

# 2020

## ANNUAL REPORT

SASKATCHEWAN ASSOCIATION FOR

**SAFE WORKPLACES**

IN HEALTH



## HEALTH & SAFETY

Health and safety are realized as values which are attained through shared responsibility and placing high priority on behaviour that focuses on prevention



### TRANSPARENCY

Transparency is realized in environments that exhibit openness and the sharing of complete information



### COLLABORATION

Collaboration envisions attitudes of common purpose, willingness to give and take on issues, as well as seeking common ground and strengthening relationships



### COMMITMENT

Commitment flourishes when Board members can be counted on to deliver in spite of obstacles and opposition



### INNOVATION

Innovation flourishes with attitudes of flexibility, adaptability, openness, creativity, and forward thinking that embraces new ideas



### RESPECT

Respectful relationships are created with attitudes that embrace diversity and use sound judgement with a focus on active listening with intention



### TRUST

Trust is evidenced through accountability, reliability, sharing responsibility, and working towards common goals and strategies despite differences



### STEWARDSHIP

Stewardship is acted out with accountability, responsibility, ownership, decisiveness, and behaviour that support the acquisition of knowledge

# Message from Executives

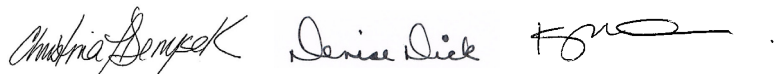
The year 2020 will be marked as a pivotal year where SASWH has yet again demonstrated its ability to respond to the needs of our members in a professional and timely manner during such unprecedented times as COVID-19. SASWH has provided exemplary service over this past year heightening our appreciation for the SASWH team and the added value they bring to ensuring that workplace health and safety is a priority for all.

There are many highlights to bring to your attention and the following two examples are evidence of how SASWH has been timely in their response to the safety concerns of healthcare system partnerships:

- In 2019 SASWH implemented the strategy for a full Respirator Fit Testing Program. This decision placed SASWH in a position to respond immediately to the high demand for respirator fit testing due to COVID-19. Since COVID-19 began, SASWH's team of fit testers has supported the respirator fit testing of over 3,500 front line healthcare workers.
- SASWH was quick to respond to the needs of personal care home, group home and residential care home operators in their response to COVID-19. By establishing a small working group with system partners, SASWH was able to promote the needs of this group to be captured in the larger healthcare response to COVID-19. Focused attention was on:
  - Support for secure access to a supply chain for personal protective equipment.
  - Hiring three infection prevention and control consultants to support:
    - Contingency planning for the safe care of residents in the event of a positive COVID-19 case in the home.
    - Education and training on isolation protocols and exposure control planning.

We are pleased to see the ongoing collaboration between SASWH, our membership and other system partners in safety. The Association has taken the course of action in 2020 that keeps pace with the demands of the membership in their response to COVID-19.

We commend the SASWH team for their accomplishments, productivity and consistent efforts to offer safety programs and services that strikes a balance to keep the safety of the workforce and the safety of others top of mind.



Christina Denysek, Denise Dick, and Kyle Matthies

SASWH Board Executive



# Message from the CEO

I suspect that 2020 will be a year many of us will not soon forget. COVID-19 has challenged our resolve day after day and yet has encouraged us to be more resourceful, more collaborative and more thankful for the strength of our partnerships and other extensions of our team(s).

The SASWH team has stepped up to support our membership with their response to COVID-19 and we have trained over 13,000 front line workers this year. Focused attention on moving traditional face to face training and education to blended platforms of online and in classroom was well received by system partners and our membership. Contingency planning produced strategies such as, 'TLR Buddy System", Safety for Supervisors delivered online, and a robust Respirator Fit Testing Program. As a team, we have delivered on asks from the SASWH membership that has stretched our capacity and we were able to maintain the integrity of our programs and services. We are pleased to report that safety in healthcare remains a priority for all and eliminating workplace injuries remains a common goal.

While I could fill pages to highlight all the successes achieved this year, one that is top of mind for me is the collaboration and partnership with Emergency Medical Services in the Province. This collaboration resulted in the "Made in Saskatchewan Safety Solution" of the EMS lift sheet. With high incidents of musculoskeletal injuries among EMS teams, this lift sheet offers a safer, better alternative to moving patients in uncontrolled environments. This combined with tailoring our TLR Program to the EMS environment, we now have the TLR for EMS Program for the Province that includes all the required education and training on the new lift sheet.

The annual report for this year is presented at a high level, yet gives our members a view into the productivity of the year. I would like to bring your attention to the fact that reports and supportive documents are available on our website and you are encouraged to view the reports whenever time permits.

The membership of SASWH is fortunate to have healthcare workers and teams who continue to stand up and ensure safe work practices are a priority, and view safety as a required organizational practice. SASWH is your safety association and is here to assist you in meeting your safety prevention training, education and awareness needs. Give us a call and let us know how best we can be of assistance in creating a culture of safety in your workplace.

On behalf of the SASWH team please enjoy a safe and productive 2021!



Sandra Cripps



# 2020 Board of Directors



Christina Denysek  
Employer Director,  
Chair

Executive Director,  
Continuing Care,  
Integrated Health  
*Saskatchewan  
Health Authority*



Heather Monaghan  
Employer Director at  
Large

*Association of  
Personal Care Home  
Operators of  
Saskatchewan*



Travis Bolen  
Worker Director

Advanced Care  
Paramedic,  
*Health Sciences  
Association of  
Saskatchewan*



Brent Kitchen  
Employer Director

Executive Director,  
Enterprise & Risk  
Management  
*Saskatchewan  
Health Authority*



Kelly Chessie  
Employer Director  
at Large

Executive Director,  
*Santa Maria Senior  
Citizens Home,  
Emmanuel Health*



Randa Schikosky  
Worker Director

Registered Nurse,  
*Saskatchewan Union  
of Nurses*



Kyle Matthies  
Employer Director

Executive Director,  
Organizational  
Development &  
Employee Wellness  
*Saskatchewan  
Health Authority*



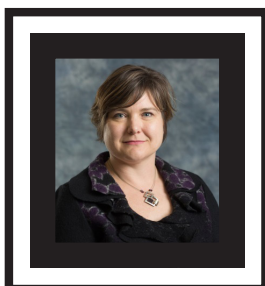
Denise Dick  
Worker Director at  
Large

First Vice-President,  
*Saskatchewan Union  
of Nurses*



Sandra Seitz  
Worker Director

President,  
*Canadian Union of  
Public Employees  
Health Care Council*



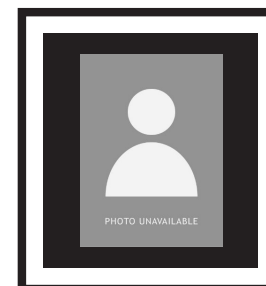
Dr. Petrina McGrath  
Employer Director

Executive Director,  
Quality & Safety  
*Saskatchewan  
Health Authority*



Neil Colmin  
Worker Director

Vice President,  
*Service Employees'  
International Union  
West*



Sharri Laczko  
Worker Director

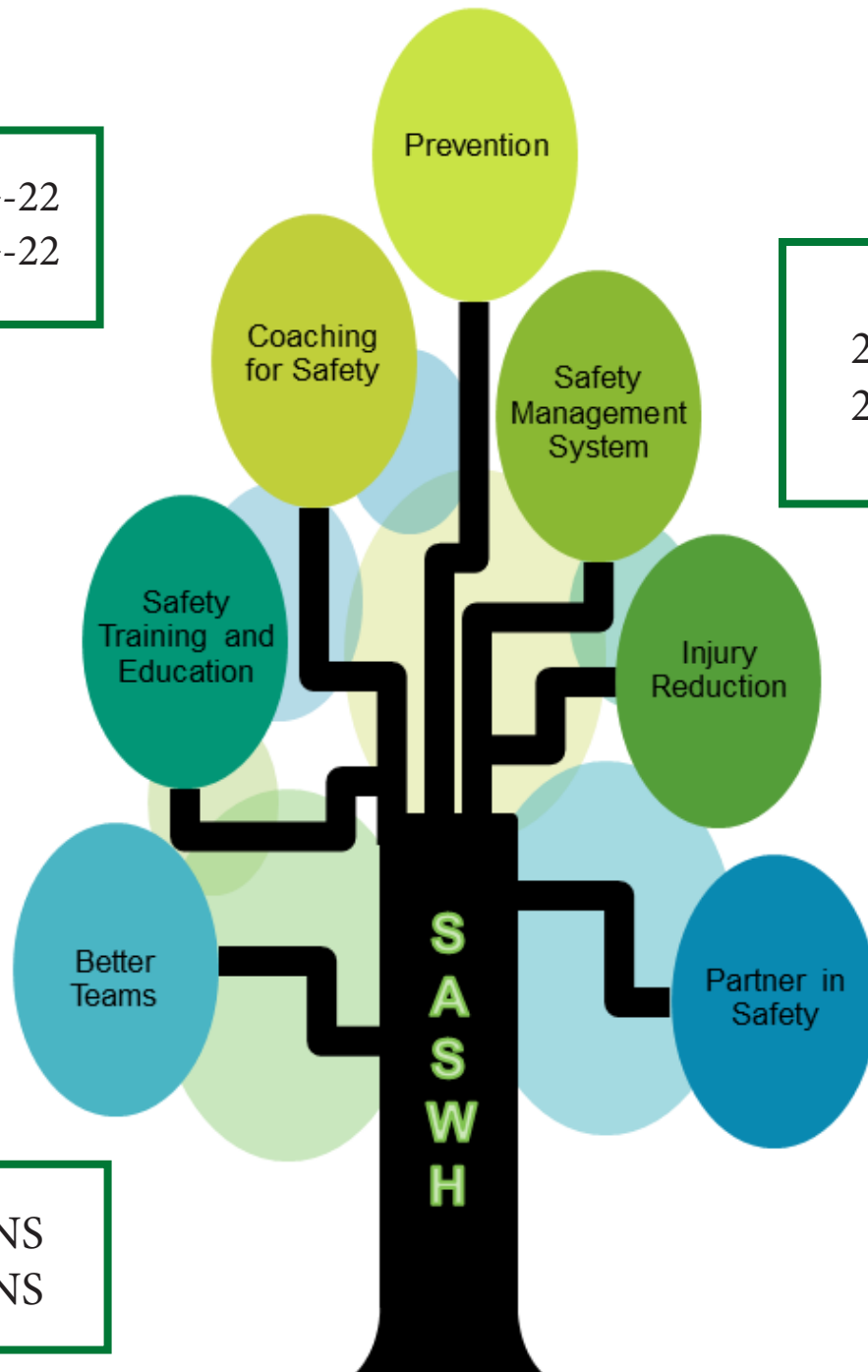
Continuing Care  
Assistant,  
*Saskatchewan  
Government &  
General Employees'  
Union*



# Strategic Priorities

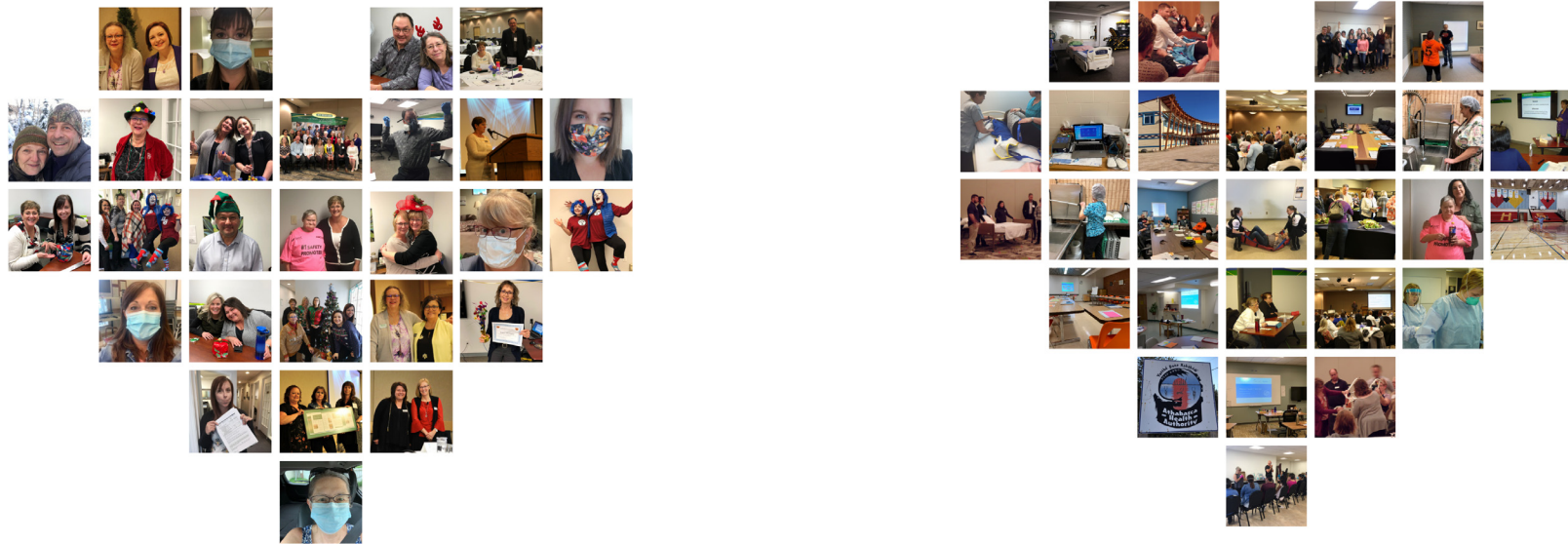
2019: 98% CONNECTED WITH G-22  
2020: 64% CONNECTED WITH G-22

2019: 9,200 TRAINED  
2020: 13,148 TRAINED



2019: 443 TRAINING SESSIONS  
2020: 626 TRAINING SESSIONS

# Proudly Serving as Your Safety Association for 10 Years



Workplace health and safety:  
a priority for all.



# Transferring Lifting Repositioning (TLR<sup>®</sup>) for Emergency Medical Services (EMS) Program<sup>©</sup>

SASWH is pleased to announce the launch of the TLR EMS Program with the 1st Edition released in early 2020.

This program is specific for the field of emergency medical services working in uncontrolled environments (e.g., private residences, outside) and has been developed through collaboration with the Saskatchewan Health Authority-EMS. TLR EMS is one part of an employer's comprehensive program to address injuries related to the moving task. This program is only taught by SASWH approved TLR EMS trainers.

- The TLR EMS Program focuses on a safe moving task - at the time, in the moment - and adapting/modifying with safety in mind.
- Classroom training facilitates discussion, problem-solving and hands-on practice of the risk assessment process and safe moving techniques/guidelines specific for the EMS sector.



# TLR EMS Patient Lift Sheets

In collaboration with Saskatchewan Health Authority EMS, and with dedicated funding from Saskatchewan Ministry of Health (Acute and Emergency Services Branch), SASWH is pleased to provide new patient lift sheets for each active ambulance in Saskatchewan.



Prior to putting the lift sheet into service, workers watch an educational video to support orientation and training on equipment. TLR EMS classroom training includes a TLR EMS approved trainer's demonstration and worker return demonstration on safe use.

[CLICK HERE TO ACCESS THE TLR EMS LIFT SHEET DEMO](#)

## Respirator Fit Testing: Responding to the Pressure by Adding Capacity

- Qualitative and quantitative
- N95 respirators
- ½ face and full face respirator
- Donning and doffing training
- Procedures for the selection, use and cleaning of respirators
- Safe work practices during COVID-19
- Standard work procedures
- Respirator fit testing training
  - Train the trainer
  - Train to the instructor level



# THANK YOU!!

SASWH received an overwhelming response to our call for the use of quantitative fit testing equipment. Special thanks is extended to the following organizations.

- SaskPower
- Regina Police Service
- Labour Relations and Workplace Safety
- University of Regina
- Saskatchewan Polytechnic
- Cameco Corporation-Cigar Lake Operation
- Orano Canada-McClean Lake Operation
- Yara Belle Plaine Inc.
- Safety Association of Saskatchewan Manufacturers

## Contingency Planning Due to COVID-19

### Interim, Non-traditional “On the Job - Buddy System”

In the early stages of COVID-19, classroom training was temporarily postponed. To assist with ensuring the safety of workers and the individuals they care for, the TLR Buddy strategy was implemented. The TLR trained buddy (competent individual) coaches, mentors and observes for competency of worker for on the job situational TLR for safe moving/handling of loads/patients/clients/residents. The techniques focused on the safe moving approach, based on the risk assessment process, for each object being moved - and for patients it is further identified by the posted standard TLR logo at or near the patient. SASWH also distributed an approved checklist for TLR buddies to use during this contingency training.

In addition, the approved and current TLR trainer, TLR “buddy” or the manager/supervisor trained in TLR provided an explanation on client mobility risk assessment, *In the Moment* assessment, logos and required mobility documentation.

These workers are tracked for full TLR training and re-evaluation sessions post COVID-19; and upon successful completion of that training workers will be issued a TLR certificate.

To further support the buddy system, SASWH has created an identifier (magnetic badge) that has been distributed to SASWH approved TLR instructors for further distribution to TLR trainers to wear. Trainers will be a key support to ensure staff feel safe and supported should they have questions, need help, etc.



#### Other programs aligned to online platform

- Safety for Supervisors
- Safe Moving and Repositioning Techniques® (SMART®)
- Respirator Fit Test Train the Trainer





# Support the Response to COVID-19: (IPAC)

## Personal Care Homes, Group Homes and Residential Care Home Operators

Personal Care Home, Group Home and other Residential Care Home Operators identified with SASWH a need for support in their adherence to the public health order respecting COVID-19.

SASWH worked with system partners to secure a team of qualified individuals in the areas of Occupational Health and Safety, and Infection Prevention and Control to support home operators.

### Focused area of support:

- Personal Protective Equipment (PPE) Support
- Online education:
  - COVID-19: The Basics and Doing Your Part online educational program
  - Town Halls, educational WebEx tutorials on IPAC
- Working group
  - A collaborative working group that includes Ministry of Health, Ministry of Social Services, Saskatchewan Health Authority and SASWH is established to ensure effective communication with respect to any unforeseen challenges.
  - Focus is on the preparedness, planning, infection control practices training and education.

**CLICK BELOW TO ACCESS THE ONLINE EDUCATIONAL PROGRAM FOR FAMILY MEMBERS AND VISITORS**

**[COVID-19: The Basics and Doing Your Part](#)**

**SASKATCHEWAN ASSOCIATION FOR SAFE WORKPLACES  
IN HEALTH INC.**

**Financial Statements  
Year Ended December 31, 2020**

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## MANAGEMENT'S RESPONSIBILITY FOR FINANCIAL REPORTING

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The financial statements of Saskatchewan Association for Safe Workplaces in Health Inc. have been prepared in accordance with Canadian accounting standards for not-for-profit organizations. When alternative accounting methods exist, management has chosen those it deems most appropriate in the circumstances. These statements include certain amounts based on management's estimates and judgments. Management has determined such amounts based on a reasonable basis in order to ensure that the financial statements are presented fairly in all material respects.

The integrity and reliability of Saskatchewan Association for Safe Workplaces in Health Inc.'s reporting systems are achieved through the use of formal policies and procedures, the careful selection of employees and an appropriate division of responsibilities. These systems are designed to provide reasonable assurance that the financial information is reliable and accurate.

The Board of Directors is responsible for ensuring that management fulfills its responsibility for financial reporting and is ultimately responsible for reviewing and approving the financial statements. The Board carries out this responsibility principally through its Finance Committee. The Finance Committee is appointed by the Board and meets periodically with management and the members' auditors to review significant accounting, reporting and internal control matters. Following its review of the financial statements and discussions with the auditors, the Committee reports to the Board of Directors prior to its approval of the financial statements. The Committee also considers, for review by the Board and approval by the members, the engagement or re-appointment of the external auditors.

The financial statements have been audited on behalf of the members by MWC Chartered Professional Accountants LLP, in accordance with Canadian generally accepted auditing standards.



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Chief Executive Officer



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Chair

Regina, SK  
March 05, 2021



Chartered Professional  
Accountants LLP

## INDEPENDENT AUDITOR'S REPORT

**To the Members of Saskatchewan Association for Safe Workplaces in Health Inc.**

### **Opinion**

We have audited the financial statements of Saskatchewan Association for Safe Workplaces in Health Inc. (the Association), which comprise the statement of financial position as at December 31, 2020, and the statements of operations and changes in net assets and cash flows for the year then ended, 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 Association as at December 31, 2020, and the results of its operations and cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations.

### **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 Association in accordance with 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.

### **Other Matter**

The financial statements for the year ended December 31, 2019 were audited by another professional accountant who expressed an unmodified opinion on those financial statements on February 13, 2020.

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

Management is responsible for the preparation and fair presentation of the financial statements in accordance with ASNPO, 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 Association'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 Association or to cease operations, or has no realistic alternative but to do so.

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

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*An asset to our clients, not an expense*

102 - 4701 Parliament Ave, Regina, SK S4W 0T9 ☎ 306-352-8621 📠 306-565-8476 🌐 mwc-cpa.ca



Independent Auditor's Report to the Members of Saskatchewan Association for Safe Workplaces in Health Inc. *(continued)*

## **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 Association'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 Association'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 Association 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.

The logo for MWC LLP, featuring the letters 'MWC' in a large, stylized, handwritten-style font, with 'LLP' in a smaller, plain font to the right.

Chartered Professional Accountants

Regina, Saskatchewan  
March 5, 2021

## SASKATCHEWAN ASSOCIATION FOR SAFE WORKPLACES IN HEALTH INC.

### Statement of Financial Position

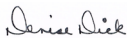
December 31, 2020


	2020	2019
<b>ASSETS</b>		
<b>CURRENT</b>		
Cash	\$ 293,870	\$ 414,036
Accounts receivable	8,394	20,551
Goods and services tax recoverable	2,868	849
Prepaid expenses	10,040	10,392
Investments (Note 4)	509,753	262,239
Government subsidy receivable (Note 5)	495,699	-
	<u>1,320,624</u>	<u>708,067</u>
<b>CAPITAL ASSETS (Note 6)</b>	<b>48,005</b>	<b>38,268</b>
<b>INTANGIBLE ASSETS (Note 7)</b>	<b>7,767</b>	<b>14,927</b>
	<u>\$ 1,376,396</u>	<u>\$ 761,262</u>
<b>LIABILITIES AND NET ASSETS</b>		
<b>CURRENT</b>		
Accounts payable	\$ 46,230	\$ 36,593
Wages payable	56,775	64,001
Employee deductions payable	27,825	13,663
Deferred revenue (Note 8)	210,838	-
	<u>341,668</u>	<u>114,257</u>
<b>NET ASSETS</b>	<b>1,034,728</b>	<b>647,005</b>
	<u>\$ 1,376,396</u>	<u>\$ 761,262</u>

**CONTINGENT FUNDING (Note 9)**

**COMMITMENTS (Note 10)**

**ON BEHALF OF THE BOARD**

 Director

 Director

See notes to financial statements

## SASKATCHEWAN ASSOCIATION FOR SAFE WORKPLACES IN HEALTH INC.

### Statement of Operations and Changes in Net Assets

Year Ended December 31, 2020

	2020	2019
<b>REVENUES</b>		
Saskatchewan Workers' Compensation Board funding:		
Annual operating	\$ 1,777,000	\$ 1,777,000
Education Sector Safety Initiative	160,935	100,000
Ministries of Health and Social Services funding:		
EMS lift sheet program	60,000	-
Specialized infection prevention and control program	10,727	-
Other revenues		
Training and development program fees	50,318	120,039
Interest	10,284	5,546
	<u>2,069,264</u>	<u>2,002,585</u>
<b>EXPENSES</b>		
Salaries and benefits	1,498,480	1,545,873
Special projects	219,700	105,605
Training and development	152,077	268,677
Rent	109,431	108,553
Pandemic response	58,621	-
Communications	51,037	54,031
Office	32,774	51,888
Amortization of capital assets	14,393	14,343
Professional fees	11,225	12,504
Utilities	7,944	8,657
Insurance	7,189	6,087
Amortization of intangible assets	7,160	7,160
Repairs and maintenance	4,466	10,245
Advertising	1,913	2,485
Memberships	830	1,335
	<u>2,177,240</u>	<u>2,197,443</u>
<b>EXCESS OF REVENUES (EXPENSES) FROM OPERATIONS</b>	<b>(107,976)</b>	<b>(194,858)</b>
<b>OTHER INCOME</b>		
Canada Emergency Wage Subsidy	495,699	-
	<u>495,699</u>	<u>-</u>
<b>EXCESS OF REVENUES (EXPENSES)</b>	<b>387,723</b>	<b>(194,858)</b>
<b>NET ASSETS - BEGINNING OF YEAR</b>	<b>647,005</b>	<b>841,863</b>
<b>NET ASSETS - END OF YEAR</b>	<b>\$ 1,034,728</b>	<b>\$ 647,005</b>

See notes to financial statements

## SASKATCHEWAN ASSOCIATION FOR SAFE WORKPLACES IN HEALTH INC.

### Statement of Cash Flows Year Ended December 31, 2020

	2020	2019
<b>OPERATING ACTIVITIES</b>		
Excess of revenues (expenses)	\$ 387,723	\$ (194,858)
Items not affecting cash:		
Amortization of capital assets	14,393	14,343
Amortization of intangible assets	7,160	7,160
Reinvested earnings on investments	(9,845)	(5,223)
	<u>399,431</u>	<u>(178,578)</u>
Changes in non-cash working capital:		
Accounts receivable	12,157	12,735
Accounts payable	9,636	(666)
Deferred revenue	210,838	(444,250)
Prepaid expenses	352	8,538
Goods and services tax recoverable	(2,019)	(13,469)
Government subsidy receivable	(495,699)	-
Wages payable	(7,226)	10,441
Employee deductions payable	14,162	(19,620)
	<u>(257,799)</u>	<u>(446,291)</u>
Cash flow from (used by) operating activities	<u>141,632</u>	<u>(624,869)</u>
<b>INVESTING ACTIVITIES</b>		
Purchase of capital assets	(24,130)	(27,081)
Redemption of investments	262,332	313,271
Purchase of investments	(500,000)	-
Cash flow from (used by) investing activities	<u>(261,798)</u>	<u>286,190</u>
<b>DECREASE IN CASH FLOW</b>	<u>(120,166)</u>	<u>(338,679)</u>
<b>CASH - BEGINNING OF YEAR</b>	<u>414,036</u>	<u>752,715</u>
<b>CASH - END OF YEAR</b>	<u>\$ 293,870</u>	<u>\$ 414,036</u>

See notes to financial statements



## SASKATCHEWAN ASSOCIATION FOR SAFE WORKPLACES IN HEALTH INC.

### Notes to Financial Statements

Year Ended December 31, 2020

#### 1. NATURE OF OPERATIONS

The Saskatchewan Association for Safe Workplaces in Health Inc. (the "Association") mission is to make workplace health and safety a priority for all. The Association is a registered not-for-profit organization, exempt from income taxes, and is funded by the Saskatchewan Workers' Compensation Board (Sask WCB) through a portion of premiums paid by healthcare employees.

#### 2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

##### Basis of presentation

The financial statements were prepared in accordance with Canadian accounting standards for not-for-profit organizations (ASNPO).

##### Revenue recognition

The Association follows the deferral method of accounting for contributions which includes funding from government agencies. 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. Restricted contributions are recognized as revenue in the year in which the related expenses are incurred.

Training and development revenues are recognized in the year the related event occurs or service is provided.

Interest income is recognized in the period earned and is not allocated to the restricted funds.

##### Capital assets

Capital assets are stated at cost or deemed cost less accumulated amortization and are amortized over their estimated useful lives on a straight-line basis at the following rates:

Office furniture and equipment	5 years
Leasehold improvements	5 years
Computer hardware	5 years

##### Intangible assets

The website program is being amortized on a straight-line basis over the estimated useful life of five years.

(continues)

## SASKATCHEWAN ASSOCIATION FOR SAFE WORKPLACES IN HEALTH INC.

Notes to Financial Statements  
Year Ended December 31, 2020

### 2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (*continued*)

#### Financial instruments

Financial instruments are recorded at fair value when acquired or issued. In subsequent periods, financial assets with actively traded markets are reported at fair value, with any unrealized gains and losses reported in income. All other financial instruments are reported at amortized cost, and tested for impairment at each reporting date. Transaction costs on the acquisition, sale, or issue of financial instruments are expensed when incurred.

Financial assets including cash, investments, accounts receivable and government subsidies receivable are reported at amortized cost.

Financial liabilities including accounts payable and accrued liabilities are measured at amortized cost.

#### Use of estimates

The preparation of the financial statements in conformity with Canadian accounting standards for not-for-profit organizations requires management to make estimates that affect the reported amounts of assets and liabilities, and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the period.

Significant items subject to such estimates and assumption include the carrying amounts of accounts receivable, amortization of capital and intangible assets, and salary allocations. Actual results could differ from these estimates.

### 3. ECONOMIC DEPENDENCE

The Association is reliant on the ongoing funding from Sask WCB in order to maintain operations at the current level. In addition, pursuant to an agreement with Sask WCB if there is a termination in the agreement, or if the Association dissolves, all remaining funds and assets are to be distributed to the Sask WCB.

### 4. INVESTMENTS

	2020	2019
Fixed income securities	\$ 509,693	\$ -
Term deposits	-	262,239
Cash	60	-
	<u>\$ 509,753</u>	<u>\$ 262,239</u>

Fixed income securities include market GICs earning interest between 2.02% and 2.26% and mature between February 2021 and February 2025 and have been classified as current as the funds can be obtained on short notice. The prior year investment was a term deposit which matured January 2020.

## SASKATCHEWAN ASSOCIATION FOR SAFE WORKPLACES IN HEALTH INC.

### Notes to Financial Statements

Year Ended December 31, 2020

#### 5. GOVERNMENT SUBSIDY RECEIVABLE

Subsequent to the year end the Association submitted claims under the Canadian Emergency Wage Subsidy and Temporary Wage Subsidy programs available to organizations who qualify based on a defined drop in operating fees and continued to employ and pay staff.

#### 6. CAPITAL ASSETS

	Cost	Accumulated amortization	2020 Net book value	2019 Net book value
Office furniture and equipment	\$ 112,542	\$ 83,360	\$ 29,182	\$ 17,034
Leasehold improvements	41,561	40,748	813	1,084
Computer hardware	126,797	108,787	18,010	20,150
	<u>\$ 280,900</u>	<u>\$ 232,895</u>	<u>\$ 48,005</u>	<u>\$ 38,268</u>

#### 7. INTANGIBLE ASSETS

	2020	2019
Website program module	\$ 35,800	\$ 35,800
Accumulated amortization	(28,033)	(20,873)
	<u>\$ 7,767</u>	<u>\$ 14,927</u>

#### 8. DEFERRED REVENUE

The Association receives funding from agencies which is restricted to specific programming. The Sask WCB provides for the Education Sector Safety Initiative program which runs to July 31, 2022 and the Ministries of Health and Social Services (MHSS) provides for the Specialized Infection Prevention and Control program which runs to December 31, 2021. At the discretion of the funding agencies any unused funding is either returned to the funding agency or carried forward to be used for the ongoing specific program of the Association.

	Opening Balance	Received in Year	Recognized in Current Revenue	Ending
Sask WCB	\$ -	\$ 300,000	\$ (160,935)	\$ 139,065
MHSS	-	82,500	(10,727)	71,773
	<u>\$ -</u>	<u>\$ 382,500</u>	<u>\$ (171,662)</u>	<u>\$ 210,838</u>

No funding was required to be returned to the funding agency in 2020 or 2019.

## SASKATCHEWAN ASSOCIATION FOR SAFE WORKPLACES IN HEALTH INC.

### Notes to Financial Statements

Year Ended December 31, 2020

#### 9. CONTINGENT FUNDING

As is common with most funding agreements there exists, at the discretion of the funding agency, to require repayment of funds if the Association is not in compliance with the terms and conditions of the agreements or if the services are not able to be carried out in entirety.

No provision for possible funding repayments is recorded in the current financial statements as the Association has considered all activities to be in compliance with the requirements of the funding. Any notice of funding repayment is recorded in the year it is made known to the Association.

#### 10. COMMITMENTS

As at December 31, 2020, the Association had commitments for contracted work related to the infection prevention and control programs which expire December 14, 2021. The Association also has lease commitments related to the rental of office space and vehicles. The office rental terminates April 30, 2022 and has an option to renew for an additional five years. The vehicle leases vary in terms with expiration dates ranging from November 30, 2021 to April 30, 2023.

	Program Contracts	Office Rental	Vehicles	Total
2021	\$ 266,435	\$ 65,830	\$ 50,695	\$ 382,960
2022	-	21,943	27,755	49,698
2023	-	-	1,584	1,584

#### 11. ALLOCATED EXPENSES

Included in special project expenses is an allocation of salaries and benefits based on the time spent on projects activities by specific employees. The amount allocated for the year was \$132,321 (2019 - \$67,542).

#### 12. FINANCIAL INSTRUMENTS

The Association is exposed to various risks through its financial instruments and management is responsible to monitor, evaluate and manage these risks. The following analysis provides information about the Association's risk exposure and concentration as of December 31, 2020.

##### Liquidity risk

Liquidity risk is the risk that an entity will encounter difficulty in meeting obligations associated with financial liabilities. The Association is exposed to this risk mainly in respect of its receipt of funds from its customers and other related sources, and accounts payable.

(continues)



## SASKATCHEWAN ASSOCIATION FOR SAFE WORKPLACES IN HEALTH INC.

### Notes to Financial Statements

Year Ended December 31, 2020

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#### 12. FINANCIAL INSTRUMENTS (continued)

##### Credit risk

Credit risk arises from the potential that a counter party will fail to perform its obligations. The Association is exposed to credit risk related to services provided to customers in advance of payments being received. The Association has assessed credit risk as low.

Although the Association has, at various time during the year, a significant receivable related to the funding under the Sask WCB and MHSS programming, no concentration of risk has been identified due to the nature of the funding agencies.

The Association utilizes an allowance for doubtful collections based on specific identification of customer accounts which have been assessed by management as uncollectible. As at yearend no allowance has been recorded as all amounts are considered fully collectible.

#### 13. UNCERTAINTY OF IMPACT OF COVID-19

In early 2020, the federal and provincial governments in Canada implemented measures intended to reduce the impact of the Covid-19 pandemic. These regulations have an ongoing impact on the operations of organizations and individuals.

The Association was required to alter training and development programs in response to the increased regulations due to Covid-19 which resulted in a reduction in program fees. The loss in operational revenue was offset with a reduction in program expenditures as well as through participation in various government subsidy programs made available to all qualifying organizations.

The ongoing impact of the continued government measures on the Association subsequent to yearend is unknown.

#### 14. CORRESPONDING FIGURES

The prior year corresponding figures were audited by another firm of public accountants. Some of the figures have been reclassified to conform with current year presentation and there was no impact on previously reported excess of revenues (expenses).



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*“If the goal is **safe patient care**, then it requires a **safe workforce**”.*

*Workplace health and safety: a priority for all.*

*Sandra Cripps, SASWH CEO*