



**Board of Canadian Registered  
Safety Professionals**

**Conseil Canadien Des Professionnels  
En Sécurité Agréés**



# **BCRSP Annual Report 2016**

***40 Years 1976 - 2016***



## **40 Years 1976 - 2016**

### **1976 - Kenneth Wilkes, CRSP Chartered Member**

In the early days, safety professionals were seen as an unnecessary burden to the workplace, mainly because what we did (or tried to do) was not fully understood or for that matter, not considered an essential part of the daily work routine. With the attaining of the designation, we now had the recognition and the support to move our chosen careers forward and to move the role of the safety professional forward. Companies began to see that role of the safety professional as part of good business practice and could (and often did) lead to significant cost savings to the corporate bottom line. In my case, I was involved with the largest construction project in Canada in the mid 70s, and it was during that time I was approached to become a CRSP. I completed all of the requirements, and was accepted as a "charter member" of the association. Coincidentally, this was also the time which saw the designation become more and more in demand for employers.

### **2016 - Jennifer Furrow, CRSP**

Attaining the designation was a type of validation for me of my skills and practical knowledge. It gave me a way to benchmark my skill set against a high bar and measure my strengths and opportunities. There are a lot of people who work in the safety field, but few have taken the initiative to attain the CRSP. I think this accomplishment shows your dedication and perseverance in the field.

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# About the BCRSP

## Mission Statement:

The Board of Canadian Registered Safety Professionals sets certification standards for occupational health and safety professionals.

## Vision Statement:

Safe and healthy workplaces through certification.

## Values:

### Professionalism In All That We Do

We commit to our certificants and stakeholders to provide accountability for our decisions, excellence in our management system, integrity and respect in our interactions.

### Passion For Our Profession

We are passionate about protecting people, property and environment.

### Progressive Thinking And Superior Results

We strive to advance the body of knowledge, the competency of the profession, and the value our certificants bring to society. We are never satisfied with the status quo and know that opportunities for continuous improvement and innovation always exist.

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On February 10, 1976, a newly designated Canadian Corporation was formed for the purpose of certifying qualified safety practitioners as Canadian Registered Safety Professionals (CRSP)<sup>®</sup>/ Professionnel en sécurité agréé du Canada (PSAC)<sup>®</sup>. With the appointment of the first Board of Governors, comprising 10 leading professionals from a cross-section of safety disciplines, the certification of safety professionals became a reality through the new organization.

The Board of Canadian Registered Safety Professionals (formerly the Association for Canadian Registered Safety Professionals) is a public interest, not-for-profit association with a membership dedicated to the principles of health and safety as a profession in Canada.

The CRSP<sup>®</sup>/PSAC<sup>®</sup> is now a widely accepted form of recognition by industry and government in Canada and many employers require the CRSP<sup>®</sup>/PSAC<sup>®</sup> in order to qualify for a safety position. BCRSP is a recognized leader in high-quality credentialing for occupational health and safety professionals and its sole purpose is to certify professionals in the occupational health and safety field. BCRSP establishes standards for and verifies competency in professional safety practice and evaluates certificants for compliance with recertification requirements.

In 2005, the BCRSP was granted accreditation to ISO/IEC 17024 (Certification Body for Persons) by the Standards Council of Canada. In 2008, the BCRSP was granted certification to ISO 9001 (Quality Management System) by BSI Group Canada.

# Governance

The BCRSP Governing Board is comprised of individuals who represent a cross-section of the occupational health and safety profession and the public. Governance is the processes and practices through which BCRSP organizes to achieve its mandate. It is concerned with the structures and procedures for decision-making, accountability, control and codes of conduct. It is expressed through legislation, policies and by-laws, and informal norms. The goal of effective governance is an organization that achieves optimal performance and is accountable to the people it serves.

## **2016 Officers**

Chair: Dave Turner, MBA, PEng, CMSP, CRSP,  
Turner Safety Systems, Maple Creek, SK

Vice Chair: Paul Andre, CRSP, Workplace Safety  
North, North Bay, ON

Past Chair: Daniel T. Lyons, MPH, CSP, CMIOSH,  
CHRP, CRSP, Armtec, Guelph, ON

Secretary-Treasurer: Paula Campkin, MBA, CRSP,  
ENFORM Canada, Calgary, AB

## **Executive Director**

Nicola (Nikki) Wright, CAE

## **2016 Governors**

Tareq Al-Zabet, CRSP, Ministry of the Environment  
and Climate Change, Environmental Sciences and  
Standards Division, Toronto, ON

Kevin J. Dawson, MBA, P.Eng., CRSP, Omnius  
Consulting, Halifax, NS

Alireza Golbabai, CRSP, City of Toronto, Toronto,  
ON

John M. Hollohan, B.Sc., B.A.Sc., CRSP, EMERA  
Inc., Halifax, NS

David S. Johnston, CRSP, Toronto Hydro Electric  
System, Toronto, ON

Geeta Sharma, CRSP, Ryerson University, Toronto,  
ON

Public Member: Andrea Cotroneo, Capital One,  
Toronto, ON



# 2016 Chair's Report

David Turner MBA, PEng, CMSP, CRSP BCRSP | Governing Board Chair & President,  
Turner Safety Systems

I am honoured to have served as the Chair during the BCRSP's 40th Anniversary Year.

Since it's inception in 1976, the BCRSP has grown and has certified over 6000 individuals as Canadian Registered Safety Professionals (CRSPs). CRSPs offer in-depth knowledge of OHS principles and practices to develop systems to achieve safe and healthy workplaces for their employers, employees and clients.

Safety has evolved over the past forty years and much of this can be attributed to the work, passion, vision and leadership of CRSPs.

I sincerely thank the BCRSP Governing Board for the excellent governance they provided in 2016. The time and energy that they provide to the BCRSP for meetings, workshops and committee work is greatly appreciated. The Governing Board continues to advance the BCRSP through its focus on the four pillars of excellence from the BCRSP Strategic Plan. A number of opportunities to promote the CRSP®/PSAC® certification were realized, both at home and abroad. The activities and initiatives can be read about in the individual Committee Reports.

We are at a critical time in the evolution of the BCRSP and the safety profession. The demand for OHS professionals to support safe and healthy workplaces is growing, and as a result, the need for well-qualified OHS professionals to achieve these goals is paramount. The expectations of employers in today's world is changing, and with this comes an expectation of higher levels of education. The Global market is driving change, and the Canadian OHS professional must stay in step with advancing practice elsewhere.

The BCRSP strives to:

- Raise the bar on the certification standards for occupational health and safety professionals.
- Increase the recognition of and demand for BCRSP certifications.
- Collaborate with leading organizations including government, associations, certifying bodies, employers and academia to positively impact the certification scheme, and the value of BCRSP credentials to the profession.

The BCRSP is in excellent financial shape and we continue to see growth in the number of individuals seeking certification as a Canadian Registered Safety Professionals (CRSP)®/Professionnel en sécurité agréé du Canada (PSAC)®. Our success is in no small way due to the contributions and efforts of our dedicated volunteers as well as each and every certificant that promotes the value of certification on a daily basis to their colleagues, employers and the community at large.

It has been a sincere honour serving as Chair of the Governing Board in 2016.



*BCRSP Volunteer of the Year Award presented to John Sammut, CRSP, Manager of Strategic Programs for the Infrastructure Health & Safety Association (IHSA). (centre). John's volunteer service has spanned a number of roles with the BCRSP since 2002. John has served on the Governing Board, was an integral member of the National Education Symposium (NES) Task Force and currently serves on the Qualifications Review Committee (QRC). With Governing Board Chair Dave Turner, CRSP (left) and Executive Director Nikki Wright, CAE (right).*



*Kathy Tull, CRSP, President of the Canadian Society of Safety Engineering presents Dave Turner, CRSP with a talking stick in recognition of the BCRSPs 40th Anniversary.*

# Committee Reports

## Certification Maintenance Committee

Jodi Howick CRSP | 2016 Committee Chair

In 2016, the committee met virtually and decisions on certification maintenance requests for exemptions and appeals were managed via online communication and during meetings where further discussion was required.

Activity	#
CMP Extensions Approved	1
Category B2 certifications/licenses approved	5
Certification Maintenance submissions processed	784

Committee members throughout 2016 included Jodi Howick, Dave Turner, Paul Andre, Paul M. Westcott, and Ryan Adam.

The Certification Maintenance Committee is responsible for:

- Overseeing the administration of the certification maintenance program
- Meeting as required to review CMP submissions from certificants and to review applications for OHS certifications for CMPs under category B2
- Recommending revisions to the program standards or processes to the Governing Board
- Reviewing appeals/requests for exemption made under the certification maintenance program.

In support of the primary responsibilities of the committee, we approved one (1) CMP extension request, and five (5) certifications or licenses for recognition under category B2.

824 CRSPs, with the exception of those certified in 2015 and non-practicing CRSPs, whose registration numbers ended in either "4" or "9", were notified of their CMP submission requirements in January. Worksheets and documentation were due on March 30, 2016. After the expiry of a three month grace period ending June 30, 2016, 40 CRSPs had their certification suspended for failure to submit CMP worksheets as per BCRSP Bylaws. This number represents 5% of certificants required to submit their CMP worksheets. This is a slight increase from previous years' suspensions of 3.14% in 2015, 2.7% in 2014, and 3% in 2013.

In 2016, the Committee continued its work on the comprehensive review of the certification maintenance program. The work on this project will assist in ensuring that the processes used by the Board are in alignment with best practices of other certifying bodies and with current strategies on methods for ensuring continuing competence which is important to maintain the reciprocal agreements we have in place. The committee will continue this work in 2017.

# Communications Committee

Andy Felczak, CRSP | 2016 Committee Chair

The Communications Committee is mandated by the Board to oversee the communication programs. In 2016 some of the activities of the committee included:

- Developed a French language video promoting the CRSP®/PSAC® certification
- Promoted and communicated activities to new certificants such as the *Reference Manual*, *Governor's Table* and the website
- Supported the Regional Communication Liaisons
- Evaluated sponsorship opportunities
- Monitored and promoted advertising in health and safety, and human resource publications.

Activity	#
Tradeshows Participated In	15
Presentations Delivered	8
Advertisements Placed	11
Press Releases Issued	8
Newsletters Published	7
Webinars Delivered	4
CRSP Connect Events Held	4

The BCRSP was promoted through the following activities in 2016:

## Trade Shows & Conferences

BCRSP continued with the existing strategy to promote the organization and the benefits of the CRSP®/PSAC® designation at more than a dozen high profile national and regional occupational health and safety trade shows. A social media photo campaign using #CRSP&Proud, #TeamCRSP, and #ValueofCertification was utilized at several of the shows.

## Presentations

Presentations were delivered at a number of Colleges/Universities and conferences. Presentations promote the value of certification, and the CRSP®/PSAC® standard.

## Advertising

The CRSP®/PSAC® designation and certificants were promoted through advertising in a variety of publications including HR Professional, COS Magazine, and OHS Canada.

## Social Media Activity

The BCRSP is active on a number of social media channels, including Facebook, LinkedIn, and Twitter. Followers and engagement activities continue to grow across all channels.

## NAOSH Week

BCRSP participated in the NAOSH Week launch in Ottawa, Ontario and the Governing Board Chair Dave Turner, represented the BCRSP on a panel discussion.

## Webinars & Newsletters

BCRSP continued for the sixth year to provide and receive positive feedback for the free webinars offered on how to complete the CRSP®/PSAC® application. The webinars and *Candidate Connection* newsletter are examples of successful outreach initiatives, and will carry forward to 2017. The

*Governor's Table* remains a key tool in providing information and updates to certificants. In addition, in 2016 a special 40th Anniversary Publication was released.

## **CRSP®/PSAC® Connect Events**

As part of the strategy to reach out to existing and prospective certificants, networking receptions entitled CRSP®/PSAC® Connect events were held in Manitoba, Mississauga, Calgary, and the inaugural Canadian reception was hosted by BCRSP and CSSE in Atlanta Georgia at ASSE's Safety 2017.

## **Video Project**

The Communications Committee continued it's video initiative and created a French language video to promote the CRSP®/PSAC® certification.

Thank you to the Communications Committee and the Regional Communications Liaisons for their efforts throughout 2016 in promoting the CRSP certification.



*Boarding the boat for the 40th Anniversary celebration cruise*

## 40th Anniversary Event

On September 20-21, 2016, CRSPs, colleagues and guests from across Canada met in Vancouver, BC to celebrate the BCRSP's 40th Anniversary. The celebration took place in conjunction with the Canadian Society of Safety Engineering's (CSSE) Professional Development Conference (PDC).

*“I had the pleasure of attending the BCRSP's 40th Anniversary in Vancouver this year. Likely the best value for my money of any event I've attended in recent years. The dinner cruise was magnificent as we sailed off into the sunset with gourmet hors d'oeuvres, great bartending and awesome company! The sessions on Wednesday were jam packed with advanced, professional level training. I took a lot out of each session and was able to bring that back to my workplace. I was grateful that it was paired with the CSSE PDC in Vancouver; this made it an easy sell to my employer. I cannot wait for the next BCRSP event, I will be going for sure! A huge thanks to all who worked hard to organize a world class event!”* Jason Duchak, CRSP, OHS Coordinator, City of Nanaimo

*“The opportunity to share the challenges faced by the OHS profession with like-minded people was hugely valuable. I believe it is fundamentally important to strengthen the connections between OHS professional bodies globally, because it is through 'real' proactive partnership working, as demonstrated during the BCRSP 40th Anniversary event, that we can make a difference.”* Dr. Karen McDonnell, CFIOSH, Chartered FCIPD, MRSB, PIEMA, MSP



40th Anniversary audience participation at keynote session.



Talking stick presented by CSSE to BCRSP in recognition of the 40th Anniversary

## Discipline Committee

Paul Foster, C.E.T., CHSC, CRSP, CSP, CRM, Grad IOSH | 2016 Committee Chair

Committee members included Paul Foster (Chair), Karen Floyd (Vice-Chair), Andrea Cotroneo (Liaison to the Board), Rodger Belair, Janice Campbell, Jim Duthie, Chris Goodall, Dale Hartery, Cris Kemp, Michael Kilchuk, Nicolle McKenna, Tom Munro, Christine Sidhom, and Jason Warren.

The Discipline Committee determines if a CRSP®/PSAC® is guilty of professional misconduct and, if so, determines and imposes the appropriate order. They report regularly to the Governing Board and annually to certificants in the Annual Report.

At the time of submission there have been no disciplinary cases brought before the Discipline Committee.

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## Enforcement Committee

Harry Stewart, CRSP | 2016 Committee Chair

The Enforcement Committee's mandate includes meeting as required to review unresolved cases of unauthorized use of the CRSP®/PSAC® designation, and making recommendations to the Executive Director and/or Governing Board on any actions to be taken against a respondent.

The Enforcement Committee consisted of: Harry Stewart (Chair), Yvonne O'Reilly, Brett Christie, David Williamson, Andrea Cotroneo, and Mulford Clark. The Board liaison in 2016 was Ali Golbabai.

A meeting was held in August 2016 to solicit feedback on the continued role of the committee. Three options were considered:

- 1 Amalgamate the responsibilities of the Enforcement and Professional Conduct Committees
- 2 Keep both committees separate and distinct.
- 3 Dissolve the committee moving responsibilities for existing policies related to enforcement under the care of the BCRSP Executive Director.

Discussion centered on objectivity, the need for distinct roles, potential liability and opportunities for certificant involvement.

Based on feedback from both the Enforcement Committee, and the Professional Conduct Committee, the decision was made by the Governing Board at the September 2016 meeting to dissolve the committee, moving responsibilities for existing policies related to enforcement under the care of the Executive Director.

## Examination Committee

Brenda Marsh, CRSP | 2016 Committee Chair

The mandate of the Examination Committee (CRSPEC) and its sub-committees the Item Writing Committee (IWC) and the Item Bank Maintenance Committee (IBMC) is as follows:

To oversee all aspects of the examination process including:

- Development, analysis, and maintenance of the item bank of examination questions (Item life cycle).
- Development and maintenance of Examination Blueprint and related competency profile.
- Development and maintenance of examination preparation materials (study guides, practice exam etc).
- Development and approval of test forms, participation in the standard setting procedure used for establishing the standard (pass mark) for the CRSP Examination (CRSPEX).
- Review of candidate feedback.
- Resolution of any issues related to the work of sub-committees and working groups participating in the test development process.
- To report regularly to the Governing Board.

In 2016, the members of the CRSPEC were Brenda Marsh (Chair), Graham Nelson (Vice Chair), Tom Barnett, Marc Barré (French subject matter expert), Robin Kilty, Sonia Lal, Jennifer MacFarlane, Carmen Mager, Laura Mallowney, Adeshina Sadiq, and Heather Tomsic.

The committee met February 4-7, 2016 and September 15-18, 2016 at the offices of the Board's examination consultant Assessment Strategies Inc. (ASI) in Ottawa. At these meetings the CRSPEC completed a review of the results of the February, June, and October 2016 examinations which included validation of the examination question performance, a forensic analysis of candidate performance and review of candidate comments. In addition, multiple examination test forms for use in the 2016 and early 2017 administrations were developed and validated via the modified Angoff process.

## Examination Statistics

The overall pass rates are in line with the historical norm and analysis of the examinations development and results from both a statistical and administration perspective continue to reflect established professional guidelines for test validity and reliability.

To maintain its status as a valid, reliable determinant of a qualified candidate's competency as an OHS professional, it is important that the CRSPEX accurately reflects current OHS practice and the required competencies associated with such practice. This is achieved through a formal continuous evaluation and improvement process (CIP) for:

- The examination's subject matter domains
- The competencies required to practice within these domains and the resulting CRSP Examination

Exam Administration	Total # of candidates writing	% Pass
February 2016	237	50.6%
June 2016	187	63.0%
October 2016	237	62.8%
Total for 2016	661	60.4%
Total since 2001	7685	60%

#### Blueprint

- The associated domain Study Guides, and
- The Item Bank of examination questions from which the test forms are drawn.

2016 saw the continued work of the Item Writing Committee (IWC) which will now meet twice a year in an A and B format. Members of the 2016 IWC Committee were Shannon Bolger, Paul Carolan, Rick Donato, Mike Fears, Shawn Kirwin, Michael Kary, Joseph Kutryk, Beryl Ludwig, Derrick Murray, David Powers (Chair), Mustang Randall, Heather Tomsic (Chair), and Teresa Ka Yan Wong-Tooze. The session focused on writing case-based questions rather than independent questions. A total of 146 potential new questions were written in 2016.

In addition, the Board hosted two item writing workshops (IWW) October 24-25, 2016 and October 31-November 1, 2016 in Calgary, Alberta and Toronto, Ontario respectively. The intent of the IWW is to increase the pool of certificant who could potentially serve on the IWC and also to generate an additional bank of potential examination questions. A total of 27 CRSPs participated and 301 potential new questions were produced. At the end of 2016, the Item Bank contained 1866 items in various stages of readiness.

The Item Bank Maintenance Committee (IBMC) consisting of volunteers Dennis Bolger, Kevin Dawson (Chair), Catherine Drum, Cathy Higgins, Kevin Huber, and Melissa Nadeau held a meeting in August 2016. The purpose of this session was to review newly-written items, review older items that had not been used in some time, and review items with poor statistical properties.

As a credentialing organization it is incumbent on the BCRSP to ensure that the certification and examination processes used to establish that candidates possess the required competencies and knowledge to be certified as CRSPs comply and reflect credentialing best practice. The BCRSP maintains membership in the Institute for Credentialing Excellence (ICE) and, as in past years, representatives from the CRSPEC and the Board office attended the annual ICE conference. Among the topics featured at the conference were test security, item bank maintenance, test form development, question development, and on demand testing.

Finally, I would be remiss as Chair if I did not recognize the tremendous contribution of time and effort made by the many CRSP volunteers who participated in all aspects of the examination process throughout the year.

It is through their efforts that attainment of the CRSP credential continues to be recognized as the Canadian standard for competency as an OHS professional.

## Finance and Constitution Committee

Paula Campkin, MBA, CRSP, ICD.D. | 2016 Committee Chair

The Finance and Constitution Committee consisted of Paula Campkin (Chair), Kevin Dawson and John Hollohan.

The Finance and Constitution Committee:

- Oversees the finances of the BCRSP
- Submit reports at each Governing Board meeting and the Annual General Meeting
- Reviews and maintains bylaws which govern the affairs of the BCRSP
- Researches, develops and presents to certificants, bylaw revisions recommended by the Governing Board.

In the first quarter of 2016, the BCRSP's investment portfolio was adjusted to ensure all investments meet the requirements of the revised BCRSP Investment Policy - 1234. All BCRSP bonds must hold a rating of AA or greater.

In the second quarter of 2016, the committee met to discuss changes to BCRSP Policy - 1126 on Expenses. The purpose of updating the policy was to provide further clarity on what is a considered reimbursable business expense. Expense practices of other not-for-profit, government and for-profit organizations were reviewed prior to recommending changes to the BCRSP expense policy. The committee's recommended changes were approved by the Governing Board at the September 2016 meeting.

## 2016 Financial Statement

The 2016 Auditor's Report and Financial Statement are enclosed in this report starting on page 22.

## Internal Audit Committee

Paul Andre, CRSP | 2016 Committee Chair

The BCRSP Internal Audit Committee consists of Paul Andre (Chair), Robin Angel, Dolaine Beauchamp and Scott Needs. The Internal Audit Committee establishes the internal audit plan, conducts the internal audit at the BCRSP office, assesses the management system conformity with ISO 9001 and ISO 17024, determines if the management system is being implemented and maintained, and determines if external and internal audit findings are being actioned and completed according to the action plan submitted to the Governing Board.

The first meeting of the full committee in 2016 was held on July 19th by teleconference, to review the internal audit plan, checklist and audit assignments for the upcoming internal audit.

The Internal Audit Committee met physically at the BCRSP Offices on July 27, 2016 and completed a review of the BCRSP Management System based on a partial management system review, moving to year three in the audit plan document (Doc. 105).

The Internal Audit Committee audited all applicable clauses within ISO 9001:2008 and ISO

17024:2012 standard as highlighted within the internal audit checklist (Doc. 055) and areas identified within the internal audit plan, year three. Areas audited by the Internal Audit Committee included:

- Organizational Structure, Scope of Accreditation and Management Commitment
  - Exclusion – 17024 - 5.2 As training is not an element of the certification scheme, this element was considered N/A
- Human Resources
- Confidentiality and Security
- Certification Scheme Processes
  - Certification Process
  - Application Process
  - Assessment Process
  - Examination Process
  - Suspending, withdrawing or reducing scope of certification
  - Recertification Process
  - Appeals and Complaints Process
- Management System Requirements
  - General
  - Documentation and Control
  - Control of Records
  - Review of Management System Manual
  - Management Review
  - Internal Audits
  - Corrective and preventive actions

The internal audit found no non-conformities or opportunities for improvement. The internal audit has found that a suitable, adequate and effective management system is in place.

BCRSP Executive Director and the Internal Audit Committee Chair attended training delivered by BSI on August 12, 2016 in Ottawa in support of transitioning from ISO 9001:2008 to ISO 9001:2015.

## Nominations and Leadership Development Committee

Daniel T. Lyons, MPH, CSP, CMIOSH, CHRP, CRSP | 2016 Committee Chair

The Nominations and Leadership Development Committee (NLDC) in 2016 consisted of Andrea Cotroneo, Jodi Engel, John Hollohan, Dan Lyons (Chair), and Dave Turner. The NLDC is responsible for annually recommending a slate of Governors to certifiants for election to the Board, recommending a slate of Executive Officers to the Board, recommending the appointment and/or election of the Public Member as required and recommending improvements to the policies and procedures as required.

In 2016, the BCRSP received twenty-six (26) Expressions of Interest (EOI) for the position of Governor. The committee presented a slate of three candidate names, consisting of new or returning Governors for their approval and have the approved names placed on a ballot for certifiants to vote at the 2016 Annual General Meeting (AGM) held in Saskatoon, Saskatchewan.

The committee continues to assess the Expression Of Interest (EOI) process and the Governors' competencies. We anticipate an increasing number of Expressions of Interest in the future as the BCRSP continues to grow.

During the November Governing Board workshop in Mississauga, Ontario, the Governors participated in a one day facilitated strategic planning session by the Institute on Governance.

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## Professional Conduct Committee

Harry Stewart, CRSP | 2016 Committee Chair

The Professional Conduct Committee (PCC) is charged with investigating complaints and preparing recommendations for the Governing Board related to matters of professional conduct, and setting internal guidelines for the discipline of certifiants and certification applicants where there has been a breach of the Code of Ethics, policy, bylaws or complaints with respect to honesty, integrity, conflict of interest or other matters when in receipt of a written complaint.

The Professional Conduct Committee in 2016 consisted of, Jackie Ellis, Greg McInnes, Dennis O'Grady, and Harry Stewart (Chair).

On February 17, 2016 the committee held a follow up meeting to dispatch Case #15.005 involving a complaint against a certificant using inaccurate professional credentials. A cease and desist letter of agreement was reached to discontinue the unintended use of the credential referred to in the original complaint. On February 29, 2016 a teleconference was held for two new members of the Professional Conduct Committee to provide an orientation. The orientation included a discussion of the committee functions and responsibilities which are detailed in the Terms of Reference.

Ali Golbabai (Governing Board Member Liaison to the Professional Conduct Committee) hosted a teleconference with the committee on June 24th. Ali introduced himself to the group and solicited feedback from the committee members on a Governing Board request to obtain input from the committee with a view to combining the Enforcement Committee with the Professional Conduct

## Committee.

The committee members received two separate complaints of professional conduct in December 2016. The first on December 13, 2016, Case #16.001 involving a complaint against a certificant for alleging the misstatement of credentials and acting in an unprofessional manner. The Committee will convene in 2017 to review the merits of this case.

The second on December 29, 2016. #16.002 002 involving a complaint against a certificant for alleging the misuse of a professional designation. The Committee will convene in 2017 to review the merits of this case.

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## Professional Credentials Recognition Committee

John M. Hollohan, BSc, BASc, CRSP | 2016 Committee Chair

The members of the Professional Credentials Recognition Committee (PCRC) in 2016 were Paul Carolan, John Hollohan (Chair), Mark Hussey, Penny Joseph, Anna Matheson, Dana Mueller, and Amanda Sonier. The PCRC is responsible for monitoring domestic legislative changes, governmental reviews, or other initiatives that would lead to greater recognition of the CRSP®/PSAC® credential and preparing submissions/written responses for Governing Board approval as required, monitoring international opportunities related to the recognition of CRSP®/PSAC® credentials and preparing submissions/written responses for Governing Board approval as required, participating in domestic or international meetings for the purpose of creating greater awareness of the CRSP®/PSAC® as approved by the Governing Board, seeking out and negotiating Memorandums of Understanding (MOUs) with like-minded health and safety certification bodies, monitoring any issues that arise related to already established MOUs, and reporting regularly to the Governing Board and annually to certificants in the Annual Report.

In 2016, the committee continued to focus on furthering the recognition of the CRSP®/PSAC® designation nationally and internationally working with stakeholders such as the Canadian Society of Safety Engineering (CSSE) and the International Network of Safety and Health Practitioner Organizations (INSHPO). One region that continues to be under represented with respect to CRSPs is Quebec. The committee is participating in a working group with the Association québécoise pour l'hygiène, la santé et la sécurité du travail (AQHSST) and the CSSE to discuss various strategies to support both certification and professional development opportunities amongst Quebec OHS practitioners.

The PCRC is actively involved with the activities of INSHPO and the Chair attended the annual meeting held in 2016 in Vancouver, British Columbia. INSHPO has published the *OHS Professional Capability Framework: A Global Framework for Practice*. The INSHPO planning committee continues to develop the strategic plan which will guide activities for the organization for the next five years.

Based on the PRISM Economics research conducted in 2015, the PCRC developed an Executive Summary of the research for the Governing Board and committees.

The PCRC continues to identify opportunities for future MOUs with like-minded organizations including SISO and SIA.

# Qualifications Review Committee

Kevin Dawson, MBA, PEng, CRSP | 2016 Committee Chair

The members of the Qualifications Review Committee (QRC) in 2016 were Michael Amyotte, Kevin Dawson (Chair), John Field, A. Kim Gordon, Jennie Houle, Stephen A. Laffrade, Edward J. Miller, Erin Y. Oliver, Prabhleen (Leena) Paul, Glenn Pringle, Terrance J. Ryan, John Sammut, Jayne Smith, Amanda Sonier, and Alicia Valliere. The

QRC is responsible for meeting as required to conduct applicant assessments, submitting a list of newly qualified candidates after each CRSPEX administration to the Governing Board for approval, ensuring that the qualifications for the CRSP®/PSAC® designation are reviewed and updated as required, overseeing the activities of the Regional Screening Centres and providing training and information to the Screening Centre Chairs on procedural or scope changes as required, reporting regularly to the Governing Board and annually to certificants in the Annual Report.

Activity	#
Total # of new applications reviewed	462
Supplemental applications reviewed (2nd, 3rd, 4th reviews)	123
% of files approved for interview	73%

The committee met three times in 2016 to review applications at the BCRSP office. The QRC volunteers reviewed over 585 applications, approximately 73% of which were forwarded to Regional Screening Centres for interviews in 2016. The Regional Screening Centres across Canada, representing approximately 180 volunteers, interviewed applicants to verify eligibility for writing the examination.

Regional Screening Centre Chair volunteers are Paul Bourque (Moncton, NB) Brian Brown (BC North), Shelley Buckshaw (Fort McMurray, AB), Rosa Caird (BC Vancouver Island), Darren Cameron (Nova Scotia), A.F. (Fred) Carlson (Manitoba), Daniel L. Curts (Ontario Southwest/London), Tina D'Andrea (Ontario Southwest/Sarnia), Scott Desautels (Calgary, AB), Ed Dyna (Saskatoon, SK), Katrina Hynes (Newfoundland & Labrador), Bruce Jackson (BC Lower Mainland) Leon Johnson (BC Interior), Trevor Johnson (Edmonton, AB), Alex Lacroix (Northwest Territories & Nunavut), Michael Langlois (Hamilton/Niagara, ON), Robbin Lavoie (Ontario Far North), Jennifer MacFarlane (Kitchener/Waterloo, ON), Ebrahim Noroozi (Quebec), Daniel Ouellette (Saint John, NB), Melanie Pettefer (Yukon), David Roger (Peterborough, ON) Peter Sisk (Fredericton, NB), Raeleigne Van Patten (Edmonton, AB), Dianne Walsh (Ottawa, ON), Stephen Wallace (Regina, SK), and Thomas R. Welton (Ontario Near North).

A total of 387 candidates were recommended for Board approval to receive their CRSP designation in 2016.

Statistical Report	2016	2015	2014	2013	2012
CRSPs	4836	4623	4209	4166	3742
Approved since last AGM	387	367	383	357	339
Applications with QRC/RSC	249	223	108	126	89
Applications awaiting additional information	99	267	190	328	274
Applicants eligible to write the CRSP examination	522	537	426	351	385

As reported last year, the Qualifications Review (QR) process is under review. During 2016, the committee focused on improvements to front end administrative aspects such as initial screening of applications by Board staff, revision of application documentation such as the Professional Practice Questionnaire, standardization of review documentation and supplementary and appeal reviews, and internal processes for the tracking of documentation and feedback to applicants. A review of electronic document handling applications was also completed and an RFP has been prepared to solicit proposal for a customized application which will be capable of handling electronic submissions of all application documentation. It is anticipated that the system will also be utilized in the Certification Maintenance Process as well as for certificant renewals.

Initial review of the course outlines submitted by the various providers of formal OHS education in late 2015 re-emphasized the need for a formal process to evaluate these programs as well as the need for some form of program accreditation. In 2016, the committee was granted approval to retain the services of an external consultant to complete a formal evaluation of the current formal OHS educational offerings in Canada. Also included in this project is a requirement to document a proposed accreditation process.

In September, long anticipated changes to the eligibility criteria for the CRSP certification and notice of intent to introduce a Technician certification for OHS practitioners were formally approved and announced by the BCRSP Governing Board. While both initiatives will impact the overall QR process, all process improvements enacted to date have been introduced with these initiatives in mind and, as details of implementation are finalized, it is anticipated that the QR process can be adjusted without any major disruption. Also of note is the Board's announced intent to model the revised CRSP and new Technician certifications to the guidelines issued by the International Network of Safety and Health Practitioner Organizations (INSHPO). This document provides a comprehensive overview of the formal education requirements, work/life experience expectations, competency expectations, and transactional/analytical skill set expectations for each certification. As such the INSHPO guideline will be instrumental in directing future QR process improvements for the CRSP certification as well as the development of the QR process for the Technician certification.

Preliminary planning for the fifth BCRSP National Education Symposium (NES) scheduled for Halifax NS in May, 2017 began in late fall. The NES is a bi-annual event designed to bring providers of formal college level OHS education together to discuss issues of interest to both the institutions and the BCRSP. It is anticipated that this NES will focus on the impending certification changes, implementation timeframes, BCRSP expectations regarding OHS program content and competency outcomes, accreditation of OHS programs, and program availability and delivery models.

# Executive Director's Report

Nicola J. Wright, CAE

I am pleased to report on the activities of the Board's management team since the last Annual General Meeting held in Saskatoon, Saskatchewan.

Over the past year, the Governing Board has worked hard to monitor and assess organizational performance, policy and strategic objectives. 2016 was a very busy year as the Board continued to promote the certification of occupational health and safety professionals.

## Increase in CRSP®/PSAC® Eligibility Requirements

The management team supported the approved changes in eligibility requirements by developing communications material for prospects, applicants, existing certificants, educators and other key stakeholders. Work is ongoing as it relates to the review of policies and procedures, and responding to customer service inquiries.

## Development of the Technician Certification

Support was provided to the Technician Certification Steering Committee and the Board's examination consultants, Assessment Strategies Inc., in the development process.

## Anniversary Event

The BCRSP's 40th Anniversary event was held in Vancouver, BC, and over 150 participants attended the two-day event that kicked off with a networking dinner cruise around the Vancouver harbour. In conjunction with the Anniversary Event, a special 40th Anniversary Publication was issued, and a year long series of blog postings highlighting the BCRSP's 40 year history were developed.

## Communications

Administration and/or distribution of communications such as Governor's Table, the BCRSP website, the BCRSP LinkedIn Group and Page, Twitter, Facebook, Candidate Connection, information webinars, telephone and e-mail correspondence kept CRSPs, applicants, and candidates informed on the BCRSP activities, changes and updates. The Facebook page was launched in late 2016. 2016 saw the continuation of the "CRSP® Connect" events creating a way for the Board to connect with key stakeholders in various geographic locations. An inaugural Canadian event was held in conjunction with ASSE's Safety 2016 Conference in Atlanta, Georgia. Additional support was also provided to the Communications Committee in the development and discussion of other activities identified in the Communications Plan. I also represented the BCRSP at the CSSE PDC, ASSE Safety 2016, IOSH Conference, INSHPO meetings, as well as a number of regional conferences and events.

## Examination

Supported the administration of three examinations in February, June and October 2016 utilizing computer based testing including the transition to the new CBT vendor Pearson VUE. Support was provided for the Examination Committee for their two meetings a year. In addition, two Item Writing Workshops were held as well as the Item Writing Committee meeting and the Item Bank Maintenance Committee meeting.

## **Qualifications Review Committee (QRC) and Regional Screening Centres (RSC)**

Provided administrative support for the QRC and RSC in processing applications, and provided the ongoing processing of information and application requests. Planning commenced for the fifth National Education Symposium (NES) scheduled for 2017. Supported the QRC in their ongoing review of the application process. Developed communication regarding the upcoming changes to the certification scheme (eligibility) and worked with the Technician Certification Steering Committee.

## **Accreditation**

Acted as the liaison to the Standards Council of Canada for the Board's ISO 17024 accreditation; liaison to BSI Management Systems for the Board's ISO 9001 certification, and provided ongoing maintenance of the BCRSP Management System. In 2016, BCRSP received zero (0) non-conformities or opportunities for improvement (OFI) on the ISO 9001 audit and zero (0) non-conformities and one (1) opportunity for improvement (OFI) on the 17024 audit. The low number of non-conformities and OFIs in both audits speaks to the effectiveness of the management system and strength of the BCRSP policies and procedures.

## **Finances**

Provided maintenance of the Board's financial records, preparation of statements for Governing Board meetings and liaised with the BCRSP's financial auditor.

## **Certification Maintenance**

Administration of the Certification Maintenance Program under the direction of the Certification Maintenance Committee. Additional support was provided for the Certification Maintenance Committee in their review of the certification maintenance process.

## **Professional Conduct**

Provided support for the Professional Conduct Committee in all cases of alleged professional misconduct and/or unauthorized use of the Canadian Registered Safety Professional (CRSP)<sup>®</sup>/ Professionnel en sécurité agréé du Canada (PSAC)<sup>®</sup>.

## **General Administration**

Provided the processing of product orders; monitored career postings to the BCRSP website; attended conferences across Canada with the BCRSP exhibit; distributed information on the Board's Professional Liability Insurance and General Insurance Programs; updated the CRSPEX Candidate Handbook for examination candidates; updated the Certificant Reference Manual for distribution to new certificants; ensured compliance with the Personal Information Protection and Electronic Document Act (PIPEDA); prepared employer letters for new certificants.

## **Board**

Provided support to the Governing Board and all committees in achieving their objectives.

# Increase in Number of Canadian Registered Safety Professionals 1976-2016



# 2016 Auditor's Report and Financial Statement

**The Board of Canadian Registered Safety  
Professionals**

Financial Statements

December 31, 2016





## The Board of Canadian Registered Safety Professionals

December 31, 2016

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CHARTERED ACCOUNTANTS

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## Auditors' Report

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To the members  
The Board of Canadian Registered Safety Professionals

We have audited the accompanying financial statements of The Board of Canadian Registered Safety Professionals which comprises the statement of financial position as at December 31, 2016, and the statements of income and retained earnings and cash flows for the year then ended, and a summary of significant accounting policies and other explanatory information.

***Management's Responsibility for the Financial Statements***

Management is responsible for the preparation of these financial statements in accordance with Canadian accounting standards for not for profit organizations, and for such internal control as management determines necessary to enable the preparation of financial statements that are free from material misstatements, whether due to fraud or error.

***Auditor's Responsibility***

Our responsibility is to express an opinion on these financial statements based on our audits. We conducted our audits in accordance with Canadian generally accepted auditing standards. Those standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgement, including assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained in our audits is sufficient and appropriate to provide a basis for our audit opinion.

***Opinion***

In our opinion, the financial statements present fairly, in all material respects, the financial position of The Board of Canadian Registered Safety Professionals as at December 31, 2016, and its financial performance and its cash flows for the year then ended in accordance with Canadian accounting standards for not for profit organizations.

Mississauga, Ontario  
April 24, 2017

Chartered Accountants  
*Licensed Public Accountants*

**The Board of Canadian Registered Safety Professionals**  
**Statement of Financial Position**  
**December 31, 2016**

	2016	2015
	\$	\$
<b>Assets</b>		
Current Assets		
Cash	872,868	777,456
Short term investments (note 2)	1,359,080	1,347,807
Government remittances recoverable	65,184	35,847
Prepaid expenses	19,187	24,795
<b>Total Assets</b>	<b>2,316,319</b>	<b>2,185,905</b>
<b>Liabilities and Operating fund balance</b>		
Current Liabilities		
Accounts payable and accrued liabilities	9,742	72,093
Deferred revenue	267,345	334,455
<b>Total Liabilities</b>	<b>277,087</b>	<b>406,548</b>
<b>Operating fund balance</b>	<b>2,039,232</b>	<b>1,779,357</b>
<b>Total Liabilities and Operating fund balance</b>	<b>2,316,319</b>	<b>2,185,905</b>

Approved on Behalf of the Board Paula Camplin, C.R.S.P., Secretary-Treasurer

**The Board of Canadian Registered Safety Professionals**  
**Statement of Operations and Fund Balance**  
**For the Year Ended December 31, 2016**

	2016	2015
	\$	\$
<b>Revenue</b>		
Annual dues	1,128,871	1,078,432
New application fees	277,200	271,303
Product sales and other revenue	71,807	90,191
Special events registration	18,881	-
Examination fees	17,656	19,409
Interest income	10,275	14,794
<b>Total revenue</b>	<b>1,524,690</b>	<b>1,474,129</b>
<b>Operating expenses</b>		
Accreditation	22,993	23,643
Application processing	25,237	25,599
Bank charges	34,490	38,450
Communications	148,979	182,924
Credential recognition	35,845	83,543
Donations	10,000	10,000
Examinations	191,987	208,170
Insurance	3,060	3,060
Management fees	382,730	371,583
Meetings	33,255	63,621
Memberships	23,599	60,987
Office expenses	7,884	6,478
Postage, courier and facsimile	9,907	14,297
Printing	7,449	9,474
Product purchases	8,887	8,643
Professional fees	17,435	11,882
Rent	9,500	9,500
Scholarships	10,000	-
Special Events	105,466	37,987
Study Guides	15,990	8,123
Technician certification	57,046	-
Travel	91,517	101,846
Website	11,559	38,838
<b>Total operating expenses</b>	<b>1,264,815</b>	<b>1,318,648</b>
<b>Excess of revenues over expenditures</b>	<b>259,875</b>	<b>155,481</b>
Operating fund, beginning of year	1,779,357	1,623,876
<b>Operating fund, end of year</b>	<b>2,039,232</b>	<b>1,779,357</b>

**The Board of Canadian Registered Safety Professionals**  
**Statement of Cash Flows**  
**For the Year Ended December 31, 2016**

	2016	2015
	\$	\$
<b>Operating Activities</b>		
Excess of revenues over expenditures	259,875	155,481
	259,875	155,481
<b>Change in non-cash operating working capital</b>		
Prepaid expenses	5,608	(10,890)
Accounts payable and accrued liabilities	(62,351)	37,780
Government remittances	(29,337)	(9,295)
Deferred revenue	(67,110)	36,577
	106,685	209,653
<b>Investing Activities</b>		
Short term investments	(11,273)	(9,173)
Increase in cash	95,412	200,480
Cash, beginning of year	777,456	576,976
<b>Cash, end of year</b>	<b>872,868</b>	<b>777,456</b>

**The Board of Canadian Registered Safety Professionals**  
**Notes to Financial Statements**  
**December 31, 2016**

**Nature of Business**

The purpose of The Board of Canadian Registered Safety Professionals is to promote and enhance, nationally and internationally, the health and safety profession. It is a non-share capital corporation, incorporated under the laws of Canada, to be carried on without the purpose of gain for its members and any profits or other accretions to the organization must be used in promoting its objects. As a result of its not-for-profit status, the organization is exempt from income tax under certain provisions of the Income Tax Act.

**1. Significant accounting policies**

**(a) Basis of accounting**

The financial statements have been prepared in accordance with Canadian accounting standards for not for profit organizations.

**(b) Revenue recognition**

- i) Annual dues are set annually by the Board of Directors and are recognized as revenue proportionately over the fiscal year to which they relate.
- ii) New application fees, product sales and other revenue are recognized as revenue when received or receivable if the amount to be received can be reasonably estimated and collection is reasonably assured.
- iii) Re-examination fees are recognized as revenue when received and the examination has occurred.
- iv) Interest income is earned from guaranteed investment certificates and recognized as revenue on an accrual basis.

**(c) Use of estimates**

The preparation of financial statements requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities, the disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenue and expenses during the year. Actual results could differ from those estimates.

**(d) Investments**

The investments consist of short-term deposits which are redeemable on demand and are carried at the current market value.

**(e) Deferred revenue**

All membership dues received in the current year for a subsequent year's operations are recorded as deferred revenue and will be accounted for as income in the year to which they pertain.

**The Board of Canadian Registered Safety Professionals**  
**Notes to Financial Statements**  
**December 31, 2016**

**1. Significant accounting policies (continued)**

**(f) Contributions and services**

Due to the difficulties in determining their fair value, contributions and services to the organization are not recognized in these financial statements.

**(g) Financial instruments**

The company recognizes and measures financial assets and financial liabilities on the balance sheet when it becomes a party to the contractual provisions of a financial instrument. All transactions related to the financial instrument are recorded on a trade date or settlement basis. All financial instruments are measured at fair value on initial recognition. The company subsequently measures its financial assets and financial liabilities at cost or amortized cost. Changes in the fair value of these financial instruments are recorded in net income.

The company classifies its financial instruments as follows:

- Financial assets measured at cost include cash and short term investments.
- Financial liabilities measured at cost include accounts payable and accrued liabilities and deferred revenue.

**(h) Impairment**

Financial assets measured at cost are tested for impairment when there are indicators of impairment. The amount of the write-down is recognized in net income. The previously recognized impairment loss may be reversed to the extent of the improvement, directly or by adjusting the allowance account, provided it is no greater than the amount that would have been reported at the date of the reversal had the impairment not been recognized previously. The amount of the reversal is recognized in net income.

**2. Short term investments**

Short term investments of \$1,359,080 (2015 - \$1,347,807) consist of redeemable GIC's with variable interest rates that mature within the 2017 fiscal year.

**3. Financial instruments**

The significant financial risks to which the organization is exposed to is liquidity risk, which is the risk that an entity will encounter difficulty in meeting obligations associated with financial liabilities. The organization is exposed to liquidity risk arising from its liabilities. The organization's ability to meet obligations depends on the receipt of funds in the form of revenue or advances.



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