

Access to Information Act

**Canadian Centre for Occupational Health and Safety
Annual Report to Parliament
April 1, 2024 – March 31, 2025**

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1.0 Introduction

The Canadian Centre for Occupational Health and Safety (CCOHS) 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, 2024 and ending March 31, 2025.

1.1 About the *Access to Information Act*

The purpose of the *Access to Information Act* (ATIA) is to provide a right of access to information in records under the control of a government institution. The ATIA 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 94 of the *Access to Information Act* which requires that the head of every federal government institution submit an annual report to Parliament on the administration of the ATIA and related fees during the fiscal year. This report outlines CCOHS' accomplishments in carrying out its access to information responsibilities and obligations during the 2024-25 reporting period.

1.2 About the Canadian Centre for Occupational Health and Safety

CCOHS is Canada's trusted source for the advancement of workplace health and safety. Created by Parliament in April 1978, CCOHS promotes the right of workers in Canada to a healthy and safe working environment. CCOHS is governed by a tripartite council representing governments (federal, provincial and territorial), employers, and labour. It is a departmental corporation under Schedule II of the *Financial Administration Act* and is accountable to Parliament through the Minister of Jobs and Families and Minister responsible for the Federal Economic Development Agency for Northern Ontario. CCOHS is subject to the *Access to Information Act* and *Privacy Act*.

More information about CCOHS is available on its [website](#).

2.0 Organizational Structure

As CCOHS is a small department with very few requests, minimal time is spent administering the ATIA. The President and Chief Executive Officer (PCEO) directly manages all requests, supported by the Corporate Secretary. Proactive publication under Part 2 of the ATIA is managed by the PCEO, with support from the Corporate Secretary and the Finance Department. For a breakdown of the group(s) and/or position(s) responsible for meeting each applicable proactive publication requirement under Part 2 of the *Access to Information Act*, see the section "Proactive Publication under Part 2 of the ATIA", below.

Under Section 96 of the *Access to Information Act*, institutions within the same ministerial portfolio can work together to process requests. CCOHS was not party to any service agreements with other government departments related to access to information during the reporting period.

3.0 Access to Information Delegation Order

Section 95(1) 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. During the current reporting period, the responsibilities under the ATIA were administered by the PCEO. Some responsibilities were delegated to the Corporate Secretary.

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

4.0 Performance under Part 1 of the *Access to Information Act*

The following section provides key statistics and analysis of CCOHS' accomplishments in the past 5 fiscal years.

4.1 Requests Received and Completed Under the *Access to Information Act*

CCOHS received two formal Access to Information requests during 2024-25, both of which were closed within legislated timelines (1-30 days). One request resulted in no records being released as there were no records related to the request. The other request was disclosed in part, resulting in 334 pages being released, and some information was withheld as it contained personal information.

CCOHS received nine informal requests during 2024-25. No new information was released, and 16,953 pages were re-released.

There were no active requests at the end of the reporting period. No active requests were outstanding from previous reporting periods.

Table 1: Number of requests received and completed

Table 1 shows the total number of requests received and completed, as well as the percentage of requests completed within legislated timelines, for the past five fiscal years.

ACCESS TO INFORMATION REQUESTS	2024-25	2023-24	2022-23	2021-22	2020-21
REQUESTS RECEIVED	2	2	0	5	8
REQUESTS COMPLETED	2	2	0	5	8
REQUESTS COMPLETED WITHIN LEGISLATED TIMELINES	100%	100%	N/A	100%	100%

4.2 Exemptions and Exclusions

The *Access to Information Act* allows, and in some instances requires, information to be exempted and withheld. In 2024-25, one request had information withheld under the mandatory exemption of personal information (section 19 of the ATIA).

The *Access to Information Act* 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. No exclusions were applied to any information contained in records for completed requests during the previous five fiscal years.

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

In 2024-25, CCOHS received two consultation requests from other Government of Canada institutions. Both requests were closed within 30 days, and a total of 207 pages were reviewed.

4.4 Complaints

There were no active complaints at the end of the fiscal year.

5.0 Training and Awareness

In 2024-25, CCOHS continued to build on its mandatory training for employees to raise awareness of obligations under the *Access to Information Act*. All managers, leadership team members, and human resources team members were required to complete a mandatory online training course. This course will be mandatory for all new managers and leadership team members in the future.

6.0 Policies, Guidelines and Procedures

CCOHS did not implement any new policies, guidelines, or procedures in 2024-25.

7.0 Proactive Publication under Part 2 of the ATIA

Table 2: Proactive Publication Requirements and Compliance Rates

Table 2 lists the sections of Part 2 of the ATIA that CCOHS is responsible for and compliance rates for 2024-25.

Legislative Requirement	Section of ATIA	Publication Timeline	Does requirement apply to your institution? (Y/N)	Internal group(s) or position(s) responsible for fulfilling requirement	% of proactive publication requirements published within legislated timelines	Link to web page where published
Apply to all Government Institutions as defined in section 3 of the <i>Access to Information Act</i>						
Travel Expenses	82	Within 30 days after the end of the month of reimbursement	Y	Finance department	100%	open.Canada.ca
Hospitality Expenses	83	Within 30 days after the end of the month of reimbursement	Y	Finance department	100%	open.Canada.ca
Reports tabled in Parliament	84	Within 30 days after tabling	Y	Corporate Secretary	100%	CCOHS Website open.Canada.ca
Apply to government entities or Departments, agencies, and other bodies subject to the Act and listed in Schedules I, I.1, or II of the <i>Financial Administration Act</i>						
Contracts over \$10,000	86	Q1-3: Within 30 days after the quarter Q4: Within 60 days after the quarter	Y	Finance department	0%	open.Canada.ca
Grants & Contributions over \$25,000	87	Within 30 days after the quarter	Y	No records exist in reporting period		
Packages of briefing materials prepared for new or incoming deputy heads or equivalent	88(a)	Within 120 days after appointment	Y	No records exist in reporting period		

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Titles and reference numbers of memoranda prepared for a deputy head or equivalent, that is received by their office	88(b)	Within 30 days after the end of the month received	Y	No records exist in reporting period		
Packages of briefing materials prepared for a deputy head or equivalent's appearance before a committee of Parliament	88(c)	Within 120 days after appearance	Y	No records exist in reporting period		
Applies to government institutions that are departments named in Schedule I to the <i>Financial Administration Act</i> or portions of the core public administration named in Schedule IV to that Act (i.e. government institutions for which Treasury Board is the employer)						
Reclassification of positions	85	Within 30 days after the quarter	N			
Apply to Ministers' Offices (therefore apply to any institution that performs proactive publication on behalf of a Minister's Office)						
Packages of briefing materials prepared by a government institution for new or incoming ministers	74(a)	Within 120 days after appointment	N			
Titles and reference numbers of memoranda prepared by a government institution for the minister, that is received by their office	74(b)	Within 30 days after the end of the month received	N			

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Package of question period notes prepared by a government institution for the minister and in use on the last sitting day of the House of Commons in June and December	74(c)	Within 30 days after last sitting day of the House of Common in June and December	N			
Packages of briefing materials prepared by a government institution for a minister's appearance before a committee of Parliament	74(d)	Within 120 days after appearance	N			
Travel Expenses	75	Within 30 days after the end of the month of reimbursement	N			
Hospitality Expenses	76	Within 30 days after the end of the month of reimbursement	N			
Contracts over \$10,000	77	Q1-3: Within 30 days after the quarter Q4: Within 60 days after the quarter	N			
Ministers' Offices Expenses Note: This consolidated report is currently published by	78	Within 120 days after the fiscal year	N			

TBS on behalf of all institutions.						
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CCOHS implemented internal processes and tracking to ensure that all proactive publication requirements are met. The Finance Department is responsible for the proactive publication of travel and hospitality expenses, as well as contracts over \$10,000. All required information was published on open.Canada.ca in 2024-25, however the compliance rates reflect that some information was posted late. CCOHS has reviewed these compliance rates and is adjusting processes for the next year.

The Corporate Secretary is responsible for the proactive publication of reports tabled in parliament. Reports are published on the CCOHS website for approximately 3 years. Reports are also made available on open.Canada.ca where they will be retained for a minimum of 10 years.

CCOHS does not have a mandate to provide grants or contributions, therefore there are no records to disclose related to this requirement.

As a small department, CCOHS does not often prepare briefing materials for memoranda for a deputy head or equivalent. There were no documents related to this requirement in this reporting period.

8.0 Initiatives and Projects to Improve Access to Information

CCOHS did not implement any initiatives to improve access to information within the institution during the reporting period.

9.0 Summary of Key Issues and Actions Taken on Complaints

Individuals are entitled under the *Access to Information Act* to file a complaint related to their request for a record with the Office of the Information Commissioner (OIC). No complaints were received during the reporting period.

10.0 Monitoring Compliance

Due to the low volume of requests received, CCOHS does not have an automated tracking system monitor requests. Instead, a manual record is used to track the progress of each request which is monitored by the PCEO and the Corporate Secretary. Monitoring is ongoing as requests are processed.

CCOHS includes standard language in many of its contracts and terms and conditions that highlight the application of the *Access to Information Act*. CCOHS is not part of any information sharing agreements or arrangements in the reporting period.

CCOHS also monitors the accuracy and completeness of proactively published information through internal review and a manual tracking system maintained by the Corporate Secretary. The PCEO and Vice President, Finance are informed of all publications.

Annex A: Delegation Order



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Access to Information Act and Privacy Act Delegation Order

The President and CEO of the Canadian Centre for Occupational Health and Safety, pursuant to section 73 of the *Access to Information Act* and section 73 of the *Privacy Act*, hereby designates the persons holding the positions set out in the schedule hereto, or the persons occupying on an acting basis those positions, to exercise the powers, duties and functions of the Access to Information and Privacy Coordinator of the Canadian Centre for Occupational Health and Safety, under the provisions of the Act and related regulations set out in the schedule opposite each position. This designation replaces all previous delegation orders.

Schedule

Position	<i>Access to information Act and Regulations</i>	<i>Privacy Act and Regulations</i>
Corporate Secretary	4(2.1), 8(1), 9, 11(1-6), 12(2-3), 26, 27, 28(1, 2-4) Regulations: 6(1), 8	15, 17(2)(b), 17(3)(b)

Dated, at the City of Hamilton, this 7th day of July, 2024

Anne Tennier P. Eng. EP
President and CEO

Canadian Centre for Occupational Health and Safety