



# Annual Report 2020

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**Made Safe NL**

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“Employers in the manufacturing and processing sector care greatly about the safety of their employees. The Employers’ Council, CME, the Association of Seafood Producers and other employer representatives have been committed to establishing a Manufacturing & Processing Safety Sector Council for many years. We are incredibly excited to see this initiative get off the ground and give congratulations to our partners at the Federation of Labour and WorkplaceNL.”  
- Richard Alexander, Employers’ Council Executive Director

“The Newfoundland and Labrador Federation of Labour is pleased with this announcement of support and commitment to the Manufacturing and Processing Safety Sector. There are over 8,000 workers engaged in this industry. We know there is a real need to build a strong safety culture and to better prevent serious injuries and occupational illness in both manufacturing and fish processing. We are fully committed and ready to help with this work.” - Mary Shortall, Federation of Labour President



Our Partners

Made Safe NL is a CME initiative that works collaboratively with other organizations on different initiatives to ensure workplaces throughout our province are healthy, safe and productive.



WorkplaceNL





## OUR MISSION

Made Safe NL enriches the safety culture throughout the manufacturing and processing sector through health and safety education and awareness activities, the delivery of professional safety training and return-to-work program advice, worker engagement in advancing occupational health and safety, all with the purpose of building healthy, safe and productive work environments.

## OUR VISION

Made Safe NL will be recognized by the manufacturing and processing sector as the leading health and safety organization in Newfoundland and Labrador. Our goal is a demonstrated improvement in industry health, safety and return to work practices.

## About Made Safe NL

In partnership with Workplace NL, Made Safe NL works collaboratively with employers and employees in the manufacturing and processing sector to ensure workplaces throughout our province are healthy, safe and productive. Guided by an industry-led safety Council, Made Safe NL offers training, access to events and resources, consulting and certification by manufacturers and processors, for manufacturers and processors.





“On behalf of the team at Genoa, I want to congratulate our colleagues at CME-NL on the launch of Made Safe NL. Now more than ever, strong safety practices are so important, and this initiative is one we support wholeheartedly. We look forward to seeing the impact of this unfold among our province’s manufacturers and processors, and at Genoa, we commit to doing our part for our team, our families and our community.”

– Gina Pecore, CEO, Genoa Design International

## 2020 Key Accomplishments

- Christina Marshall was hired in January 2020 as Safety Specialist, Program Manager.
- Organizational representation at the Health and Safety Symposium held by CME Ontario in early March.
- Development of Guidelines for Healthy and Safe Operations during COVID-19. These guidelines were presented via webinars and have been utilized by organizations in our province and across Canada.
- Established Made Safe NL Council and Fish Processing Sub-Committee.
- Partnership with Task Force NL movement to procure and manufacture personal protective equipment for COVID-19 throughout the province.
- Certified by Workplace NL to use their curriculum for training in OHS Committees, Supervisor Safety and MSI Prevention.
- Organizational website launched and social media presence established.
- Develop and deliver *Safety Leadership for Business Owners and Executives* training.
- Participation in the COVID-19 Pandemic Recovery Accelerator Program (RAP) with four of our provincial manufacturers.
- Delivery of Made Safe NL overview presentations to partner associations.
- Visit local manufacturing employers on a very limited basis due to COVID-19.



## Made Safe NL Council

Made Safe NL is guided by an industry-led safety Council and a Made Safe NL fish processing sub-committee. The Council brings together industry employers, labour representatives, workers and other stakeholders concerned with improving health and safety outcomes and safety culture in their respective industries.

Made Safe NL's Council met for the first time officially on March 6, 2020. The fish processing sub-committee met for the first time officially on December 11, 2020.

Throughout the year, there was a focus on the following topics at the quarterly meetings

- Health & safety updates within the participating organizations
- Council governance documentation and training
- Establishment of roles within Council
- Safety sector marketing and communications
- Development of fish processing sub-committee
- COVID-19 operational guidance







Articles covered locally in the Saltwire Network and nationally in OHS Canada magazine.



Live interview held on the VOXM Morning Show.

## Getting the Word Out

- Brand standard discussions were held during the first quarter with subject matter experts and the newly formed Council. The decision was made to identify the organization as Made Safe NL.
- During the second quarter, the logo was created, and work began with a web developer and an industry marketing specialist to start working on Made Safe NL's internet and social media presence.
- A soft launch of the Made Safe NL website took place in the third quarter to gather feedback from Council members and key stakeholders. By this time, social media channels had been created and work was well under way on developing content to share.
- During the fourth quarter, Made Safe NL's website was completed, and the organization was formally introduced to public via both local and national media outlets.



## Industry Spotlight

The COVID-19 pandemic led to a shortage of available personal protective equipment (PPE). Taskforce NL is working to advance the availability of supplies through manufacturing, procurement enhancement and logistics management.

The health and safety of the local 75+ volunteer business and community leaders was a priority from the outset and Made Safe NL conducted virtual information sessions and orientations to help support those mobilized to assist- from individuals in leadership roles to the people sewing masks and gowns.

# TaskforceNL





## To all the workers – thank you

We would like to extend our sincere gratitude and appreciation to the workers working in the manufacturing and processing industry of Newfoundland and Labrador, for their continued hard work and dedication throughout this past year. The onset of the COVID-19 pandemic forced many sectors in province to cease or slow their operations, but our sector never skipped a beat.

In 2020 we faced continuous challenges that created a huge impact on us all. Not only did the essential workers of the manufacturing and processing sector keep working, their efforts contributed greatly to the provincial economy and support of other sectors both on a provincial and national scale.

Thank you.





**Financial Statements**

**Alliance of Manufacturers & Exporters Canada  
o/a Canadian Manufacturers & Exporters**

**Manufacturing and Processing Safety Sector Council  
Program**

**Financial Statements**

**For the period from December 1, 2019 to December 31, 2020**

**Alliance of Manufacturers &  
Exporters Canada  
(o/a Canadian Manufacturers &  
Exporters)**

**Manufacturing and Processing  
Safety Sector Council Program**

**Financial Statements**  
For the period from December 1, 2019 to  
December 31, 2020

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## Independent Auditor's Report

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### To Directors of the Alliance of Manufacturers & Exporters Canada

#### Opinion

We have audited the financial statements of the Manufacturing and Processing Safety Sector Council Program of the Alliance of Manufacturers & Exporters Canada (operating as Canadian Manufacturers & Exporters) (the "Program"), which comprise the balance sheet as at December 31, 2020 and the statements of operations and changes in net assets and cash flows for the period from December 1, 2019 to December 31, 2020, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Program as at December 31, 2020, and its results of operations and its cash flows for the period from December 1, 2019 to December 31, 2020 in accordance with the basis of accounting described in Note 1(b) of the financial statements.

#### Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audit of the Financial Statements* section of our report. We are independent of the Program in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

#### Emphasis of Matter - Basis of Accounting

We draw attention to Note 1(b) of the financial statements, which describes the basis of accounting. The financial statements are prepared to assist management of the Alliance of Manufacturers & Exporters Canada to comply with the financial reporting requirements in subsection 4.2 of the Manufacturing and Processing Safety Sector Council Program Funding Agreement with The Workplace Health, Safety And Compensation Commission (operating as WorkplaceNL) dated June 24, 2020. As a result, the financial statements may not be suitable for another purpose. Our opinion is not modified in respect of this matter.

#### Responsibilities of Management and Those Charged with Governance for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with the basis of accounting described in Note 1(b) of the financial statements; this includes determining that the applicable financial reporting framework is acceptable for the preparation of the financial statements in the circumstances, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the Program's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Program or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Program's financial reporting process.

#### **Auditor's Responsibilities for the Audit of the Financial Statements**

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit 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 Program's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Program's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Program to cease to continue as a going concern.





- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

*BDO Canada LLP*

Chartered Professional Accountants, Licensed Public Accountants

Toronto, Ontario

April 22, 2021

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**Alliance of Manufacturers & Exporters Canada  
(o/a Canadian Manufacturers & Exporters)  
Manufacturing and Processing Safety Sector Council Program  
Balance Sheet**

**December 31**

**2020**

**Assets**

**Current**

Accounts receivable	\$ 162,592
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**Liabilities and Net Assets**

**Current**

Accounts payable and accrued liabilities (Note 2)	\$ 21,949
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Deferred revenue	<u>140,643</u>
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162,592

**Net assets**

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	<u>\$ 162,592</u>
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**Alliance of Manufacturers & Exporters Canada  
(o/a Canadian Manufacturers & Exporters)  
Manufacturing and Processing Safety Sector Council Program  
Statement of Operations and Changes in Net Assets**

**For the period from December 1, 2019 to December 31, 2020**

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**Revenue**

Government funding	<b>\$ 184,541</b>
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**Expenses**

Salaries	79,779
Staff support	45,695
Technology and website	18,050
Professional fees and memberships	10,005
Program development	8,397
Accounting and legal fees	7,500
Travel and accomodation	5,976
Advertising and promotion	3,416
Rent, property tax, insurance	2,980
Office supplies	1,242
Meals and entertainment	993
Telephone	478
Bank charges	30
	<b>184,541</b>

**Excess of revenue over expenses for the period and  
net assets, end of period**

<b>\$ -</b>
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**Alliance of Manufacturers & Exporters Canada  
(o/a Canadian Manufacturers & Exporters)  
Manufacturing and Processing Safety Sector Council Program  
Statement of Cash Flows**

**For the period from December 19, 2019 to December 31, 2020**

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**Cash was provided by (used in)**

**Operating activities**

Excess of revenue over expenses for the period	\$ -
Adjustments to reconcile excess of revenue over expenses to net cash provided by operating activities	
Changes in non-cash working capital balances	
Accounts receivable	(162,592)
Accounts payable and accrued liabilities	21,949
Deferred revenue	140,643
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	-
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**Increase (decrease) in cash during the period**

-

**Cash, beginning of period**

-

**Cash, end of period**

\$ -

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**Alliance of Manufacturers & Exporters Canada  
(o/a Canadian Manufacturers & Exporters)  
Manufacturing and Processing Safety Sector Council  
Notes to Financial Statements**

**December 31, 2020**

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**1. Significant Accounting Policies**

(a) Nature and Purpose of Organization and Program

The Alliance of Manufacturers & Exporters Canada (operating as Canadian Manufacturers & Exporters) (the "Organization") is a national industry organization representing manufacturers and exporters and providing advocacy and a wide range of services to its members.

The Organization is a not-for-profit organization under the Income Tax Act (Canada) and, as such, is exempt from income taxes.

Commencing December 1, 2019, the Organization established the Manufacturing and Processing Safety Sector Council Program (the "Program") for the purpose of educating employers and improving the health and safety of workers in related industry workplaces within Newfoundland. A portion of the funding for the Program is provided by the Workplace Health, Safety and Compensation Commission (operating as WorkplaceNL), and is governed by the Manufacturing and Processing Safety Sector Council Program Funding Agreement (the "Agreement"). Upon termination or expiry of the Agreement, the Program must return any remaining unused funds.

(b) Basis of Presentation and Accounting

These financial statements present the financial position and results of operations and cash flows of the Manufacturing and Processing Safety Sector Council Program and do not include any other assets, liabilities, revenues or expenses of the Organization or its other programs.

The financial statements have been prepared in accordance with Canadian accounting standards for not-for-profit organizations ("ASNPO") to assist management of the Alliance of Manufacturers & Exporters Canada to comply with the financial reporting requirements in subsection 4.2 of the Manufacturing and Processing Safety Sector Council Program Funding Agreement with the Workplace Health, Safety and Compensation Commission (operating as WorkplaceNL) dated June 24, 2020.

(c) Financial Instruments

Unless otherwise noted, the Program measures its financial assets and liabilities initially at fair value and subsequently measures its financial assets and liabilities at amortized cost.

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**Alliance of Manufacturers & Exporters Canada  
(o/a Canadian Manufacturers & Exporters)  
Manufacturing and Processing Safety Sector Council  
Notes to Financial Statements**

**December 31, 2020**

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**1. Significant Accounting Policies - (Continued)**

(d) Revenue Recognition

The Program follows the deferral method of accounting for its contributions revenue. Funding revenue restricted for specified purposes are recognized as revenue in the year in which the related expenses are incurred or over the relevant period, based on the term of the agreements. Unrestricted contributions are recognized as revenue when received or receivable if the amount to be received can be reasonably estimated and collection is reasonably assured.

(e) Expense Allocation

The Organization engages in a number of Divisional and National programs. The costs of each program include the salaries, supplies, transportation and other expenses that are directly related to providing the program. The Organization also incurs a number of general and administrative support expenses that are common to the administration of the Organization and each of its programs, including the Program.

The allocation of salary and benefits and general and administration expenses in the amount of approximately \$45,695 are based upon additional work that was required to have the Program operational.

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**2. Related Party Balance**

Accounts payable and accrued liabilities include \$15,504 due to the Organization. The amount is unsecured, non-interest bearing and due on demand.

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**3. COVID-19 Impact**

On March 11, 2020, the World Health Organization declared the outbreak of the coronavirus ("COVID-19") a pandemic. There have been significant disruptions to the Canadian and global economies. As the impact of COVID-19 continues to evolve, management is actively monitoring the effect on its financial condition, liquidity, operations, suppliers, industry, and workforce.

Although the Organization and Program continue to operate, it is not possible to reliably estimate the length or effect of these developments, including the impact on the financial results of the Organization and Program in future periods.



# TABLE LEGEND

ANNUAL REQUIREMENT

YEAR 1 REQUIREMENT

YEAR 2 REQUIREMENT

YEAR 3 REQUIREMENT

YEAR 4 REQUIREMENT

YEAR 5 REQUIREMENT

Strategic objectives	Target	KPIs	2020	2021	2022	2023	2024
1. Governance and Operations	The MPSSC will have an engaged and operational sector council that meets regularly to determine the direction and goals of the council and provide ongoing oversight.	A balanced operational board to be in place within the first quarter after WorkplaceNL funding approval is received.	Yes				
		A balanced fish processing subcommittee to be in place within the first quarter after WorkplaceNL funding is approved.	Yes				
		Develop and approve a Terms of Reference by the end of the first quarter	Yes				
		By-laws developed and approved by end of second quarter.	Yes				
		Board governance training will be held within the first year.	Yes				
		A fully developed operational plan will be developed and approved by the Council by the end of each year.	Yes				
		As per the Sector Council funding guidelines, regular meetings will take place at least on a quarterly basis.	Yes				
		Participate in all WorkplaceNL's Safety Sector Forum meetings.	Yes				
	The MPSSC will hire and provide training to staff to fulfill the mandate, goal and vision of the organization.	Within 6 months of start-up, hold a competition and hire a Safety Program Manager who will be responsible for the day to day operations of the organization and for achieving goals set by the Council.	Yes				
		By end of year one, a safety advisor will be hired to provide advice, training and auditing services for the MPSSC.					
		Ensure that all staff complete required training sessions that will enable them to efficiently and effectively deliver specific safety advice, training, facilitation, coaching and mentoring services. For example, how to operate safety equipment, becoming certified trainers in WorkplaceNL courses, etc.	Yes				
		Ensure that all staff complete relevant training sessions available through CME to help gain an in-depth understanding of the industry.	Yes				
	The MSSCP will incur enough income through training, workshops and services provided to cover costs of operations by year 6.	By year 6, have a full suite of relevant training programs that are regularly offered both public (open sessions in geographic hubs) and private (company specific).					
	Lead the industry in the development of an industry wide safety culture.	Be seen as the organization of choice in the industry for coaching/guiding and mentoring services including inspections, testing, auditing, and certification.					

2. Safety Leadership		To advance safety culture, MPSSC will communicate the OHS responsibilities for employers, workers, supervisors, OHS committees and Worker Health and Safety representatives/designates.					
		Explore the adoption of an industry health and safety standard to help workplaces prevent injury and illness.					
		Explore opportunities to incorporate proposed industry health and safety standards into WorkplaceNL's PRIME program.					
	Create and promote a MPSSC website and social media accounts that includes usable information, templates and industry best practices	Develop an online presence by the end of year one, including website and a social media following					
		Creation of guides, industry best practices, tool kits, safety procedures, safety videos, training opportunities, and a list of services provided by the MPSSC will be developed and posted on the website throughout the life of the organization					
	Develop and implement a consultation and communication strategy which promotes maximum industry awareness and understanding, and promotes all aspects of OHS and return to work in the manufacturing and processing industry.	Perform an annual diagnostic of OHS Statistics in the sector and disseminate in-depth analysis to the industry.					
		Carry out an annual Manufacturing and Processors Safety Survey to poll stakeholders, employers and workers in the sector.					
		Develop a quarterly Manufacturing and Processors Safety Newsletter which provides Safety Case Studies on organizations leading the way in occupational health and safety.					
		Provide a safety dashboard – a place to explore the leading indicators such as number of people trained, OHS committee active, etc.					
	3. Industry Collaboration	Engagement with stakeholders to identify key occupational health and safety issues facing the industry.	In year one, host regional sessions to engage with manufacturing and processing employers and employees.				
			Continued consultation with industry (employer and labour groups) to identify and substantiate occupational health and safety needs will be an ongoing priority.				
			Coordinate regular discussions with WorkplaceNL and Service NL to identify important occupational health and safety issues where training and education would be beneficial to industry.				
			Work with other Safety Sector Councils to reduce duplication of services and sharing of resources and initiatives				
		Research and identify existing resources available to assist MPSSC to fulfil its mandate.	MPSSC will collaborate with other manufacturing safety sector councils across Canada to advance safety in the industry in NL.				
			By the end of year 1, develop a list of supporting organizations within the sector that can assist with the achievement of the MPSSC goals.				
			Develop a working relationship and MOU with a recognised training provider in NL to create synergies and reduce duplication of services by end of Year 1.				
		The MPSSC, under the guidance of CME will establish a 'Safety Consortium' as a revenue generator with a specified fee structure. The consortium will be made up of cross section of manufacturing and processing	Collaborate with industry to obtain 10 safety Consortium members by the end of year 2.				

	firms who are committed to achieving world class safety performance.	Collaborate with industry to obtain 25 safety Consortium members by the end of year 3.						
		Collaborate with industry to obtain 35 safety Consortium members by the end of year 4.						
		Collaborate with industry to obtain 45 safety Consortium members by the end of year 5.						
<b>4. Health and Safety Education and Training</b>	Creating added value to the industry through identification and coordination of timely, cost effective, and relevant health and safety training and resources.	Based on industry need and demand, at least one training program will be developed in Year 1, with at least one additional training program added each year thereafter.						
		Organize training offerings at strategic locations throughout the province.						
	Promoting best practices through education and awareness.	Host and promote an annual “lunch and learn” series across the province. Starting in Year 2, complete a minimum of five (5) sessions annually at the following regional hubs: Northeast Avalon; Eastern; Central; Western/Northern; Labrador.						
	Hold an annual Safety Symposium in the province with sole focus on safety in the manufacturing and processing sector.	Annually, MPSSC will host quarterly webinar sessions on key safety issues for the manufacturing and processing sector.						
		By Year 2, have at least 50 participants from the industry attend an annual Health and Safety Symposium						
<b>5. OHS Programs and Systems</b>	In consultation with industry, develop and offer OHS programing and services for the manufacturing and processing sector.	Identify and develop OHS initiatives to address high-risk workplace hazards that contribute to serious injury and occupational illness and disease.						
	Provide guidance and safety advice to industry to improve worker safety	Identify safety areas where safety advice and training opportunities could improve worker and workplace safety.						
		Staff will be available for direct consultation with industry, to provide safety services, education and awareness.						
	Conduct outreach with employers in an effort to create a learn-by-doing approach.	By the end of Year 1, obtain or develop a relevant safety audit program and offer auditing services.						
		By the end of Year 1, procure testing equipment and offer testing services. Examples may include: Lux Meter, Decible Meter, Air Quality Meter						
<b>6. Regulatory Compliance</b>	Promote a broader understanding of the Occupational Health and Safety Act and Regulations throughout the manufacturing and processing industry.	In consultation with OHS Division and WorkplaceNL, offer one-on-one services with priority employers in the Manufacturing and Processing Sector to improve OHS Regulatory Compliance.						
		Promote regulatory awareness for high-risk activates which are of immediately dangerous to life and health (IDLH).						