

# Municipal Safety News



August 2009

## E-Newsletter

Sign up to receive this newsletter via email. Send your request to [krystal@amhsa.net](mailto:krystal@amhsa.net).

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## 2009 AUDITS

Thank you to those municipalities who have already conducted internal and external audits for 2009! AMHSA is also grateful for the municipalities participating in this year's external peer audit process – it could not be a success without your flexibility, cooperation, and expertise.



### EXTERNAL AUDIT TIPS

When making arrangements for an external audit, remember to discuss the following with your key contact:

- Travel expenses (accommodations, mileage, meals)
- Familiarization tour and required PPE
- Scope – number of staff at every level for all shifts (including organizational charts), number of sites (including map if necessary)
- Documentation to have ready for your first day on-site

Also remember the Limited Scope Audit option for those municipalities scoring between 70 and 79% on their external audit. Auditors should notify the municipality as soon as possible if the audit is going to score in this range and be told to contact AMHSA to make arrangements for a Limited Scope Audit within the timelines.

### AVOID FATAL FLAWS

Remember:

- Interview and site samples can be submitted to AMHSA (Shannon Thomas) for pre-approval
- Maximum number of days of on-site activity is 45
- 45 days maximum for AMHSA to receive audit from last on-site day

Audits with insufficient interview or site sampling, or that fail to meet either of the 45 day deadlines will not be processed for PIR. This means the municipality being audited will lose their COR.

### EXECUTIVE REPORTS

AMHSA's audit analysts recommend careful creation of Suggestions for Improvement for each audit element. Ensure that you include suggestions appropriate to the element score (for each area where you identify an opportunity for improvement), and that the suggestions are clear and actionable.

During the QA review, the only ways to receive full marks (20) for each element's Suggestions are if:

- An appropriate number of clear, actionable suggestions are given, and they are appropriate to the notes and scoring in the element. Suggestions add value for the employer; or
- No suggestions were given since the element was scored as 100% and notes indicate that no health and safety issues were identified.



## AMHSA OFFICE HOURS

AMHSA always welcomes questions, requests for information, and feedback; however, please remember that our office hours are from 8 a.m. to 4 p.m., Monday through Friday. Calls received outside of these hours will be directed to voicemail and returned the next business day.

Staff can also be contacted by email!

## OHS CODE AMENDMENTS

The 2009 edition of the OHS Code came into effect July 1, 2009. The OHS Code is available on-line at [http://employment.alberta.ca/documents/WHS/WHS-LEG\\_ohsc\\_2009.pdf](http://employment.alberta.ca/documents/WHS/WHS-LEG_ohsc_2009.pdf) and as a printed Handbook from the Alberta Queen's Printer at [www.qp.alberta.ca](http://www.qp.alberta.ca).

The updated 2009 edition of the OHS Code Explanation Guide is now available on-line at <http://employment.alberta.ca/SFW/3969.html>



## FALL TRAINING

The Occupational Health and Safety legislation overview course has been updated and is ready for presentation to municipal staff! This half-day session reviews the legislation and addresses the most significant changes affecting municipalities. Cost is \$40/person (members), \$50/person (associate members).

The Health and Safety Management Systems will be offered in Coaldale, Oct. 13 – 14, 2009; and Sherwood Park, Nov. 3 – 4, 2009. The Audit course will be offered in Coaldale, Oct. 15 – 16, 2009; and in Sherwood Park, Nov. 5 – 6, 2009. The Auditor Recertification Course will be offered Oct. 12, 2009 in Sherwood Park.

To request an on-site course, contact Susanne L'Heureux. Remember:

- Please provide as much lead time as possible (minimum 10 days).
- Municipalities can request a specific instructor to teach a course, and we will do our best to fulfill these requests; however, the request should be made to AMHSA, not direct with the instructor.
- Our Minimums and Cancellation Policies are still in effect – ensure you review them before booking on-site courses or registering participants for a course.

## WEBSITE NEWS

### DISCUSSIONS

Two new discussions are online – one on Drug and Alcohol Policies and one on Small Utility Vehicle Helmet Requirements. Note that when you reply to a discussion post, it may take several days to appear online. To begin a new discussion email [krystal@amhsa.net](mailto:krystal@amhsa.net).

### NEW SITE LAUNCH

AMHSA is currently developing a new website to better serve its members. The site has been redesigned, including a new logo and layout, and the information architecture has been reorganized. There will be an improved search function, including a topic menu, to help you access the contents of the SafetyNet library. In addition, several forms have been added to increase interactivity, including Submit a Job Posting, Submit an Event, RSVP to an Event, Request an On-site Course, and Order Products.



User testing will be scheduled for late August, and the tentative launch date is mid-September. Watch [www.amhsa.net](http://www.amhsa.net) – we look forward to receiving your feedback on the improved site.

### FREQUENTLY ASKED QUESTIONS

AMHSA has developed FAQs on five topics, thanks to funding from the Workers' Compensation Board. Topics include AMHSA Courses, Occupational Health and Safety Legislation, Municipal Auditing, Partnerships in Injury Reduction, and Health and Safety Management Systems. Watch for the FAQs section on our new website which will also allow users to submit a question for consideration for inclusion in the FAQs section.

The FAQs developed about Alberta's Occupational Health and Safety legislation were submitted to a national website, Canadian Legal FAQs, and are now online. See [www.law-faqs.org](http://www.law-faqs.org)!

## ON-SITE AUDIT REVIEW PILOT PROJECT

All Certifying Partners (CPs) conduct detailed desktop reviews of employer COR certification and maintenance audit reports, but this level of quality assurance is limited to a review of submitted documentation. While this is effective at identifying many audit report quality issues, it may not always identify issues with auditor process. The concept of further validating audit findings by conducting on-site employer re-audits has been suggested for several years by CPs, Partners and auditors. While a full re-audit would require significant resources, Partnerships is proposing a streamlined and efficient "On-Site Audit Review" (OSAR) process which will be limited to evaluating key indicators of auditor performance.

The OSAR process is designed to be completed in one day (to minimize any disruption to the employer's business), and intended to validate the auditor's work by comparing specific OSAR auditor findings to the original auditor's results. OSAR will focus on auditor performance.

Partnerships will be piloting this process in the near future by conducting 100 on-site audit reviews. The data gathered from this project will allow Partnerships to identify whether or not the OSAR process is necessary to supplement the current quality assurance system to ensure the validity of audit results, and if so, determine the best methodology for implementation over the long term.

*Source: September 2009 OHS Magazine*

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## WCB NEWS

### INDUSTRY CUSTOM PRICING

Calling all Cities, Towns, and Villages!

In 2008, the WCB polled Municipal Districts (MDs) to find out if they would be interested in a new pricing program called Industry Custom Pricing (ICP). MDs were offered the choice of including costs associated with the aggravation of a pre-existing condition in the measurement pool for employers in our Experience Rating (ER) and Partnerships in Injury Reduction (PIR) programs. In exchange for this, WCB would remove the levy for cost relief from their industry rate. The industry voted in favour of the program, and as a result, their rates were lowered by \$0.02 in 2009. MDs can expect better outcomes for workers, and continued premium savings as a result of their affirmative vote.

Now it's your turn. After extensive consultation with AMHSA, the WCB has begun ICP polling for Cities, Towns, and Villages. All three industries are being asked to vote on the cost relief option, with Towns and Villages also being asked to vote on a modified ER calculation that can provide substantially improved incentives for employers performing well, and stronger messages for employers performing poorly. WCB will continue to work with AMHSA on the ER option for Cities, and will poll them on this in future.

### THE VOTING PROCESS

Where employers representing more than 50% of the insurable earnings for the industry have voted in favour of an ICP option, that option will be implemented for all employers in the industry, effective the next rate year (2010).

Your vote is very important to WCB! Polling letters and forms were mailed to Towns and Villages in late June, and to Cities in early July. If you haven't received yours, or want more information about this exciting new program, please call the WCB Underwriting Department at (780) 498-4863, send an email to [icp@wcb.ab.ca](mailto:icp@wcb.ab.ca), or visit us online at [www.wcb.ab.ca/employers/icp.asp](http://www.wcb.ab.ca/employers/icp.asp).

### INDUSTRIAL ERGONOMICS WORKSHOP

WCB will be offering an Ergonomics workshop in Edmonton on Sept. 16, Nov. 18, and Dec. 3, 2009; and in Calgary Oct. 21, 2009. This full-day workshop is intended to assist employers in developing strategies to reduce worker discomfort related to poor ergonomics and improve individual and organizational efficiency. The workshop is designed for supervisors, human resources staff and health and safety individuals responsible for ergonomics. The cost of the workshop is \$400.00 + GST which includes workshop, materials and continental breakfast. Register by fax (780) 498-3819 or by phone at (780) 498-3363.

*Source: WCB – Alberta*

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## RURAL UTILITIES/MUNICIPAL SAFETY CONFERENCE

November 30 – December 3, 2009. Red Deer Lodge, Red Deer.

### Pre-conference Sessions:

- Disability Management – WCB (please note this course is required for AMHSA's Safety Advisor certification)
- Excel Spreadsheet Training for Operators – AWWOA

### Tentative session topics:

1. Workplace Violence – WCB
2. Lab Testing – Water, wastewater, soil testing procedures – AGAT Laboratories
3. Worker Orientation – AMHSA
4. Ground Disturbance, Trenching, and Excavation Safety – AMHSA
5. Hazardous Materials (Asbestos, etc.) – Jason Dent, JADA Solutions
6. Work Life Balance – Kendrith Bentley
7. Load Securement/Fleet Safety Audits – Lloyd Blower, AB Transportation
8. Dealing with Substance Abuse in the Workplace: "Thinking Outside the Cup" – Alberta Health Services
9. What's New in the World of Fall Protection – Ray Cislo, AEI; and Rick Guenette, Gravisys Inc.
10. Safe Driving – Mel Mottram
11. Operator Retention and Sharing Program – Alberta Environment

For more information, contact Al Coker toll-free at 1-877-347-0324 or visit [www.rusa.ca](http://www.rusa.ca).

## Upcoming AMHSA Courses – Please see [www.amhsa.net](http://www.amhsa.net) for full course listings.

COURSE	DATE	LOCATION	FEE
Auditor Certification	Oct 15-16	Coaldale	\$90 / \$145
	Nov 5-6	Sherwood Park	
Auditor Recertification	Oct 12	Sherwood Park	\$50 / \$70
Defensive Driving	Aug 21	Taber	\$65 / \$90
	Sept 15	Sturgeon County	
	Sept 22	St. Albert	
	Sept 24	St. Albert	
Disability Management	Aug 13	Calgary	\$0
	Sept 10	Edmonton	
	Sept 24	Calgary	
	Sept 29	Ft. McMurray	
	Oct 1	Edmonton	
	Oct 8	Calgary	
	Other dates also available		
Health & Safety Management Systems	Oct 13-14	Coaldale	
	Nov 3-4	Sherwood Park	
Incident Investigations	Sept 23 p.m.	Fox Creek	\$40 / \$50
Leadership for Safety Excellence	Oct 14-15	St. Albert	\$90 / \$145
	Oct 15-16	Strathcona County	
MSI Prevention (Office Environment)	Sept 23	Wood Buffalo	\$40 / \$50
MSI Prevention (Physically Demanding)	Sept 23	Wood Buffalo	\$40 / \$50
OH&S Act, Regulation & Code Overview	Nov 27	Wood Buffalo	\$40 / \$50
Supervisor's Role	Sept 23 a.m.	Fox Creek	\$40 / \$50

**To register, contact Lorraine.**

**1-800-267-9764**

**or**

**To schedule an onsite course, contact Susanne.**

**(780) 417-3900**