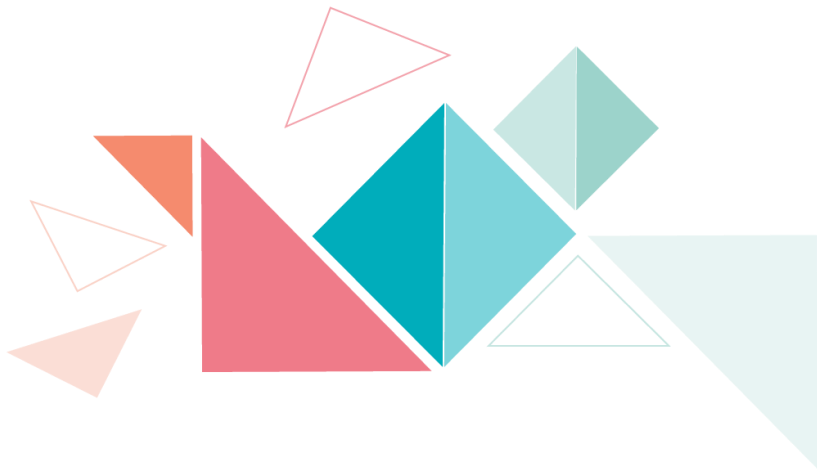


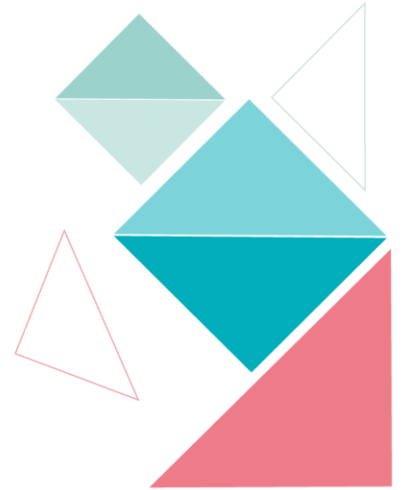


Annual Reporting Requirements

Canada Labour Code Part II



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

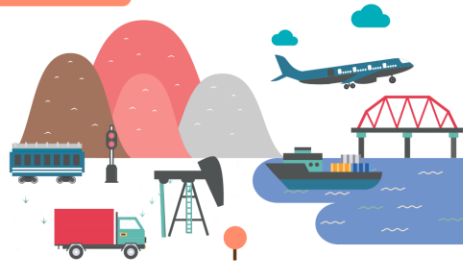
RAILWAYS
ROAD
TRANSPORTATION -
TRUCKS AND BUSES

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



APPROX.
19,000
EMPLOYERS

AND



APPROX.
1,300,000
EMPLOYEES*
(8% OF ALL CANADIAN WORKERS)

**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



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

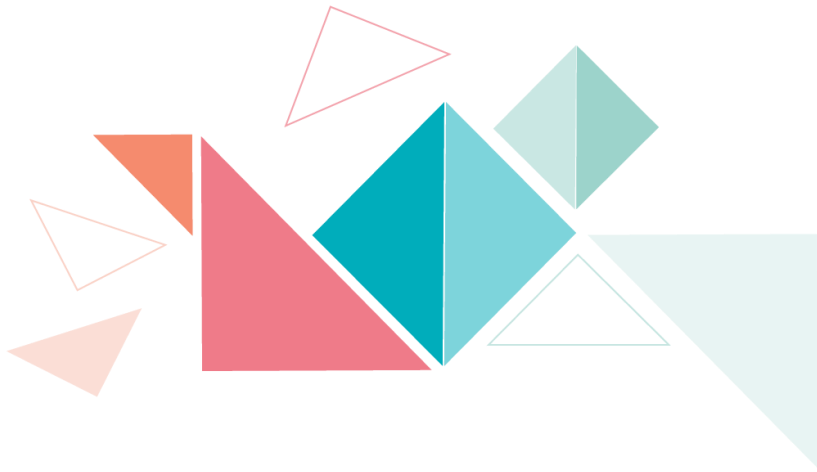


PERSONS EMPLOYED BY THE
PUBLIC SERVICE, FEDERAL CROWN
CORPORATIONS, AND PARLIAMENT
(E.G. SENATE, HOUSE OF COMMONS,
LIBRARY, ETC.)

FIRST NATIONS BAND COUNCILS AND INDIGENOUS SELF-GOVERNMENTS



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,
 2. Employer Annual Harassment and Violence Occurrence Report,
 3. Employers Annual Hazardous Occurrence Report.



A cluster of geometric shapes in the top-left corner, including a teal square, a light teal triangle, a red triangle, and several smaller triangles in orange, pink, and light teal.

Annual Workplace Committee Report (*WPCR*)

A cluster of geometric shapes in the bottom-right corner, including a teal square, a light teal triangle, a red triangle, and a pink triangle.

WPCR Overview

- Annual Workplace Committee Reports (WPCRs) collect information about:
 - Meetings
 - Complaints
 - Refusals to work
 - Inquiries, investigations and inspections
 - Programs, measures and procedures
 - Hazards identified
 - Injuries and time lost





Department File No.

Regional Office

Employer identification No.

WORK PLACE COMMITTEE REPORT

SCHEDULE(SCHEDULE 9)

Employer name and mailing address

Committee exemption pursuant to subsection 135(6)(a) of the Act Yes

Number of employees represented by committee

Number of trade union(s) employee committee members

Number of non-trade union employee committee members

Number of employer committee members

Total committee membership

Trade union(s)

Postal code

Committee name/work place/address if different from above

Postal code


Contact person

Telephone No.

		Jan.	Feb.	Mar.	Apr.	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.	TOTAL
Meetings	Regular													
	Special													
Complaints	Received													
	Resolved													
	Unresolved													
Refusals to work	Received													
	Resolved													
	Unresolved													
Inquiries and Investigations														
Inspections														
Programs, measures and procedures monitored														
Health and safety hazards	Identified													
	Resolved													
	Unresolved													
Injuries	Disabling injuries													
	Minor injuries													
	Time lost due to injuries													

Example WPCR





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



EAHVOR Overview

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



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	0
------------------------------------	----------



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.

Number of Occurrences Involving		<u>IF KNOWN</u> , Number of Occurrences Related to Grounds for Discrimination under the <i>Canada</i>	
Sexual Harassment and Violence			Race
Non-Sexual Harassment and Violence			National or Ethnic Origin
Fatality		Report only fatalities related to harassment and violence.	Colour





Employer's Annual Hazardous Occurrence Report (EAHOR)



EAHOR Overview

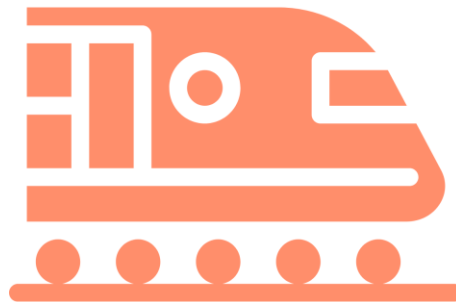
- The Employer’s Annual Hazardous Occurrence Report (EAHOR) captures the:
 - Total number of hazardous occurrences in the workplace within the previous year.
 - Employment Data for the workplaces.

Injury 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



Types of EAHORs

- Organizations in the aviation, rail, and marine transport industries must submit two separate EAHORs:
 1. Regular/Off-board EAHOR
 2. On-board EAHOR



Regular/Off-board EAHOR vs On-board EAHOR

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



On-board Occupations



Airplane Captain



Ship Operator

Off-board Occupations



Mechanic



Office Worker



Injury Data Definitions

Minor Injury

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

An employee gets a papercut and receives a bandaid from the on-site first aid kit. There is no lost time or modified duties.

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 must be placed on modified duties until the 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 “number of employees” is expressed as “full-time equivalents” (FTEs).
- 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	Total number of 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 hours worked in a full year, by one full time employee.

Step 3: Calculate the total number of FTEs



STEP 1:
DETERMINE THE “TOTAL NUMBER OF HOURS WORKED”

100,000 hours

STEP 2:
DETERMINE THE “AVERAGE HOURS / EMPLOYEE / YEAR”

40 hours/week \times 52 weeks = 2,080 hours/year

STEP 3:
CALCULATE THE “FULL TIME EQUIVALENTS” (FTEs)

100,000 hours \div 2,080 hours/year = 48 FTEs



FTE Calculation Tips

- Always begin the FTE calculation with the actual total number of hours worked from your organization.
- The “total number of hours worked” is gathered from records.
- The “number of employees” is calculated following the FTE Calculation steps.
- The “number of office employees” must also be determined 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”.

Injury Data			
Number of disabling injuries	Number of deaths	Number of minor injuries	Number of other hazardous occurrences
0	0	0	0



Common Error – Workplace Relocation

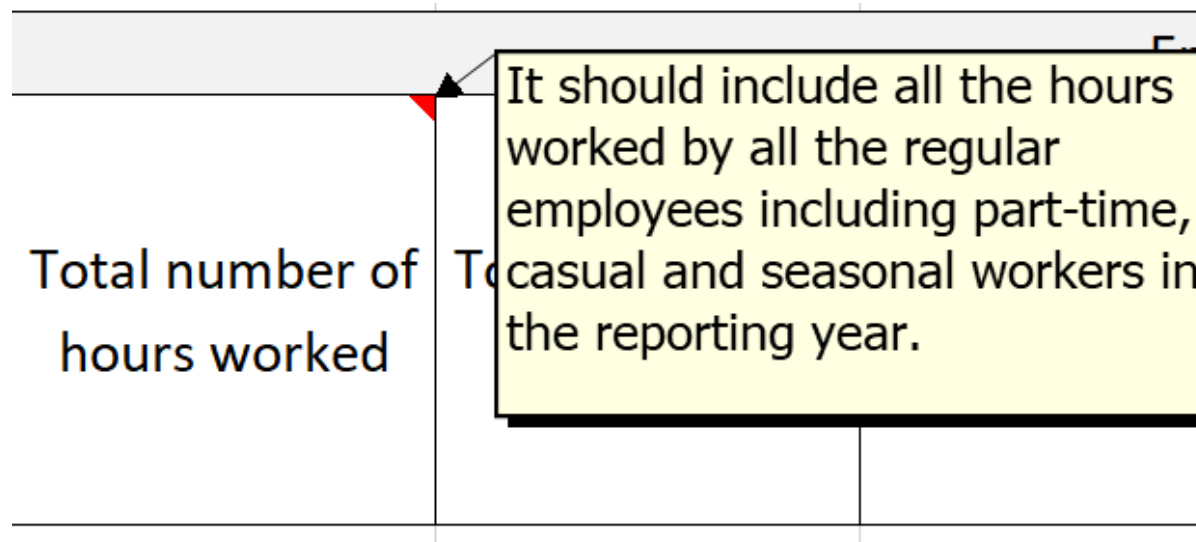
- If a workplace has relocated during the reporting year, you must still report the required data workplace was in operation.
- In a separate row, you must also report on the new workplace as well.

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	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
10001		N		123 Road Street	Winnipeg	MB	Canada	R0A 1A1	0	0	0	0	20,800	10	2	N	2023-09-30	Workplace Relocated to new location below
NEW		N		456 Lane Blvd	Winnipeg	MB	Canada	R0E 1A1	0	0	0	0	8,320	4	1	Y		Workplace began operations 2023-10-01



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

- Annual reports are due by March 1st.
- Annual Workplace Committee Reports (WPCRs) can be submitted via email or mail.
- Employer's Annual Hazardous Occurrence Reports (EAHORs) can be submitted via email, mail or online.
- Employer's Annual Harassment and Violence Occurrence Reports (EAHVORs) can be submitted via email, mail or online.

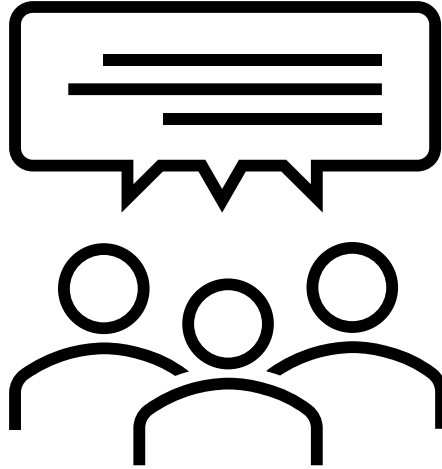


Failure to Complete

- 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.



Any Questions?



Contact Information



1-800-641-4049



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

