaining to advice and recommendations for the government institution	ATIP Coordinator
22	Refuse to disclose information pertaining to testing procedures	ATIP Coordinator
23	Refuse to disclose information subject to solicitor-client privilege	ATIP Coordinator
24	Refuse to disclose information subject to statutory prohibitions	ATIP Coordinator
25	Sever information	ATIP Coordinator
26	Refuse to disclose information to be published	ATIP Coordinator
27(1)(4)	Carry-out third party notification	ATIP Coordinator
28(1)(2)(4)	Receive third party representation; make a decision as to whether to disclose the record or part thereof and notify the third party of the right to appeal to the Federal court	ATIP Coordinator
29(1)	Disclose information on the recommendation of the	ATIP Coordinator

2017-18 Annual Report on the Administration of the *Access to Information Act*
Canadian Centre for Occupational Health and Safety

	Information Commissioner	
33	Advise the Information Commissioner of third party involvement	ATIP Coordinator
35(2)	Make representations to the Information Commissioner during an investigation	ATIP Coordinator
37(4)	Give access to records	ATIP Coordinator
43(1)	Issue a notice to third party of an application for Court review	ATIP Coordinator
44(2)	Issue a notice to an applicant that a third party has applied for Court review	ATIP Coordinator
52(2)(3)	Request special rules for hearings	ATIP Coordinator
69	Refuse to disclose Cabinet confidences	ATIP Coordinator
71(2)	Refuse to disclose information from manuals	ATIP Coordinator
72(1)	Prepare an Annual Report to Parliament	ATIP Coordinator
77	Carry out responsibilities conferred on the head of the institution by the regulations made under section 77 which are not included above	ATIP Coordinator

Annex B: Statistical Report on the *Access to Information Act*



Government of Canada
Gouvernement du Canada

Statistical Report on the *Access to Information Act*

Name of institution: Canadian Centre for Occupational Health and Safety

Reporting period: 2017-04-01 to 2018-03-31

Part 1: Requests Under the *Access to Information Act*

1.1 Number of requests

	Number of Requests
Received during reporting period	4
Outstanding from previous reporting period	0
Total	4
Closed during reporting period	4
Carried over to next reporting period	0

1.2 Sources of requests

Source	Number of Requests
Media	0
Academia	0
Business (private sector)	0
Organization	2
Public	2
Decline to Identify	0
Total	4

1.3 Informal requests

Completion Time							Total
1 to 15 Days	16 to 30 Days	31 to 60 Days	61 to 120 Days	121 to 180 Days	181 to 365 Days	More Than 365 Days	
0	0	0	0	0	0	0	0

Note: All requests previously recorded as “treated informally” will now be accounted for in this section only.



TBS/SCT 350-63 (Rev. 2011/03)

Part 2: Requests Closed During the Reporting Period

2.1 Disposition and completion time

Disposition of Requests	Completion Time							Total
	1 to 15 Days	16 to 30 Days	31 to 60 Days	61 to 120 Days	121 to 180 Days	181 to 365 Days	More Than 365 Days	
All disclosed	0	1	0	0	0	0	0	1
Disclosed in part	0	1	0	0	0	0	0	1
All exempted	0	0	0	0	0	0	0	0
All excluded	0	0	0	0	0	0	0	0
No records exist	0	2	0	0	0	0	0	2
Request transferred	0	0	0	0	0	0	0	0
Request abandoned	0	0	0	0	0	0	0	0
Neither confirmed nor denied	0	0	0	0	0	0	0	0
Total	0	4	0	0	0	0	0	4

2.2 Exemptions

Section	Number of Requests	Section	Number of Requests	Section	Number of Requests	Section	Number of Requests
13(1)(a)	0	16(2)	0	18(a)	0	20.1	0
13(1)(b)	0	16(2)(a)	0	18(b)	0	20.2	0
13(1)(c)	0	16(2)(b)	0	18(c)	0	20.4	0
13(1)(d)	0	16(2)(c)	0	18(d)	0	21(1)(a)	0
13(1)(e)	0	16(3)	0	18.1(1)(a)	0	21(1)(b)	0
14	0	16.1(1)(a)	0	18.1(1)(b)	0	21(1)(c)	0
14(a)	0	16.1(1)(b)	0	18.1(1)(c)	0	21(1)(d)	0
14(b)	0	16.1(1)(c)	0	18.1(1)(d)	0	22	0
15(1)	0	16.1(1)(d)	0	19(1)	1	22.1(1)	0
15(1) - I.A.*	0	16.2(1)	0	20(1)(a)	0	23	0
15(1) - Def.*	0	16.3	0	20(1)(b)	1	24(1)	0
15(1) - S.A.*	0	16.4(1)(a)	0	20(1)(b.1)	0	26	0
16(1)(a)(i)	0	16.4(1)(b)	0	20(1)(c)	0		
16(1)(a)(ii)	0	16.5	0	20(1)(d)	0		
16(1)(a)(iii)	0	17	0				
16(1)(b)	0						
16(1)(c)	0						
16(1)(d)	0						

* I.A.: International Affairs Def.: Defence of Canada S.A.: Subversive Activities

2.3 Exclusions

Section	Number of Requests	Section	Number of Requests	Section	Number of Requests
68(a)	0	69(1)	0	69(1)(g) re (a)	0
68(b)	0	69(1)(a)	0	69(1)(g) re (b)	0
68(c)	0	69(1)(b)	0	69(1)(g) re (c)	0
68.1	0	69(1)(c)	0	69(1)(g) re (d)	0
68.2(a)	0	69(1)(d)	0	69(1)(g) re (e)	0
68.2(b)	0	69(1)(e)	0	69(1)(g) re (f)	0
		69(1)(f)	0	69.1(1)	0

2.4 Format of information released

Disposition	Paper	Electronic	Other Formats
All disclosed	1	0	0
Disclosed in part	1	0	0
Total	2	0	0

2.5 Complexity

2.5.1 Relevant pages processed and disclosed

Disposition of Requests	Number of Pages Processed	Number of Pages Disclosed	Number of Requests
All disclosed	55	55	1
Disclosed in part	10	10	1
All exempted	0	0	0
All excluded	0	0	0
Request abandoned	0	0	0
Neither confirmed nor denied	0	0	0

2.5.2 Relevant pages processed and disclosed by size of requests

Disposition	Less Than 100 Pages Processed		101-500 Pages Processed		501-1000 Pages Processed		1001-5000 Pages Processed		More Than 5000 Pages Processed	
	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed
All disclosed	1	55	0	0	0	0	0	0	0	0
Disclosed in part	1	10	0	0	0	0	0	0	0	0
All exempted	0	0	0	0	0	0	0	0	0	0
All excluded	0	0	0	0	0	0	0	0	0	0
Request abandoned	0	0	0	0	0	0	0	0	0	0
Neither confirmed nor denied	0	0	0	0	0	0	0	0	0	0
Total	2	65	0	0	0	0	0	0	0	0

2.5.3 Other complexities

Disposition	Consultation Required	Assessment of Fees	Legal Advice Sought	Other	Total
All disclosed	0	0	0	0	0
Disclosed in part	0	0	0	0	0
All exempted	0	0	0	0	0
All excluded	0	0	0	0	0
Request abandoned	0	0	0	0	0
Neither confirmed nor denied	0	0	0	0	0
Total	0	0	0	0	0

2.6 Deemed refusals

2.6.1 Reasons for not meeting statutory deadline

Number of Requests Closed Past the Statutory Deadline	Principal Reason			
	Workload	External Consultation	Internal Consultation	Other
0	0	0	0	0

2.6.2 Number of days past deadline

Number of Days Past Deadline	Number of Requests Past Deadline Where No Extension Was Taken	Number of Requests Past Deadline Where An Extension Was Taken	Total
1 to 15 days	0	0	0
16 to 30 days	0	0	0
31 to 60 days	0	0	0
61 to 120 days	0	0	0
121 to 180 days	0	0	0
181 to 365 days	0	0	0
More than 365 days	0	0	0
Total	0	0	0

2.7 Requests for translation

Translation Requests	Accepted	Refused	Total
English to French	0	0	0
French to English	0	0	0
Total	0	0	0

Part 3: Extensions

3.1 Reasons for extensions and disposition of requests

Disposition of Requests Where an Extension Was Taken	9(1)(a) Interference With Operations	9(1)(b) Consultation		9(1)(c) Third-Party Notice
		Section 69	Other	
All disclosed	0	0	0	0
Disclosed in part	0	0	0	0
All exempted	0	0	0	0
All excluded	0	0	0	0
No records exist	0	0	0	0
Request abandoned	0	0	0	0
Total	0	0	0	0

3.2 Length of extensions

Length of Extensions	9(1)(a) Interference With Operations	9(1)(b) Consultation		9(1)(c) Third-Party Notice
		Section 69	Other	
30 days or less	0	0	0	0
31 to 60 days	0	0	0	0
61 to 120 days	0	0	0	0
121 to 180 days	0	0	0	0
181 to 365 days	0	0	0	0
365 days or more	0	0	0	0
Total	0	0	0	0

Part 4: Fees

Fee Type	Fee Collected		Fee Waived or Refunded	
	Number of Requests	Amount	Number of Requests	Amount
Application	4	\$20	0	\$0
Search	0	\$0	0	\$0
Production	0	\$0	0	\$0
Programming	0	\$0	0	\$0
Preparation	0	\$0	0	\$0
Alternative format	0	\$0	0	\$0
Reproduction	0	\$0	0	\$0
Total	4	\$20	0	\$0

Part 5: Consultations Received From Other Institutions and Organizations

5.1 Consultations received from other Government of Canada institutions and organizations

Consultations	Other Government of Canada Institutions	Number of Pages to Review	Other Organizations	Number of Pages to Review
Received during reporting period	0	0	0	0
Outstanding from the previous reporting period	0	0	0	0
Total	0	0	0	0
Closed during the reporting period	0	0	0	0
Pending at the end of the reporting period	0	0	0	0

5.2 Recommendations and completion time for consultations received from other Government of Canada institutions

Recommendation	Number of Days Required to Complete Consultation Requests							Total
	1 to 15 Days	16 to 30 Days	31 to 60 Days	61 to 120 Days	121 to 180 Days	181 to 365 Days	More Than 365 Days	
Disclose entirely	0	0	0	0	0	0	0	0
Disclose in part	0	0	0	0	0	0	0	0
Exempt entirely	0	0	0	0	0	0	0	0
Exclude entirely	0	0	0	0	0	0	0	0
Consult other institution	0	0	0	0	0	0	0	0
Other	0	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	0	0

5.3 Recommendations and completion time for consultations received from other organizations

Recommendation	Number of Days Required to Complete Consultation Requests							Total
	1 to 15 Days	16 to 30 Days	31 to 60 Days	61 to 120 Days	121 to 180 Days	181 to 365 Days	More Than 365 Days	
Disclose entirely	0	0	0	0	0	0	0	0
Disclose in part	0	0	0	0	0	0	0	0
Exempt entirely	0	0	0	0	0	0	0	0
Exclude entirely	0	0	0	0	0	0	0	0
Consult other institution	0	0	0	0	0	0	0	0
Other	0	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	0	0

Part 6: Completion Time of Consultations on Cabinet Confidences

6.1 Requests with Legal Services

Number of Days	Fewer Than 100 Pages Processed		101-500 Pages Processed		501-1000 Pages Processed		1001-5000 Pages Processed		More Than 5000 Pages Processed	
	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed
1 to 15	0	0	0	0	0	0	0	0	0	0
16 to 30	0	0	0	0	0	0	0	0	0	0
31 to 60	0	0	0	0	0	0	0	0	0	0
61 to 120	0	0	0	0	0	0	0	0	0	0
121 to 180	0	0	0	0	0	0	0	0	0	0
181 to 365	0	0	0	0	0	0	0	0	0	0
More than 365	0	0	0	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	0	0	0	0

6.2 Requests with Privy Council Office

Number of Days	Fewer Than 100 Pages Processed		101-500 Pages Processed		501-1000 Pages Processed		1001-5000 Pages Processed		More Than 5000 Pages Processed	
	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed	Number of Requests	Pages Disclosed
1 to 15	0	0	0	0	0	0	0	0	0	0
16 to 30	0	0	0	0	0	0	0	0	0	0
31 to 60	0	0	0	0	0	0	0	0	0	0
61 to 120	0	0	0	0	0	0	0	0	0	0
121 to 180	0	0	0	0	0	0	0	0	0	0
181 to 365	0	0	0	0	0	0	0	0	0	0
More than 365	0	0	0	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	0	0	0	0

Part 7: Complaints and Investigations

Section 32	Section 35	Section 37	Total
2	0	0	2

Part 8: Court Action

Section 41	Section 42	Section 44	Total
0	0	0	0

Part 9: Resources Related to the *Access to Information Act*

9.1 Costs

Expenditures		Amount
Salaries		\$8,146
Overtime		\$0
Goods and Services		\$0
• Professional services contracts	\$0	
• Other	\$0	
Total		\$8,146

9.2 Human Resources

Resources	Person Years Dedicated to Access to Information Activities
Full-time employees	0.11
Part-time and casual employees	0.00
Regional staff	0.00
Consultants and agency personnel	0.00
Students	0.00
Total	0.11

Note: Enter values to two decimal places.