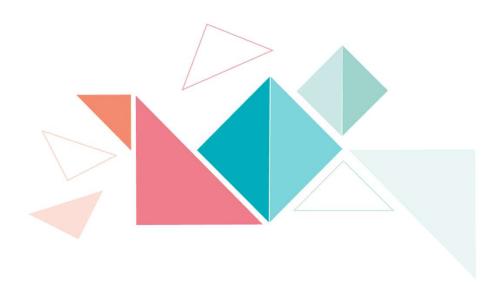


Annual Reporting Requirements

Canada Labour Code Part II

Overview of Presentation

- The Labour Program & Part II of the Canada Labour Code.
- Annual Reporting Requirements
 - Annual Workplace Committee Report (WPCR)
 - Employer's Annual Harassment & Violence Occurrence Report (EAHVOR)
 - Employer's Annual Hazardous Occurrence Report (EAHOR)
- Report Submission Guidelines and Common Errors
- Q & A Session



The Labour Program



What does the Labour Program do?

- Primary Objective:
 - The Labour Program is responsible for protecting the rights and well-being of both workers and employers in federally regulated workplaces.
- Part II of the Canada Labour Code:
 - The purpose of this Part is to prevent accidents, occurrences of harassment and violence and physical or psychological injuries and illnesses arising out of, linked with or occurring in the course of employment to which this Part applies.

OCCUPATIONAL HEALTH AND SAFETY PROVISIONS

OF THE CANADA LABOUR CODE (PART II)

FEDERAL JURISDICTION BUSINESSES AND INDUSTRIES

INTERPROVINCIAL AND INTERNATIONAL TRANSPORTATION

RAILWAYS

TRANSPORTATION TRUCKS AND BUSES

AIRPORTS, AERODROMES, AIRLINES AND AIRCRAFT OPERATIONS MARINE NAVIGATION AND SHIPPING, PORT SERVICES AND MAINTENANCE OF WATERWAYS

FERRIES, TUNNELS, CANALS AND BRIDGES

PIPELINES -OIL AND GAS





19,000 EMPLOYERS

AND



ARE SUBJECT TO PART II OF THE CANADA LABOUR CODE

* This includes full-time and part-time employees, seasonal, temporary, casual employees and excludes military members of the Canadian Armed Forces.





GRAIN ELEVATORS
FEED AND SEED MILLS
FEED WAREHOUSES AND
GRAIN-SEED CLEANING PLANTS

BANKING



e.g BANK OF CANADA

URANIUM



URANIUM MINING AND PROCESSING

ATOMIC ENERGY

TELECOMMUNICATIONS AND BROADCASTING



RADIO, TELEVISION, TELEPHONE AND INTERNET

FEDERAL PUBLIC SERVICE AND PARLIAMENTARY PRECINCT



PERSONS EMPLOYED BY THE PUBLIC SERVICE, FEDERAL CROWN CORPORATIONS, AND PARLIAMENT (E.G. SENATE, HOUSE OF COMMONS, LIBRARY, ETC.)

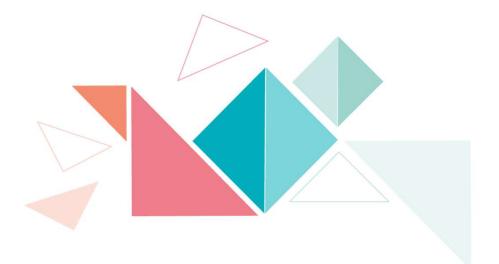




CERTAIN COMMUNITY SERVICES







Annual Reporting Requirements

Types of Annual Reports

- Employers must submit three (3) annual reports to the Labour Program:
 - 1. Annual Workplace Committee Report,
 - Employer's Annual Harassment and Violence Occurrence Report,
 - 3. Employer's Annual Hazardous Occurrence Report.

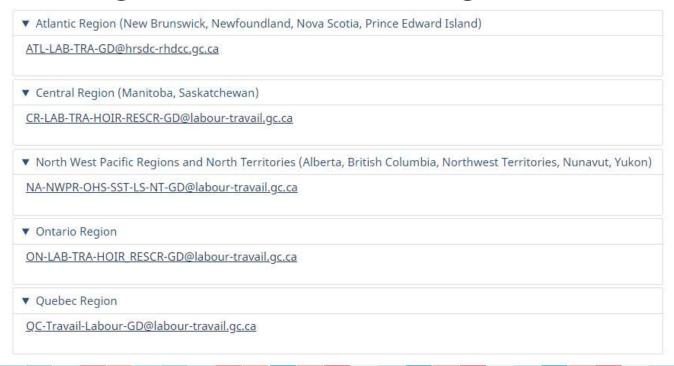
Annual Workplace Committee Report (WPCR)

WPCR Overview

- The Annual Workplace Committee Report (WPCR) collects information about:
 - Workplace Health & Safety Committee
 Meetings
 - Complaints
 - Refusals to work
 - Inquiries, investigations and inspections
 - Programs, measures and procedures
 - Hazards identified
 - Injuries and time lost

WPCR Submission Guidelines

 The Annual Workplace Committee Report can be submitted by email or mail to your nearest regional Labour Program office.



Example WPCR



Emploi et Développement social Canada

WORK PLACE COMMITTEE REPORT

SCHEDULE(SCHEDULE 9)

(For Labour Program use only)	
Department File No.	
Regional Office	
Employer identification No.	

							curpe	740 1040	HINCSARO	er real.				
Employer name and mailing address				mittee e	xempão	n pursu	ant to s	ubsection	on 135(6)(a) of	the Act			res .
	Number of employees represented by committee													
Postal code			Numi	per of tr	ade unk	on(s) en	nplayee	commit	tee me	mbers				
Committee name/work place/as	ddress if different from above		Numi	ber of m	on-trade	union (employe	e comn	nidee m	embers	9		_	
				V.0000									_	
				ber of e	mployer	commi	tee mer	nbers						
90000000000000000000000000000000000000			Total	commit	tee mer	mbershi	p							
Contact person			Trade	union(s)									
Telephone No.														
		Jan,	Feb.	Mar.	Apr.	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.	TOTAL
Meetings	Regular	10.00												
	Special													
Complaints	Received													
	Resolved													
	Unresolved													
Refusals to work	Received													
	Resolved	10 10				- 0								
	Unresolved													
Inquiries and Investigations											r II			
Inspections		17 8				,								9
Programs, measures and procedures monitored														
Health and safety hazards	Identified													
	Resolved	190 8		- 10		- 8								3
	Unresolved													
Injuries	Disabiling injuries												ĺ	
teetings complaints tefusals to work requiries and investigations respections regerams, measures and recedures monitored tealth and safety hazards	Minor Injuries							- 3						
	Time lost due to injuries													

Employer's Annual Harassment & Violence Occurrence Report (EAHVOR)

EAHVOR Overview

- The Employer's Annual Harassment & Violence Occurrence Report (EAHVOR) collects information about:
 - Notices of occurrences of harassment and violence in the workplace within the previous year.

Note: An employee can file a notice of occurrence with their employer if they feel they are a victim or witness, of workplace harassment or violence.

EAHVOR Submission Guidelines

 The Employer's Annual Harassment and Violence Occurrence Report should be completed by the organization's headquarters and submitted via email or mail to the EAHOR/EAHVOR program Hub.

▼ Submit by email

EAHOR.INFO-RAESCR.INFO@labour-travail.gc.ca



Note: If you have received your template in an email from the Labour Program, please return the report by replying to that email.

▼ Submit by mail

Labour Program

P.O. Box 4600

Winnipeg, MB R3C 0S1

Employer's Annual Harassme	ent and Violence Occurrence Report (EAHVOR) - R				
Organization Legal Name	Organization ID				
Organization Common Name	Buriness Number				
Main Contact					
Email					
Business Telephone					
Mailing Address					
Hark "I" horo: if you accopt the statement.	Attentation: I horoby cortify, on bohalf of my organization, that the information contained in this report is, to the best of my knowledge and belief, true and accurate.				
How to complete and submit the EAHVOR	astructions: canada.ca/workplace-health-safety-annual-reports				
Need Help? Contact Us	EAHOR.INFO-RAESCR.INFO@labour-travail.ac.ca ph. 1-200-641-4049				

Mates: Place mouse over cells (having a red triangle in the top right-corner) (

Number of Occurrences Invol	ving
Sexual Harassment and Violence	
Non-Sexual Harassment and Violence	
Fatality	

Total Number of Occurrences

Number of Occurrences Resolved by						
Negotiated Resolution						
Reconciliation						
Investigation						
Work Place Assessment						
Principal Part Could Not Be Identified						

Average Humber of Months to Complete the Resolution Process for

Number of Occurrences with the Following Relationships (Principal					
Following Relationships (Principal Employee / Employee mployee / Supervisor, Manager, Business Owner Supervisor, Manager, Business Owner / Employee					
Employee / Supervisor, Manager, Business Owner					
Employee / Third Party, Client, Contractor, Public					
Employee / Domestic Partner					
Employee / Other					

IF KNOWN, Number of Occurrences Related to the Prohibited Grounds for Discrimination under the Con Homes Bights Act	
Race	
National or Ethnic Origin	
Colour	
Religion	
Age	
Sex	
Conviction Pardon Granted or Record Suspende	4
Sexual Orientation	
Gender Identity or Expression	
Marital Status	
Family Status	
Disability	
Genetic Characteristics	

mber of Occurrences in the Following Location Work Places - Controlled by Employer (Also Complete Related Table below) Work Places - Not Controlled by Employer (Off-Site) Travel Status

Number of Occurrences in Work Controlled by Employer	
Address	Number

Other

Example EAHVOR

Example EAHVOR



Emploi et Développement social Canada PROTECTED WHEN COMPLETED - B

Employer's Annual Harassment and Violence Occurrence Report (EAHVOR)

Current reporting year (YYY)	Y):											
Information on your organiza	tion											
Organization legal name					Organization ID							
Organization common name	(if different than legal	name)										
A nine-digit number general first nine digits of the CRA p *123456789 RP 0001". The	rogram account number	r. Example of Cl			wn unique identifier. The Business number	Business number is the						
Information on your contact												
The EAHVOR mail-out pack	age from the Labour Pr	ogram shall be s	ent to this contact	by email if email addr	ress is provided, otherwis	se by mail.						
Main contact												
Email				Mailing address								
Business telephone												
Occurrences												
Number of occurrences invo	olving:											
Sexual harassment and viole	ence			Fatality								
Organization non-sexual har	rassment and violence											
Total number of occurrence	s											
Total occurrences :												
Number of occurrences resc	olved by:											
Negotiated resolution				Work place assessment								
Conciliation				Principal party could	Principal party could not be identified							
Investigation												
This applies only to the occu	urrences resolved in the	reporting calend	dar year									
Average number of months	to complete the resolut	on process for a	n occurrence:									
Number of occurrences with	the following relations!	nips (Principal pa	arty / Responding p	party)								
Employee / Employee			Employee / This	rd party, Client, Contr.	actor, Public							
Employee / Supervisor, Man	nager, Business owner		Employee / Domestic partner									
Supervisor, Manager, Busin	ess owner / Employee		Employee / Other									
IF KNOWN, number of occur	rrences related to the f	ollowing prohibite	ed grounds for the	Discrimination under	the Canadian Human Ri	ghts Act						
Race			Sexual orientat	Sexual orientation								
National or Ethnic origin			Gender identity	or expression								
Color			Marital status									
Religion			Family status									
Age			Disability	Disability								
Sex			Genetic charac	teristics								
Conviction for which a pardo	on has been granted or	a record suspen	ded									
			_			C 1						

Number of occurrences in work places controlled by	employer			
Complete related table listing the addresses and nur	mber of occurrence	es in work places controlled by the employer.		
	Address		Number	
				Remove 7
				Add Row
	Total			
Total number of occurrences in the following location	ns			17
Work places - Controlled by employer		Travel status		
Work places - Not controlled by employer (Off-Site)		Other		
Attestation				
I hereby certify, on behalf of my organization,	that the information	contained in this report is, to the best of my kn	owledge and belief, true	and accurate.
Signature				
Resources				
For instructions on how to complete the EAHVOR, p	lease visit <u>canada.</u>	ca/workplace-health-safety-annual-reports		
Ways to submit the EAHVOR:				
 By mail: EAHVOR, Labour Program, P.O. Box By email: EAHOR, INFO-RAESCR INFO@lab 	7	MB R3C 0S1		
Need help? Contact us:				
- By email: EAHOR INFO-RAESCR INFO@lab	our-travail.gc.ca			
- By phone: 1-800-641-4049				
Privacy Notice Statement				
The personal and business information provided on Harassment and Violence Prevention Regulations. harassment and violence that have been reported to reports containing statistical data related to occurrer	The information is of employers, assess	collected for the purpose of identifying trends re sing the need for increased pro-active inspection	lated to occurrences of w	ork place
As an employer, providing the information on this for Monetary Penalty (under the Administrative Monetar			n inspection and/or an A	dministrative
Per memoranda of understanding, information may application and enforcement of Part II of the Canada stock on a railway, and for employees in the federal in head and regional offices.	Labour Code on b	behalf of the Minister of Labour for on-board emp	ployees in an aircraft, a v	essel, or rolling

ESDC LAB1206 (2023-01-005) E Page 1 of 3 Canada ESDC LAB1206 (2023-01-005) E Page 2 of 3

Common Error – Blank Cells

- The "Total Number of Occurrences" cell must be completed and cannot be left blank.
- If there were no occurrences, a "0" can be entered.

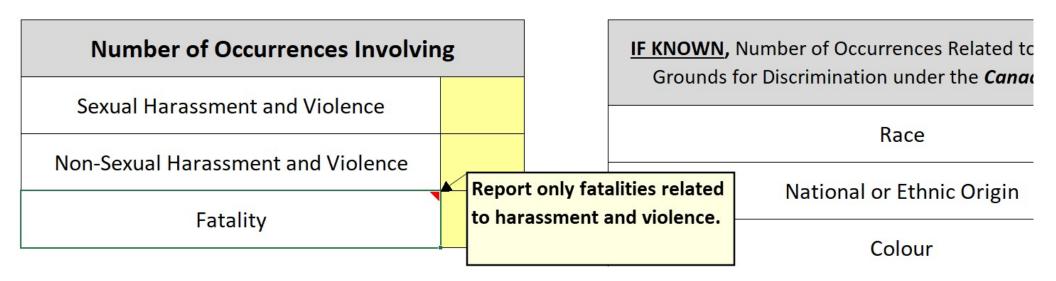
Total Number of Occurrences

n

Helpful Hints

 When navigating the spreadsheet, you can use the red triangles on the top corner of cells to get helpful information:

Notes: Place mouse over cells (having a red triangle in the top right-corner) for detailed instructions.



Employer's Annual Hazardous Occurrence Report (EAHOR)

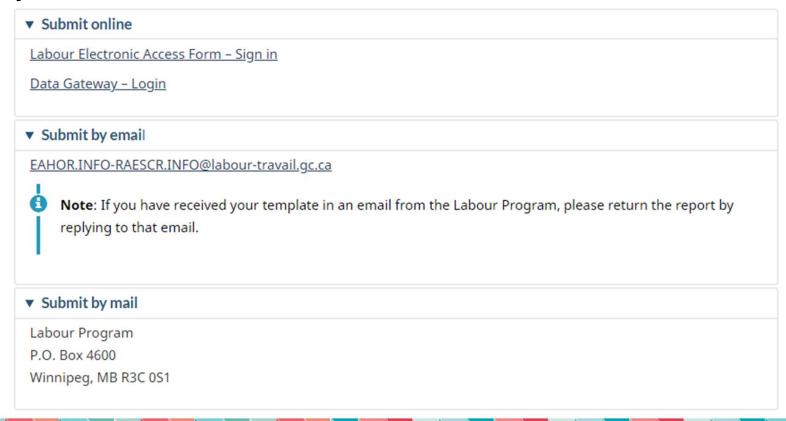
EAHOR Overview

- The Employer's Annual Hazardous Occurrence Report (EAHOR) captures the:
 - Injury Data for the workplaces
 - Employment Data for the workplaces.

	Inju	ury Data		Employment Data								
Number of disabling injuries	Number of deaths	Number of minor injuries	Number of other hazardous occurrences	Total number of hours worked	Total number of employees	Number of office employees	In Operation Y / N	Date Ceased YYYY-MM-DD				

EAHOR Submission Guidelines

 The Employer's Annual Hazardous Occurrence Report can be submitted via email or mail to the EAHOR/EAHVOR program hub, or they can be submitted online.



Example EAHOR

Employer's Annual Hazar	rdous Occurrer	nce Report - F	Reporting Yea	ar 2023 (Regular/	/Offboard)													
Organization Legal Name	•				Organization ID					Notes								
Organization Common Name					Business Number	r								ed workplace				
Main Contact										[Pleas	e add any	workplaces	if they are n	ot listed on t	his form]			
Email										2) Place	mouse ov	er cells with	a red triang	le in the top r	right for de	tailed inst	ructions.	
Business Telephone									-									
Mailing Address																		8
Mark "X" here:				nization, that the inform	mation contained in	n this repo	rt is, to th	e best										
	of my knowledge	of my knowledge and belief, true and accurate.																
How to complete and submit the EAHOR	Instructions: canada.ca/workplace-health-safety-annual-reports																	
Need help? Contact Us	EAHOR.INFO-RAESCR.INFO@labour-travail.gc.ca 1-800-641-4049								N.								Į.	
Or	rganization Informa	ation			Address of workp	place			,	Injury Data Employment Data					t Data	ta		
Workplace ID	Workplace Name	Headquarters (Y/N)	Workplace Reference Number	Address	City	Province	Country	Postall	Number of disabling injuries		Number of minor injuries	Number of other hazardous occurrences	Total number of hours worked	Total number of employees	Number of office employees	In Operation Y/N	Date Ceased YYYY-MM-DD	Comments
i		+					-	-										
						+	-	-										
						+												
i																		

Reporting Year:



EMPLOYER'S ANNUAL HAZARDOUS OCCURRENCE REPORT (Regular/Offboard)

Organization Legal Name	Organization ID	Business Number
Main Contact	E-mail	Business Telephone
The contract of the contract o		THE RESERVE OF THE PROPERTY OF

mployer's Annual Hazardous Occurrence Report (EAHOR) is, to the best of my knowledge and belief,

Example EAHOR

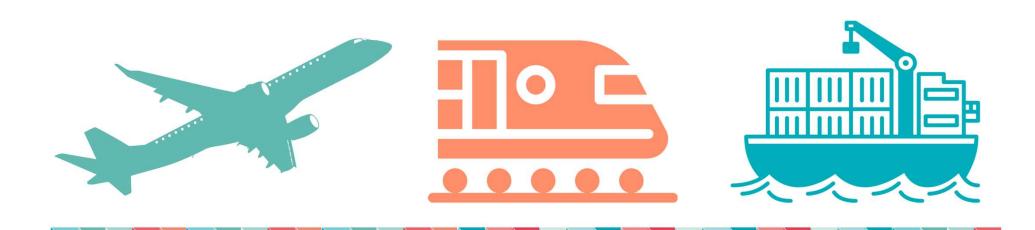
Attestation: I her true and accurat		fy, on behalf of my employer, that the information contained in the En y respect.
Mailing address	•	

Workplace ID	Headquarters (Y/N)	Address (Street, City, Province, Postal Code)	Number of disabling injuries	Number of deaths	Number of minor injuries	Number of other hazardous occurrences	Total number of employees	Number of office employees	Total number of hours worked
			Comments:						
			Comments:						
			Comments:						
			Comments:						

Canada

Types of EAHOR

- Organizations in the aviation, rail, and marine transport industries must submit two separate EAHOR:
 - 1. Regular/Offboard EAHOR
 - 2. Onboard EAHOR



Regular/Offboard EAHOR vs Onboard EAHOR

- These two reports are distinguished based on the activities employees do.
- Offboard and onboard activities are reported separately on their respective reports. Data should never be duplicated on both reports.
- Onboard activities are typically done by employees who work on an operating aircraft, train, or ship.

Onboard

Occupations Ship Operator



Offboard Occupations



Injury Data Definitions

Minor Injury

 Any employment injury or an occupational disease for which medical treatment is provided (excluding a disabling injury).

An employee hits their head and goes to the doctor to check for a concussion, but they are okay. There is no lost time or modified duties needed.

Disabling Injury

 Any employment injury or an occupational disease that results in either lost time, modified duties or permanent impairment of a body function.

An employee sprains their ankle and cannot complete their normal work duties. As a result, they must be placed on modified duties until their injury heals.

Injury Data Definitions

Deaths

 Means the death of an employee while on duty (even if it appears to be from natural causes).

Other Hazardous Occurrences

Any other situations where events have occurred that resulted in:

- An explosion
- Damage to boiler or pressure vessel that results in fire or rupture
- Damage to an elevating device that renders it unusable, or free fall of an elevating device
- An electric shock, toxic atmosphere or oxygen deficient atmosphere that caused employee to lose consciousness
- The implementation of rescue, revival or other similar emergency procedures
- A fire

Employment Data Guidelines

- For statistical purposes, the "total number of employees" and "number of office employees are expressed as "full-time equivalents" (FTE).
- The yearly hours for a single FTE must be between 1,440 (27.7 hours/week) hours and 3,120 hours (60 hours/week).

Total number of hours worked employees Number of office employees

Common Error - FTE Calculation

Step 1: Determine the total number of hours worked by all employees for the reporting year.

Step 2: Identify the average amount of hours worked in a full year, by one full time employee.

Step 3: Calculate the total number of FTE

Example FTE Calculation

Step 1:

Determine the "Total Number of Hours Worked"

100,000 hours

Step 2:

Determine the "Average Hours / Employee / Year"





40 hours/week > 52 weeks 2,080 hours/year

Step 3:

Calculate the "Full Time Equivalents"

100,000 hours 🕂



2,080 hours/employee/year



48 FTE

Example FTE Calculation Check

Step 1: Reverse the final FTE calculation

100,000 hours + 48 FTE





2,083 hours/employee/year

Step 2:

Confirm the hours/employee/year is within the acceptable range of 1,440 hours to 3,120 hours

2,083 is within the range of 1,440 hours to 3,120 hours

Step 3:

If the answer is not in range, it is likely a rounding issue. Redo the FTE calculation and adjust the rounding until it meets requirements.

FTE Calculation Tips

- Always begin the FTE calculation with the actual total number of hours worked for your organization for the full reporting year.
- The "total number of hours worked" is gathered from records and not calculated.
- The "number of employees" is calculated by following the FTE calculation steps.
- The "number of office employees" must also be calculated by following the FTE calculation.

Common Error – Blank Injury Data

- In order for the EAHOR to be accepted, there can be no blank injury data cells.
- If there were no occurrences, please enter a "0".

	Inju	ury Data	
Number of disabling injuries	Number of deaths	Number of minor injuries	Number of other hazardous occurrences
0	0	0	0

Common Error – Blank Employment Data

- In order for the EAHOR to be accepted, the first 4 employment data fields must be completed.
- The "date ceased" field only needs to be completed if the organization is no longer in operation.
- The "comments" field can be used for any other information/details you would like to provide for clarification.

Employment Data													
Total number of hours worked	Total number of employees	office	In Operation Y/N	Date Ceased YYYY-MM-DD	Comments								
10,000	5	2	Y										

Common Error – Workplace Relocation

- If a workplace operated during the reporting year, it must be included on the EAHOR.
- When a workplace relocates during the reporting year, you report the injury and employment data for the workplace while it was in operation.
- On a separate row, you then report the injury and employment data for the new workplace.

		1	1			1	B					0	P 0			1		1
Organization Information Address of workplace								Injury Data				Employment Data						
Workplace ID	Workplace Name	Headquarters	Workplace Reference Number	Address	City	Province	Country	Postal Code	Number of disabling injuries	Number of deaths	Number of minor injuries	2.600.000.000	Total number of hours worked	Total number of employees	Number of office employees	In Operation Y/N	Date Ceased YYYY-MM-DD	Comments
10001		N		123 Road Street	Winnipeg	MB	Canada	R0A 1A1	0	0	0	0	20,800	10	2	N	2022 00 20	Workplace Relocated to new location below
NEW		N		456 Lane Blvd	Winnipeg	МВ	Canada	R0E 1A1	0	0	0	0	8,320	4	1	Υ		Workplace began operations 2023-10-01

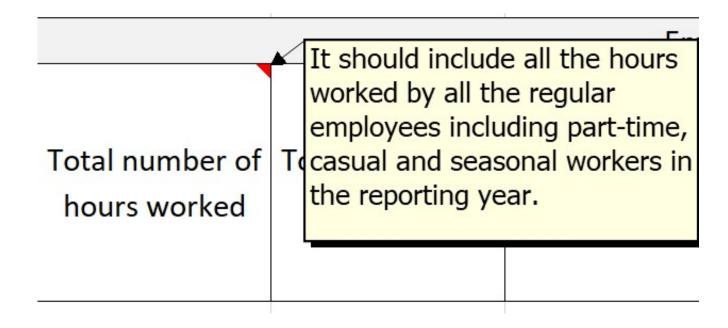
Common Error – Workplace Relocation Continued

						1						E	12			1	1	
Organization Information Address of workplace							Injury Data					Employment Data						
Workplace ID	Workplace Name	Headquarters (Y/N)	Workplace Reference Number	Address	City	Province	Country	Postal Code	Number of disabling injuries	Number of deaths	Number of minor injuries	7.000	Total number of hours worked	Total number of employees	office	Operation	Date Ceased YYYY-MM-DD	Comments
10001		N		123 Road Street	Winnipeg	MB	Canada	R0A 1A1	0	0	0	0	20,800	10	2	N	2023-00-30	Workplace Relocated to new location below
NEW		N		456 Lane Blvd	Winnipeg	МВ	Canada	R0E 1A1	0	0	0	0	8,320	4	1	Υ		Workplace began operations 2023-10-01

- The data reported must be separated by workplace.
- When a workplace only operates for a portion of the reporting year, you still follow the same FTE calculation instructions.

Helpful Hints

 When navigating the spreadsheet, you can use the red triangles on the top corner of cells to get helpful information:



Report Submission Guidelines Summary

- All annual reports are due by March 1st.
- The Annual Workplace Committee Report (WPCR)
 can be submitted via email or mail to your regional
 labour program office.
- The Employer's Annual Hazardous Occurrence Report (EAHOR) and Employer's Annual Harassment and Violence Occurrence Report (EAHVOR) can be submitted via email, mail or data gateway to the EAHOR/EAHVOR Program Hub.
- The Employer's Annual Hazardous Occurrence Report (EAHOR) can also be submitted online via LEAF.

Record Keeping

- Employers must keep a copy of each annual report on file for 10 years.
- As per the Privacy Act, once the Labour Program receives a report, it becomes protected information, which means we cannot release previously submitted reports.
- An employer can complete an Access to Information request to obtain past reports.

Failure to Complete

 Completing and submitting these reports is a legal obligation under the Canada Labour Code and its regulations. Failure to submit your reports may result in compliance measures, up to and including an administrative monetary penalty.

Helpful Resources

Canada Labour Code - Part II

Canada Labour Code (justice.gc.ca)

Work Place Harassment & Violence Prevention Regulations

Work Place Harassment and Violence Prevention Regulations (justice.gc.ca)

Canada Occupational Health and Safety Regulations

Canada Occupational Health and Safety Regulations (justice.gc.ca)

EAHOR – Additional Information

Employer's Annual Hazardous Occurrence Report: Additional Information and Resources - Canada.ca

Employer's Heath & Safety Annual Reports:

Employer's health and safety annual reports - Canada.ca

Overview of Part II of the Canada Labour Code and how it applies to your workplace:

Overview of the parts of the Canada Labour Code and how they apply to your industry - Canada.ca

Contact Information



LABOUR PROGRAM

1-800-641-4049



EAHOR/EAHVOR

EAHOR.INFO-RAESCR.INFO@labour.travail.gc.ca

Contact Information

WPCR

Atlantic Region

ATL-LAB-TRA-GD@hrsdc-rhdcc.gc.ca

Central Region

CR-LAB-TRA-HOIR-RESCR-GD@labour-travail.gc.ca

North West Pacific Regions and North Territories

NA-NWPR-OHS-SST-LS-NT-GD@labour-travail.gc.ca

Ontario Region

ON-LAB-TRA-HOIR_RESCR-GD@labour-travail.gc.ca

Quebec Region

QC-Travail-Labour-GD@labour-travail.gc.ca

