



# Ontario Healthy Workplace Coalition

*Supporting comprehensive workplace health in Ontario*

## **Ontario Healthy Workplace Coalition First Annual General Meeting**

September 14, 2009, 4 to 5 pm  
Centre for Health & Safety Innovation  
5110 Creekbank Road, Mississauga, Ontario

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### **Annual Report**

September 1, 2008 – August 31, 2009

This report captures the activities of the Ontario Healthy Workplace Coalition (OHWC) between September 1, 2008, and August 31, 2009.

The Ontario Healthy Workplace Coalition is:

- An independent, non-profit body
- A unifying structure across the province to:
  - Help facilitate communication among workplace health stakeholders,
  - Coordinate resources to address duplication and gaps,
  - Promote the importance of using a comprehensive approach to create healthy and safe workplaces in Ontario.

### **Ontario Healthy Workplace Coalition Vision**

All Ontario workplaces will:

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

### **OHWC Long-Term Goals**

1. A comprehensive and sustainable Government of Ontario healthy workplace strategy will exist in Ontario.
2. There will be optimal collaboration that is coordinated, well resourced, efficient, and effective, among a growing membership of stakeholders and partners, in order to strengthen the implementation of comprehensive workplace health (CWH) in Ontario.



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## Co-Chairs' Report

The Ontario Healthy Workplace Coalition (OHWC) is proud of its accomplishments to date, as we look forward to continuing to grow and to achieving our common goals together. Since the OHWC was incorporated as a non-profit organization in Ontario on August 28, 2008, The Board of Directors has strived to position the OHWC as a credible workplace health organization in this province. We continue to be impressed with the commitment and passion of our members, and the interest and collaborative spirit of our partners. The highlights and accomplishments described in this report are the result of the efforts of numerous Ontario Healthy Workplace Coalition volunteers.

## Governance & Administration

- Completed the requirements under the Corporations Act as an incorporated non-profit organization in Ontario. Finalized the Ontario Healthy Workplace Coalition By-Laws in February 2009. Finalized the terms of reference, strategic plan, and financial guidelines. Secured business insurance coverage for the Board of Directors and initiated the audit process.
- Held the annual Board of Directors planning and evaluation day in January 2009.
- Continued to advance the core functions of the Ontario Healthy Workplace Coalition through the five existing Standing Committees: Advocacy, Communication, Capacity Building, Resource Integration, and Nomination.
- Created three new Task Forces to focus on the Website, Membership, and Pandemic Preparedness.
- Met regularly as a Board of Directors either by face-to-face meeting or teleconference since September 2008.
- Welcomed our new Board members who started their term in April 2009.
- Extended a fond farewell to our departing Board members: Cathi Carr (Workplace Safety & Insurance Board), Irmajean Bajnok (Registered Nurses Association of Ontario), and Sandra Bozzo (Ministry of Aboriginal Affairs).
- Determined the Executive Committee and Standing Committee/Task Force Lead positions. We are pleased to announce the following positions on the Board:
  - Shaun Baylis, *Human Solutions* – Advocacy Standing Committee Lead (*term ends Sept. 2010*)
  - Kendal Bradley, *Canadian Mental Health Association, Ontario Division (CMHA)* – Website Task Force Lead & Secretary (*term ends Sept. 2011*)
  - Janet Carr, *Ottawa Public Health* – Co-Chair (*term ends Sept. 2010*)
  - Erika Caspersen, *City of Hamilton* – Capacity Building Standing Committee Lead (*term ends Sept. 2011*)
  - Gary Gannage, *Association of Management, Administrative & Professional Crown Employees of Ontario (AMAPCEO)* (*term ends Sept. 2011*)



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- Norma Gibson-MacDonald, *Canadian Centre for Occupational Health and Safety (CCOHS)* – Resource Integration Standing Committee Lead (*term ends Sept. 2010*)
- Andrew Harkness, *Industrial Accident Prevention Association (IAPA)* – Communication Standing Committee Lead (*term ends Sept. 2011*)
- Judy Kerling, *Region of Peel* – Co-Chair (*term ends Sept. 2010*)
- Raymond Langlois, *Peel Public Health* – Treasurer (*term ends Sept. 2010*)
- Vic Pakalnis, *Queen's University* – Vice-Chair & Nomination Standing Committee Lead (*term ends Sept. 2010*)
- Bonnie Topic, *ArcelorMittal Dofasco* - Capacity Building Standing Committee Lead (*term ends Sept. 2011*)
- Jody Young, *Ministry of Labour* – Membership Task Force Lead (*term ends Sept. 2011*)
- The Health Communication Unit (THCU) – Secretariat

## Standing Committees

### Advocacy Standing Committee

- Continued to work on development of a common guideline for workplace health.
- Solicited feedback on the draft guideline from Symposium participants on March 12, 2009 which informed further development. Revised version to be sent out to members for comments towards end of Oct. 2009.
- Drafted a Proposal for an Ontario Comprehensive Workplace Health Strategy.
- Facilitated creation of an OHWC stakeholder map to identify key stakeholders to involve in the consultation process.

### Communication Standing Committee

- Coordinated internal communication to membership within OHWC.
- Drafted member updates four times a year.
- Coordinated external communication to those outside the OHWC.
- Started work on an OHWC sponsorship strategy.

### Capacity Building Standing Committee

- Coordinated the OHWC day of the annual Symposium held on March 11 & 12, 2009, in collaboration with THCU.
- Started planning Symposium 2010 to be held at the Chestnut Conference Centre on March 3 & 4, 2010.



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## **Resource Integration Standing Committee**

- Identified duplication and gaps in workplace health information across the province.
- Submitted funding proposals to develop a web-based resource portal for up-to-date workplace health information (literature, best practices, policy development, research, on-line resources, and national initiatives).
- Coordinated the inclusion of appropriate resource links on the OHWC website.

## **Nomination Committee**

- Coordinated the election process to elect the Board of Directors.
- Submitted slate of names of nominees to the membership but vote not required this year.
- Announced election results.
- Documented election processes and procedures.

## **Task Forces**

### **Membership Task Force**

- Continued to work on development and implementation of an OHWC membership strategy.
- Updated the membership recruitment package.

### **Website Task Force**

- Maintained and updated the OHWC website.
- Liaised closely with the Board of Directors, Standing Committees and other Task Forces to keep the website current.

### **Pandemic Preparedness Task Force**

- Developed business continuity plan for the Board of Directors to ensure continued operation of the OHWC during an H1N1 influenza pandemic.
- Recommended appropriate links for inclusion on the OHWC website to facilitate members accessing credible information.



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## **Building Linkages & Creating Partnerships**

- Ongoing commitment from The Health Communication Unit (THCU) to serve as secretariat and consultant to the Ontario Healthy Workplace Coalition.
- Continued to build linkages with the Ministry of Health Promotion, Ministry of Labour, and Canadian Healthy Workplace Council.
- OHWC was invited to provide the workplace health perspective at the Ontario Chronic Disease Prevention Alliance (OCDPA) Think Tank on a systems approach to mental health as it relates to chronic disease prevention on February 6, 2009.
- OHWC was invited to participate on an 'Eat Smart' provincial working group and will provide input into the workplace cafeteria program.
- Met with founding Director of the new Dalla Lana School of Public Health, University of Toronto, who attended the OHWC meeting in January 2009.
- OHWC Co-Chair, Judy Kerling, presented Ontario's perspective at the workshop "From Traction to Action: Pan-Canadian Collaborations on Workplace Health" at the Health, Work & Wellness Conference, held October 15-18, 2008 in Calgary. This workshop highlighted efforts to advance workplace health in Nova Scotia, British Columbia and Ontario. Health Canada reported on its National Environmental Scan on Workplace Health which is expected to be completed in late 2009.
- Consultants working on behalf of the BC Ministry of Health to develop a provincial workplace health strategy, consulted with Janet Carr, OHWC Co-Chair to learn about our experiences in the start up and evolution of the Ontario Healthy Workplace Coalition.

## **Treasurer's Report**

We are pleased to report that the Ontario Healthy Workplace Coalition was officially incorporated as a non-profit organization just over a year ago. This required us to conduct an audit of our financial business.

Please find attached a copy of the auditor's report as performed by Good & Partners LLP, Chartered Accountants. Our year end was set for July 31, allowing us adequate time for audit preparation for present and future Annual General Meetings.

We wish to acknowledge The Health Communication Unit (THCU) for the generous assistance we have received over the past year and beyond. THCU has contributed \$10,000 per year in financial aid with an additional \$6,000 in operational support as well as some 80 days of professional and consultation support. We could not have founded the Ontario Healthy Workplace Coalition or continued to move forward with our core functions and co-hosting the annual Symposium without their critical support. We truly appreciate the contribution of THCU and its staff to our developing but growing Coalition.



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We are grateful to the Board of Directors and committee members who gave of their time significantly over the past year. On average, individual board members have contributed 15 to 20 hours per month of in-kind contribution to OHWC. We could not function without the ongoing support and dedication of these members – their time is invaluable.

We trust that members of the OHWC will find our finances in good standing. Please contact me with any questions you may have about this report.

Respectfully Submitted by:

Raymond Langlois, Treasurer, Ontario Healthy Workplace Coalition

## **Acknowledgements**

The Ontario Healthy Workplace Coalition would like to express appreciation to the Industrial Accident Prevention Association (IAPA) for allowing us to hold our Annual General Meeting at the Centre for Health & Safety Innovation. Special thanks go to Luisa Fernandes and Mark Atkins from IAPA for their technical assistance in facilitating the videoconference/webinar so that OHWC members across the province could participate in the meeting remotely.

We would like to thank the Board members, and Standing Committee and Task Force members for their commitment and hard work. As well, we would like to thank all Ontario Healthy Workplace Coalition members and potential members for your support this past year. We hope that you share our vision of healthier workplaces across Ontario and will join us in creating the opportunities and overcoming the challenges in order to make it happen!

Respectfully Submitted by:

Janet Carr, Co-Chair, Ontario Healthy Workplace Coalition  
Judy Kerling, Co-Chair, Ontario Healthy Workplace Coalition