



Ontario Workplace Health Coalition Annual Report

August 1, 2012 - July 31, 2013

This report summarizes the activities of the Ontario Workplace Health Coalition (OWHC) between August 1, 2012 and July 31, 2013.

The Ontario Workplace Health Coalition is:

- An incorporated, not-for-profit body;
- A unifying structure across the province to:
 - Facilitate communication among workplace health stakeholders;
 - Promote the importance of using a comprehensive approach to create healthy and safe workplaces in Ontario.

OWHC Vision & Mission

Vision

All Ontario workplaces will:

- Value employee mental, physical, and psychosocial health as fundamental to organizational success; and
- Adopt and implement a comprehensive approach to healthy workplace as an integral part of their business strategy and operations.

Mission

The purpose of the Ontario Workplace Health Coalition is to:

1. Advance our common vision for healthy workplaces; and
2. Collaborate with Ontario healthy workplace stakeholders in attaining this vision.

Board of Directors 2012-2013

- Janet Baker, St. Thomas Elgin Public Health (*term ends Oct. 2013*)
- Joan Burton, Joan Burton & Associates, Workplace Wellness (*resigned May 2013*)
- Janet Carr, Public Health Consultant (*term ends Oct. 2014*)
- Gerry Culina, Canadian Centre for Occupational Health & Safety- Co-Chair (*term ends Oct 2013*)
- Norma Gibson-MacDonald, Canadian Centre for Occupational Health & Safety (retired) - Vice-Chair (*term ends Oct 2013*)
- Andrew Harkness, Workplace Safety and Prevention Services – Co-Chair (*term ends Oct. 2013*).
- Jennifer Krueger, Global Corporate Challenge - Secretary (*term ends Oct. 2013*)
- Stan Murray, Private Consultant - Treasurer (*term ends Oct. 2014*)
- Catherine Thomas, Thomas & Associates (*resigned Apr. 2013*)
- Diane Thompson, Thompson Performance Consulting, Organization Development and Change Management (*term ends Oct. 2013*)
- Lisa Van der Vinne, Public Health Practitioner (*term ends Oct. 2014*)
- Secretariat: Workplace Safety & Prevention Services (WSPS) and Canadian Centre for Occupational Health and Safety (CCOHS)



Co-Chairs' Report

Over the past year the Ontario Workplace Health Coalition (OWHC) has dealt with many challenges and ambiguity. Despite being in a challenging environment, the Coalition has had many significant accomplishments and will be moving forward with strength and clarity of vision. The Board of Directors has and will continue to position the OWHC as an organization dedicated to creating healthy and safe workplaces in Ontario. We have been impressed with the commitment and passion of our members, and the interest and collaborative spirit of our new and existing partners. The successes highlighted in this report are thanks to the monumental efforts of many Ontario Workplace Health Coalition volunteers.

Governance & Administration

The Ontario Workplace Health Coalition (OWHC) held its fourth Annual General Meeting (AGM) on October 18, 2012 at the Centre for Health & Safety Innovation (CHSI) in Mississauga. CHSI graciously provided the OWHC with access to their videoconference/webinar technology so that OWHC members across the province who were unable to attend onsite could participate remotely. The OWHC appreciated the Workplace Safety and Prevention Services (WSPS) providing space for the meeting and technical assistance to facilitate the videoconference /webinar.

The OWHC continued to comply with the requirements under the Corporations Act as an incorporated not-for-profit organization in Ontario. As done for the 2011 and 2012 AGM, the OWHC continues to use a "Notice to Reader" instead of a full financial audit, given our limited budget.

The Co-chairs would like to recognize both the WSPS and CCOHS for their shared role as secretariat of the coalition. Their continued generous support is greatly appreciated.

Between August 2012 and July 2013, the Board of Directors met seven times, either through face-to-face meetings (four: October, January, May, August) or by teleconferences (three: March, June, September).

OWHC Core Functions

At the initial meeting of the new Board, the Directors agreed on Executive positions.

The new executive committee consisted of:

- Co-Chairs: Gerry Culina & Andrew Harkness
- Vice-Chair: Norma Gibson-MacDonald
- Treasurer: Stan Murray
- Secretary: Jennifer Krueger

A decision was made in fall 2012 to suspend some of the Standing Committees for the year in order to concentrate on coalition outreach and ensuring value to members. The following committees were put on hold temporarily: Partnership & Sustainability; Membership Engagement; and Public Policy & Systemic Change.

One of the Standing Committees and one of the Task Forces did continue in 2012 - 2013.

- Nominating Committee: To seek out and encourage nominations to fill vacancies on the Board of Directors. This committee was led by Janet Carr, Stan Murray and Lisa Van der Vinne.



- **Website Task Force:** To determine the needs of the OWHC website and ensure its relevance and sustainability. This task force was led by Gerry Culina and Norma Gibson-MacDonald.

The OWHC continued with our very popular Breakfast Networking Meetings, focusing on workplace health topics of interest to our membership. As well, in response to requests from some of our members, the Board updated the OWHC model for comprehensive workplace health (CWH) to align more closely with the Healthy Workplace Model developed by the World Health Organization (WHO).

Engaging Workplace Health Stakeholders

Members of the OWHC Board of Directors engaged in efforts to further grow and support initiatives amongst key stakeholders. Gerry Culina and Janet Carr met with the Ministry of Health and Long-Term Care on November 1, 2012, to explore the workplace component of the Ministry's 10 year Mental Health Strategy. The meeting was an ideal time to promote the OWHC as a resource that the Ministry could draw from and to discuss future collaboration opportunities.

Janet Baker and Gerry Culina were asked to participate in the Sanofi Canada Healthcare Survey 2013, to provide insight into the role of healthy workplace promoters and the Ontario Workplace Health Coalition mandate.

Acknowledgements

We would like to thank the Board of Directors, Nominating Committee and Task Force and the OWHC membership for their contributions and commitment. It has been an exciting year and an honour to collaborate with such a motivated and dedicated group of individuals. We believe that the recognition of workplace health as an important issue is higher now than ever before in Ontario because of the hard work of many groups and individuals across the province and beyond.

We would be remiss if special thanks were not given to Workplace Safety and Prevention Services (WSPS) and the Canadian Centre for Occupational Health and Safety (CCOHS). Without their support the coalition would not be able to fulfill its mandate.

Respectfully Submitted by:

Gerry Culina, Co-Chair, Ontario Workplace Health Coalition

Andrew Harkness, Co-Chair, Ontario Workplace Health Coalition



Breakfast Meetings

This year the OWHC continued to offer a series of networking breakfast meetings and webinars. Most of the sessions were offered both in-person, and via live webinar in order to engage a wider audience:

- In October 2012, in conjunction with our 2012 Annual General Meeting, we had presentations by Mr. George Gritziotis, Chief Prevention Officer, Ministry of Labour and Ms. Elizabeth Mills, President & CEO, Workplace Safety & Prevention Services.
- In March 2013, Jan Chappel, Senior Technical Specialist with the Canadian Centre for Occupational Health and Safety (CCOHS) presented on the topic of bullying, with an event entitled, "Bullying in the Workplace-Prevention is Key".
- In May 2013, Andrew Harkness and Stan Murray, Associate Members of the Technical Committee responsible for development of the Standard, and active Board of Director Members of the Ontario Workplace Health Coalition spoke on the topic of the new Psychological Health and Safety Standard (CSA Z1003).
- In August 2013, Susanne Cookson, President of Cookson James Loyalty, presented a workshop entitled "Creating a culture of wellness and personal employee ownership to keep healthy: a unique evidenced based approach to achieve employee wellness".

The aim is to offer these sessions at least 3 times per year, as a resource and networking opportunity for our members.

Special thanks to this year's sponsors Workplace Safety and Prevention Services, Canadian Centre for Occupational Health and Safety and to all of our guest speakers who generously donated their time and expertise.

Submitted by:
Lisa Van Der Vinne

Updated OWHC Model

In July 2013, the Ontario Workplace Health Coalition (OWHC) announced the recent updating of our model for comprehensive workplace health (CWH). This revised model aligns better with the Healthy Workplace Model developed by the World Health Organization (WHO) a few years ago.

We retained the three key elements of a healthy workplace - occupational health & safety, health & lifestyle practices, and organizational culture - which were included in the original OWHC model. However, we added a fourth element that is part of the WHO model, "enterprise community involvement," and renamed it "organizational social responsibility." The new OWHC model is more dynamic and incorporates the evidence-based "Plan-Do-Check-Act" process to operationalize or implement the CWH approach.



We are in the process of updating our website and the Healthy Workplace Handbook to reflect the changes in the model. There are many different healthy workplace models available and it is up to each organization to adopt the one that best meets their needs. The new OWHC model uses a graphic to describe the key elements of a healthy workplace and suggests some simple steps to implement to move towards a healthier, more productive environment at work.

Respectfully submitted by:
Janet Carr

Nominating Committee

The Nominating Committee is a standing committee of the Ontario Workplace Health Coalition (OWHC).

The purpose of the Nominating Committee is to recruit, select and recommend to the OWHC membership qualified candidates for the Board of Directors (BOD) including the preparation of a slate of candidates for election. The Nominating Committee represents the best interests of the OWHC membership; therefore, the slate of nominees for election or acclamation does not need to be approved by the BOD.

Three Directors of the BOD that were not running for re-election for the coming term were appointed by the Board to the Nominating Committee. The committee members were Lisa van der Vinne, Stan Murray and Janet Carr. The Nominating Committee held two teleconferences during the nominations/election period. In addition, committee members worked on a number of Nominating Committee activities between meetings.

The Nominating Committee took responsibility for the following nomination process:

- Consulted with the Board in terms of Board needs and strategic direction;
- Determined timelines for the nominations/election process;
- Drafted notice to membership re upcoming nominations/election;
- Reviewed all candidate profiles;
- Ensured that each person elected to serve as a director of the Corporation met the necessary eligibility requirements;



- Notified all candidates of the results of the nomination process; and
- Prepared the recommendation list of acclaimed candidates for approval by the OWHC Membership at the AGM.

As Catherine Thomas and Joan Burton resigned from the BOD in spring 2013, the OWHC had nine positions to be filled on the Board this year. We received nine nominations, so it was not necessary to run an election and have the members vote on their representatives. All nine nominees were acclaimed to the position of director of the OWHC Board of Directors from October 2013 until October 2015.

The list of new Board directors will be approved by the Membership at the OWHC Annual General Meeting (AGM) on Tuesday, October 22, 2013, at the Centre for Health and Safety Innovation in Mississauga.

Respectfully submitted by:
Janet Carr

Website Task Force

In 2012-13 CCOHS system's staff completely upgraded the OWHC website. Though the website visually appears unchanged, the technology in the background was dated and required significant changes to ensure its sustainability. With OWHC involvement, CCOHS incorporated the following enhancements to the site:

- Re-constructed the site to allow for dynamic content while preserving its look and feel
- Added a tool to manage all members and their contact information
- Added a form for new members to register and existing ones to update their information
- Added a tool to dispatch mass e-mails to all OWHC members
- Added a tool to dispatch renewal notices to selected or all members

CCOHS continues to provide website upgrades and maintenance as required and will strive to provide a seamless interface for the membership and valuable information for those visiting the Ontario Workplace Health Coalition website.

Submitted by: Gerry Culina, Website Task Force Lead



Ontario Workplace Health Coalition

Supporting comprehensive workplace health in Ontario

FINANCIAL STATEMENTS

ONTARIO WORKPLACE HEALTH COALITION

July 31, 2013

(Unaudited - See Notice to Reader)



Ontario Workplace Health Coalition

Supporting comprehensive workplace health in Ontario



NOTICE TO READER

We have compiled the balance sheet of Ontario Workplace Health Coalition as at July 31, 2013 and the statement of operations and members' equity for the year then ended from information provided by management.

We have not performed an audit or a review engagement in respect of these financial statements and, accordingly, we express no assurance thereon.

Readers are cautioned that these statements may not be appropriate for their purposes.

Toronto, Ontario
October 1, 2013

Chartered Accountants
Licensed Public Accountants



Ontario Workplace Health Coalition
STATEMENT OF OPERATIONS AND MEMBERS' EQUITY

(Unaudited - See Notice to Reader)

Year ended July 31	2013	2012
	\$	\$
Revenue		
Membership fees	2,700	1,838
Seminar	3,540	5,818
Sponsorship	500	500
CMHA support	<u>-</u>	<u>1,500</u>
	<u>6,740</u>	<u>9,656</u>
Expenses		
Bank charges	70	61
Board	1,935	4,942
Office	133	504
Insurance	-	810
Professional fees	1,200	1,600
Seminar	315	1,973
Telephone	-	213
Website	<u>384</u>	<u>175</u>
	<u>4,037</u>	<u>10,278</u>
Excess (deficiency) revenue over expenses for the year	2,703	(622)
Members' equity, begin of year	2,821	3,443
Members' equity, end of year	5,524	2,821



Ontario Workplace Health Coalition

BALANCE SHEET

(Unaudited - See Notice to Reader)

July 31	2013	2012
	\$	\$
ASSETS		
Current		
Cash	7,321	7,274
Accounts receivable	-	130
	7,321	7,404
LIABILITIES		
Current		
Accounts payable and accrued liabilities	1,797	4,583
Members' equity	5,524	2,821
	7,321	7,404
