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*Jim Moroney, Executive Director, accepting Partner in Health and Safety certificate.*

# MESSAGE FROM THE CHAIR

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The role of the AMHSA Board and Staff is to respond to the health and safety needs of Alberta's municipal sector and associate members. 2009 was a very successful year for AMHSA, resulting in many accomplishments. A summary of some of the key accomplishments are noted below:

**Sound Financial Position:** AMHSA is in a sound financial position. Meyers, Norris, Penny, LLP completed the audit for the Association. The board followed up with Administration regarding the inclusion of the audit recommendations into the operational procedures of the Association.

**Training Participation:** Educational programs continues to be one of the main emphasis for AMHSA. 2009 was a busy year with steady activity, however there was an overall decrease of just over 5% in training numbers from 2008. 2008 was a record year for training participation in AMHSA programs.

**Regional Safety Councils:** A Northern (NASC) and a Southern (SASC) Alberta Safety Councils were established, based on the successful model of the Alberta Cities Safety Council. In 2009, participants at the Regional Safety Council meetings provided positive feedback about the opportunity to share information and participate in educational sessions. This initiative was implemented as a result of receiving additional funding for special projects from WCB.

**Technical Projects:** A redesign of the new AMHSA website was completed in the fall of 2009. This was a huge project for AMHSA. Positive feedback is being received on the new website. In addition, a new data base system (web application) was also established.

**Certifying Partner:** AMHSA continues with the important role of being a Certifying Partner through Partners in Injury Reduction. Work continues with Partnerships to ensure that AMHSA is meeting the standards for Quality Assurance. AMHSA is actively working on an action plan as a response to the 2009 PIR Quality Assurance audit (see objective 2.2). The target completion for the action plan is early in 2010.

**Certificate of Recognition:** AMHSA is proud to acknowledge that they hold a Small Employer Certificate of Recognition (SECOR). In 2009, AMHSA received a 20% refund level from PIR for 2008, signifying Industry Leadership.

On behalf of the Board of Directors of AMHSA, I thank the Executive Director and all employees of AMHSA for their hard work, dedication and contribution to the Association.

*Neil Riley - Chair*

# ABOUT AMHSA

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The Alberta Municipal Health and Safety Association (AMHSA) is a not-for-profit organization dedicated to helping reduce the human and financial costs resulting from workplace illness, injuries, and property damage.

## VISION

Leader in providing effective health and safety management systems to the municipal sector

## MISSION

- Providing education and consultation services
- Promoting health and safety management
- Preventing workplace injury and illness

## GOALS

1. Provide Alberta municipalities and associate members with cost-effective training and education services in the prevention of occupational injuries and disease.
2. Promote effective health and safety management by Alberta municipalities, associate members and others.
3. Monitor and disseminate information on government occupational health and safety legislation and policies which impact on Alberta municipalities and associate members.
4. Act as Certifying Partner for Alberta's municipal sector in the PIR/Partnerships in Injury Reduction program in cooperation with Workers' Compensation Board and Workplace Health and Safety – Partnerships.

Our activities focus on the prevention of occupational injuries and disease in the municipal workforce. We help our members establish health and safety management systems to control losses, reduce costs, and meet their legal responsibilities.

Our members include approximately 351 cities, towns, villages, municipal districts, counties, and specialized municipalities. Non-municipal employers may join AMHSA as associate members for an annual fee. In 2009, there were approximately 26 associate member organizations, including several school divisions, public libraries, and a provincial financial institution.

Funding is provided to AMHSA per the Workers' Compensation Act, in support of approved annual business plans.



# EXECUTIVE DIRECTOR'S REPORT

The support of many different organization and individuals across Alberta has assisted AMHSA in fulfilling its mission. Special recognition should be given to our partners in injury reduction, the Workers Compensation Board - Alberta and Alberta Employment and Immigration.

I would also like to thank our Officers and Board Members who have demonstrated their commitment to our mission and achievement of our goals. On behalf of the Association, I'd like to specifically acknowledge the contribution of:

- Neil Riley for his leadership as Chairperson,
- Glenn Taylor, Vice-Chairperson, and
- Sandra Giesler, Secretary/Treasurer.

Our Board of Directors met in April, June, September, and December 2009 and we held a 2009 Annual General Meeting and 2010 Planning Meeting. Over 30 core/fundamental and targeted/strategic objectives were developed for our three main goals (cost-effective training services, health and safety management promotion, and monitoring/disseminating government policies and legislation).

There were a number of challenges in 2009 that I am proud to say we dealt with very successfully. Thank you to Shannon Thomas, Lorraine Kasha, Susanne L'Heureux, Krystal McDowell and Lindsay Milne for their tireless efforts in meeting the demands placed upon them.

## **Notable Facts**

- The number of participants involved in AMHSA training was down slightly in 2009 with 8,225 registered for courses compared with 8,649 participants in 2008.
- These accomplishments are all the more remarkable given that municipalities continue to pay the lowest average levies of any funded safety association in Alberta.
- The average 2009 WCB premium rates increased slightly for Cities, Towns and Villages but all remained at or below the provincial average. Municipal Districts and Counties saw their premium rates rise just above the provincial average for the first time in years.
- There was over \$2.2 million awarded to municipalities for their participation in the COR program. Over \$8,000,000 has been earned over the last 4 years.
- AMHSA has 394 active Certified Auditors and recertified/trained another 94 auditors in 2009.
- There was a specific focus on improving our communication with development and distribution of 514 paper newsletters/month, another 561 e-newsletters/month and online postings of applicable news and upcoming events.

*Jim Moroney - Executive Director*

# STRUCTURE – BOARD AND STAFF

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## OFFICERS

- Neil Riley, Worker Representative (City of Spruce Grove) - Chair
- Glenn Taylor, Alberta Urban Municipalities Association (Town of Hinton) - Vice-Chair
- Sandra Giesler, CSU 52 (City of Edmonton) - Secretary/Treasurer

## DIRECTORS

- Larry Baran, Local Government Administration Association (to April)
- Scott Chant, Alberta Waste Water Operators Association (Town of Olds)
- Joe Duplessis, Alberta Municipal Supervisors Association
- Mary Fraser, Canadian Union of Public Employees Local 38 (City of Calgary) – until May
- Geraldine Gervais, Local Government Administration Association (since June)
- Dennis Henderson, Canadian Union of Public Employees Local 30 (City of Edmonton)
- Dwight Oliver, Alberta Association of Municipal Districts & Counties (Clearwater County)
- Brian Schmidek, City of Calgary
- Jody Sallans, Canadian Union of Public Employees Local 37 (City of Calgary)
- Paul Shields, Other City (City of St. Albert)
- Marvin Shmyr, City of Edmonton
- Doug Tymchyshyn, Alberta Rural Municipal Administrators Association (Parkland County)
- Ken Weaver, Canadian Union of Public Employees Local 38 (City of Calgary) – since June



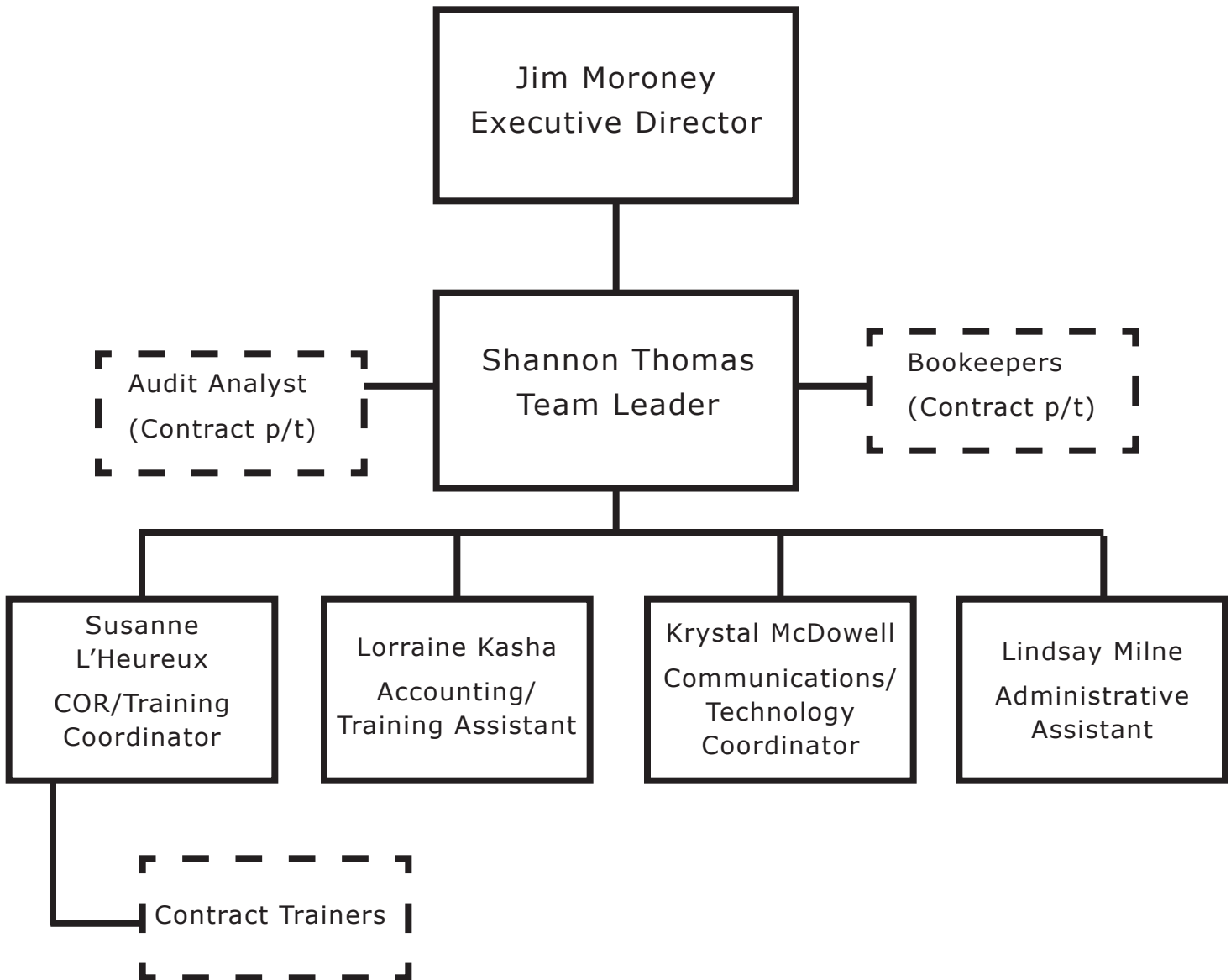
Director Giesler's last meeting. December 2009  
Jim Moroney, Sandra Giesler, and Neil Riley

## STAFF

- Jim Moroney, Executive Director
- Shannon Thomas, Team Leader
- Susanne L'Heureux, COR/Training Coordinator
- Lorraine Kasha, Training/Accounting Assistant
- Stephanie Hawrylak, Technical/Accounting Assistant (until July)
- Krystal McDowell, Administrative Assistant (until July), Communications/Technology Coordinator (since August)
- Lindsay Milne, Administrative Assistant (since October)

## CONTRACTORS

- Yvonne Beattie, Audit Analyst (part-time)
- Irene Trites & Maria Stewart, Bookkeepers (part-time, since August)
- Instructors





# REPORT ON 2009 GOALS AND OBJECTIVES

The 2009 Objectives are divided into Core/Fundamental and Targeted/Strategic sections under each of three goals.

**Goal #1: Provide Alberta municipalities and associate members with cost-effective training and education services in the prevention of occupational injuries and disease.**

## CORE/FUNDAMENTAL OBJECTIVES:

### 1.1 Maintain the data management systems which are capable of tracking training programs, requests, attendance, etc.

**Progress:** This year, AMHSA switched IT providers for both its database and website from Extreme Solutions to Redengine because the Association's IT needs outgrew the original provider's capabilities. They have been retained, however, to supply desktop security, backup and email services. The completion of several online WCB special projects was incorporated into this switch, with the launch of our updated database and phase 1 of SafetyNet on September 30, 2009. The new database (web application) used to administer the training and Partners in Injury Reduction program was launched on October 28, 2009. This application can be accessed from our Calgary office, a significant step forward which provides flexibility in distribution of the Association's work.

### 1.2 Explore technology to improve course delivery specifically expanding the capabilities of the Web Based Programs. Provide recommendations to the Board regarding various options for e-learning.

**Progress:** AMHSA continued to offer and promote the Working Alone Safely online course from January – May, 2009. A total of 21 members participated in the pilot offering, including staff and consultants. The Association will explore more user-friendly platforms for online course provision and report options and costs to the Board of Directors in early 2010.

### 1.3 Continue to offer Defensive Driving with Alta-Tecs Services Inc. and develop instruction succession plan.

**Progress:** AMHSA continued to utilize Bill Price of Alta-Tecs Services Inc. for Defensive Driving instruction and also started using a second Alberta Safety Council-certified instructor, Wayne Quinton (Quinton Safety Solutions) in 2009. He is based in the Southern portion of the province, which results in instructor travel cost savings for the Association. Defensive Driving continued to be the most popular AMHSA course, and both instructors receive very positive participant evaluations.

### 1.4 Continue to offer equipment operator training courses using contract trainers.

AMHSA offered the following Operator Safety courses using contract trainers in 2009:

- Front End Loader
- Backhoe/Loader
- Road Grader
- Skid Steer

In addition, the Association also began offering two new operator safety courses using contract trainers:

- ATV Rider Safety
- Plow Truck Sander

A new Ives-certified operator safety instructor was also recruited in 2009 to help satisfy operator safety training requests.



*Rick Lupul,  
ATV Rider Safety*

## 1.5 Develop and implement 3-year recertification policy for operator safety course participants.

**Progress:** The Association implemented a 3-year recertification policy for all operator safety course participants in 2009, including expiry dates on all certificates issued. In the coming years, members will be reminded by the Association to re-certify as needed.

## 1.6 Revise and update existing training programs.

**Progress:** The following courses were updated to attain Partnerships approval in early 2009:

- Health and Safety Management Systems
- Health and Safety Management Systems – Audit

The following courses were updated as a result of the amended Occupational Health and Safety Code in May 2009:

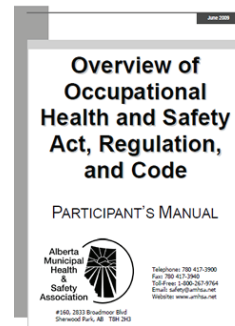
- Working Alone Safely
- Hazard Identification, Assessment, and Control
- Confined Space Entry
- Ground Disturbance, Excavation, and Trenching Safety

To ensure consistent delivery by our Ives-certified instructors across the province, the following Operator Safety presentations were reviewed and updated by the Executive Director:

- Front End Loader
- Backhoe/Loader
- Road Grader
- Skid Steer

## 1.7 Develop and offer course about 2009 revisions to the Occupational Health & Safety Code.

**Progress:** The Occupational Health and Safety Legislation Overview course was updated in May 2009 to reflect the amended Occupational Health and Safety Code.



It was promoted in the June 2009 Municipal Safety News and announced at the May 12<sup>th</sup> Southern Alberta Safety Council meeting and the May 20<sup>th</sup> Alberta Cities Safety Council meeting. The course was held 10 times in 2009, and had over 120 participants.

## 1.8 Develop customized training programs for major training projects.

**Progress:** The new Plow Truck Sander Operator Safety course was developed with the support of the City of St. Albert in 2009. The Calgary Police Service's online WHMIS course was updated and expanded to include the Calgary Fire Department. In early 2009, the City of Calgary has reported that **882 Fire Fighters** and **1,350 Police Services Personnel** have completed the WHMIS course. The Edmonton Police Service began customizing the Leadership for Safety Excellence (LSE) course in 2009. Customized training was offered for the City of Calgary (LSE) and the City of Edmonton (LSE and Workplace Violence Prevention). All four modules of the City of Edmonton's **Leadership for Safety Excellence course** were updated in 2009 with the assistance of Director Shmyr.

## 1.9 Deliver on-site training courses as requested.

**Progress:** 446 on-site training courses were arranged for members and associate members throughout the province in 2009. Top 5 courses and number of participants (including both members and associate members):

1. Defensive Driving	780
2. Formal Workplace Inspections	546
3. Leadership for Safety Excellence	479
5. Workplace Violence Prevention	456
4. Hazard Identification, Assessment and Control	475

*"...very informative, reinforced current practices, and was directly pertinent to my job responsibilities. I would recommend this course for everyone"*  
- Health and Safety Management Systems Participant Evaluation



### 1.10 Continue to expand and improve upon web-based (online) services to members.

**Progress:** As mentioned in 1.1, the Association switched IT providers in the summer of 2009. The new website and database web application were user tested and staff were trained. Staff enjoyed using Redengine's content management system and working with their team of experienced project managers, developers and designers. The new website includes all of the functions of the previous site, plus new features such as online polls, surveys, quick links, and improved search results / display. It also incorporates the Frequently Asked Questions (WCB 2008 special project) and SafetyNet (online library). The website was launched in September after being populated with previous and new content, plus documents and links for the online library.

A new AMHSA logo was developed in concert with the website re-design, which will be incorporated into course materials, logos, etc.



The new database web application replaced the Course Manager database in October 2009.



### 1.11 Develop online training programs.

**Progress:** It was decided to put this on hold until a suitable platform can be found. Options will be brought to the Board and/or included in the 2010 budget.

### 1.12 Continue to promote the AMHSA Certificate Programs.

**Progress:** The Municipal Joint Health and Safety Representative, Municipal Supervisor in Health and Safety and Recognized Municipal Safety Advisor certificates continue to be promoted by the Association this year. The certifications were mentioned at the regional and city Safety Council meetings and promoted in the monthly Municipal Safety News.

### 1.13 Market a safety program template for small communities to participate. This template may also be used to assist municipalities in obtaining a Small Employer Certificate of Recognition (SECOR).

**Progress:** The SECOR Tool-Kit is available free of charge to small employers and distributed to participants of the Health and Safety Management Systems – Small Employer course.

### 1.14 Secure an expanded network of AMHSA consultant trainers.

**Progress:** AMHSA continues to use contract trainers for most of its course delivery. An instructor newsletter was distributed in 2009 and an Instructor Code of Ethics was completed by all instructors. A new instructor was recruited in 2009 for training in the southern part of the province.

### 1.15 Continue coordinating regional safety committees (Northern and Southern Alberta Safety Councils).

**Progress:** The Northern Alberta Safety Council (NASC) met on April 15<sup>th</sup> (hosted by the Municipal District of Bonnyville) and the Southern Alberta Safety Council (SASC) met on May 12<sup>th</sup> (hosted by the Town of Taber).

Members participated in roundtable discussions, and reports were made by AMHSA, the Workers' Compensation Board, and Alberta Employment and Immigration. Jim Moroney presented information on recent prosecutions, fines and penalties and Russell Vasseur presented information on the WCB's Industry Custom Pricing program. Feedback on the meetings continues to be very positive.

The fall meetings were held September 16<sup>th</sup> (SASC - hosted by the M.D. of Foothills) and October 14<sup>th</sup> (NASC - hosted by the Town of Edson). Lac Ste. Anne County presented its video on Off Highway Vehicle safety at the NASC meeting and Ryan Schur, Occupational Health and Safety Inspector with Alberta Employment and Immigration, presented information on hazard identification, incident investigations, and recent prosecutions at the SASC meeting.

Minutes of the meetings are available on AMHSA's website at <http://www.amhsa.net/pages/SafetyCouncils/>.

### **1.16 Update videos that may be used in AMHSA courses and in the lending library.**

**Progress:** AMHSA purchased a number of new videos entitled "Safety, Everyone's Responsibility" from Charlie Morecraft and incorporated them into the revised training programs in 2009. The videos used in all AMHSA courses were reviewed by Executive Director Moroney in the summer of 2009.

## **TARGETED/STRATEGIC OBJECTIVES:**

During the previous SWOT analysis the importance of offering new training programs was stressed. The 2008 survey results suggest that revision of old programs and courses should be a priority if AMHSA is going to continue to attract participants, particularly those who have already accessed much of the training being offered. An opportunity may be available to use existing material from other jurisdictions instead of developing the material from scratch.

### **1.17 Explore opportunities to utilize health and safety training programs and materials or partner with other organizations such as the Municipal Health and Safety Association of Ontario, Alberta Construction Safety Association, Alberta Municipal Affairs and British Columbia Municipal Safety Association which has just become a funded safety association.**

**Progress:** AMHSA shared its Audit Tool with the BC Municipal Safety Association, who is modeling their audit tool on ours. There may be opportunity to partner with other safety associations in offering the ATV Rider operator safety course in the future. AMHSA contacted the Manufacturers' Health and Safety Association, Alberta Construction Safety Association and ENFORM with respect to the available training.

Each year AMHSA sends a survey to its members asking for input on a wide variety of concerns. Questions are targeted at emerging issues or topics that AMHSA feels may be of concern. Members also are asked to provide suggestions for any other topics they would like addressed. Responses are analyzed to identify specific training and activity targets.

#### *Survey Comments*

*Re Training: Excellent training and cooperation between AMHSA and us in implementing training for our organization.*

*--Town of Sylvan Lake*

*Re Newsletter: It's all good. The information on courses coming up and on fines, etc. Well done.*

*-- Town of Cochrane*

**1.18 Continue with the development and use of professional printing for the purpose of enhancing the professional appearance of some of the AMHSA training materials.**

**Progress:** AMHSA continues to print course materials both in-house and outsourced to print companies. Quotes were collected from several printers to ensure the Association was paying a fair rate for the outsourced print jobs, and switched to FCS (Forest Stewardship Council approved) paper for several manuals. The course handouts were reviewed to ensure more efficient course materials preparation. Many of the manuals were revised to include the exams and evaluations, so that staff no longer have to photocopy these for each course.

The Association will explore utilizing a Web-to-Print service to take advantage of reduced print prices while not having to store massive quantities of the course materials at the northern office.

**1.19 Continue offering workplace violence prevention courses through Red Deer College.**

**Progress:** Workplace Violence Prevention was offered through Red Deer College, using their instructors, Charmaine Hammond and Jan Gerhke. AMSHA reviewed its relationship with Red Deer College and will be investigating alternative training delivery models.

**1.20 Continue the development and implementation of an AMHSA safety management system for small municipalities.**

**Progress:** The Association continues to act as Certifying Partner for small municipal employers. Several Small Employer Certificates of Recognition were maintained in 2009, one new COR was issued, and the templates are available in print or online. Staff will be reviewing the SECOR quality assurance review form and guidelines, and course content early in 2010.

The SWOT analyses in 2008 identified the need to improve AMHSA communication regarding training needs and promotion to AMHSA members and expanding its influence to other organizations.

**1.21 Continue to work with health authorities and school boards to offer training programs that have already been developed at AMHSA.**

**Progress:** Several school boards continued to be Associate Members of AMHSA in 2009 and participated in on-site and scheduled training, for example, Joint Health and Safety Committees and Leadership for Safety Excellence. The first-ever Health and Safety Management Systems and Audit courses were hosted by a school board in 2009 (Wolf Creek School Division in Ponoka) while two Formal Workplace Inspection courses were hosted by Peace Wapiti School District.

**1.22 Conduct in-class evaluations of AMHSA instructors on an annual basis.**

**Progress:** Trainers were evaluated by participants of every course and results compiled and shared with the trainer, Association staff and the municipality that requested each course. Any issues that arose from evaluations were addressed immediately with instructors.

The vast majority of evaluations are extremely positive, for example:

*"Yvonne shows passion for teaching and safety which is a pleasure to learn from. She is knowledgeable about the subject and shows confidence in her skills. It was a pleasure and I became knowledgeable in safety issues. Thanks!"*

*-- Working Alone Safety Course Participant*

In addition, AMHSA staff attended many courses to monitor instructors' course delivery.



**1.23 Strive to keep the number of cancelled scheduled and on-site courses to less than 2% of all courses.**

**Progress:** In 2009, AMHSA narrowly missed this objective. Only 4 scheduled courses and 9 on-site courses were cancelled out of over 460 (2.8%). The canceling of courses was due to a number of factors including low enrollment figures, instructor illness and inclement weather conditions.

**1.24 AMHSA will maintain its Small Employer Certificate of Recognition (SECOR).**

**Progress:** The Association maintained its SECOR in 2009 and will continue to diligently attend to the health and safety of its employees. New employees were oriented, emergency drills and inspections conducted, and safety issues raised at weekly staff meetings. Follow-up is completed by the Team Leader and/or Executive Director. AMHSA was awarded a 2008 Best Performer Award and received a 20% (Industry Leadership level) WCB premium rebate for participation in Partnerships in Injury Reduction (SECOR).

*Excellent course. I feel a lot more confident in the role as safety coordinator.*  
-- Course participant

*I would like to say how much I enjoyed the courses last week in Airdrie, I have suggested that the Health and Safety management system course be a standard for all managers.*  
-- Mike Ross, Lethbridge



**AMHSA Trade Show Booth**

Goal #2: Promote effective health and safety management by Alberta municipalities and associate members. The following objective has been a core/fundamental objective of AMHSA for a number of years. In the past, much of the activity related to this objective has focused on promotion of the PIR program.

## **CORE/FUNDAMENTAL OBJECTIVES:**

**2.1 Promote and support the PIR program. This includes the training and certification of peer auditors; administration and quality assurance of external audits (utilizing peer or consultant auditors), and internal audits; coordination and communication with the Partnerships team.**

**Progress:** Promotion and support of the Partnerships in Injury Reduction (PIR) program for Alberta municipalities continued to be a major role of the Association in 2009. AMHSA attained approval for new exams and course materials for both the Health and Safety Management Systems and Audit courses and approval of a new Auditor Recertification exam. The Association also conducted audit quality assurance reviews per Partnerships standards and guidelines of all PIR (internal and external) and auditor qualification (certification) audits.

The annual PIR status letter was sent to all municipalities in April and requests for external audits were requested by the middle of June. The Training/COR Coordinator organized peer audit groups for 2009 external audits. Communication to auditors included an emailed Auditor Notice including information on new forms, processes, and tips, and audit information has been included in many of the monthly newsletters.

Association staff participated in Certifying Partner and Policy Day meetings with Partnerships. Representatives from Alberta Employment and Immigration were invited to all Association Board meetings and regional and cities safety council meetings.

**2.2 A government audit of the AMHSA's COR quality assurance process was conducted in 2007. A number of recommendations to enhance the quality review process were implemented in 2008. AMHSA will work to comply with all the recommendations of the government's Partnerships Team to ensure quality control systems will meet all standards in 2009.**

**Progress:** AMHSA implemented all of the recommendations from the 2007 QA review and was audited again in 2009 (on 2008 reviews and processes). 2008 and 2009 were challenging years for the Association's audit analysts, as revisions were required for all critical audit issues found, resulting in significantly more time spent on the quality assurance process.

Partnerships audited the Association's QA Reviews and CORRS entries again in June 2009 and provided a report to AMHSA late in July 2009. The Executive Director and Team Leader met with the QA team to review the report which included a list of AMHSA strengths and 7 recommendations (approximately half as many recommendations as received in the 2007 review!). AMHSA strived to implement all recommendations resulting from this QA/CORRS review and will report to Partnerships and the Board of Directors in early 2010. The conclusion of the QA report states:

"AMHSA is managing their Certifying Partner processes very successfully. They are meeting their obligations to implement a quality assurance system that meets Partnerships standards, and maintaining an administrative system that effectively tracks employer audit activities. The QA Team did not identify any major non-conformances to Partnerships standards."

### 2.3 Review the AMHSA's COR Peer Process in 2009 to ensure the system remains sustainable.

**Progress:** A COR/PIR survey was conducted and results compiled in 2009. Members were asked what they liked and disliked about the program, what they would change about the program, if anything would cause them to leave the program, and if they would participate in a review committee. Association staff studied the results (presented at June board meeting) to identify trends, issues, and solutions, and made recommendations to the Board of Directors in December 2009.

The Municipal Health and Safety Audit Tool was revised to clarify instructions to auditors regarding justification requirements and scoring.

A new worksheet entitled "Samples" was created, containing examples of justifications for questions identified by audit analysts that often required revisions. In addition, the Health and Safety Management Systems – Audit course participant's manual and instructor's PPT presentation were updated for offerings in 2010. Due to the changes to the training, auditors were encouraged to attend an Auditor Update/Recertification course in 2010.

### 2.4 Contribute to the development, periodic review and maintenance of the Partnerships and PIR standards.

**Progress:** AMHSA participated in the Certifying Partner and Policy Day meetings, representing municipal interests.



### 2.5 Maintain an internal quality assurance system measuring services being provided, including audit reviews, to meet the Partnership and PIR Standards.

**Progress:** All PIR audits (external, first internal, second internal) baseline / departmental and auditor qualification (certification) audits submitted to AMHSA were reviewed using the approved Partnerships QA review form. A Code of Ethics was developed for AMHSA Audit Analysts in 2008 and the COR Policies and Procedures document updated to include conflict of interest, etc. related to quality assurance reviews. A contract audit analyst, Yvonne Beattie, was utilized in 2009 to assist the Team Leader with quality assurance reviews of auditor qualification (certification) audits and internal PIR audits.

### 2.6 Increase OHS awareness at three levels:

- (i) **Elected officials** - Participate in the regional seminars and trade shows of AUMA and AAMD&C. Attend Zone Meetings of AAMD&C. Explore communication opportunities with the northern and southern Mayors' Conference.

**Progress:** AMHSA continues to participate in AUMA and AAMD&C convention trade shows. In February 2009 Executive Director Moroney participated in the Enforcement Services Convention in Red Deer and made a brief presentation on the proposed 2009 business plan to the AUMA Executive. Both the AUMA and AAMD&C submitted letters in support of the Association's 2009 Business Plan.

- (ii) **Administrators** - Communicate with the Local Government Administration Association (LGAA) and the Alberta Rural Municipal Administrators Association (ARMAA). Attend Zone Meetings of LGAA.

**Progress:** AMHSA participated in the March 18 – 20, 2009 LGAA conference and trade show. Executive Director Moroney also spoke at the Southern Region AAAP in Medicine Hat before some 450 participants including councilors and agricultural field men in January 2009.



## 2.6 Increase OHS awareness at three levels:

- (iii) **Public works supervisors** - Communicate with the Alberta Municipal Supervisors Association (AMSA) and the Alberta Chapter of the Canadian Public Works Association (CPWA).

**Progress:** AMHSA participated in the AWWOA trade show in May and Jim Moroney, the Association's Executive Director, spoke at the Alberta Municipal Supervisors Association function in Edmonton at the Shaw Conference Centre.

## 2.9 Link with other organizations on Health and Safety Awards for AMHSA members.

AMHSA continued to share information about provincial awards with its members via the monthly Municipal Safety News in 2009.

## 2.10 Geographical safety committees – continue to coordinate Northern and Southern Alberta Safety Councils.

**Progress:** See 1.15

## TARGETED/STRATEGIC OBJECTIVES:

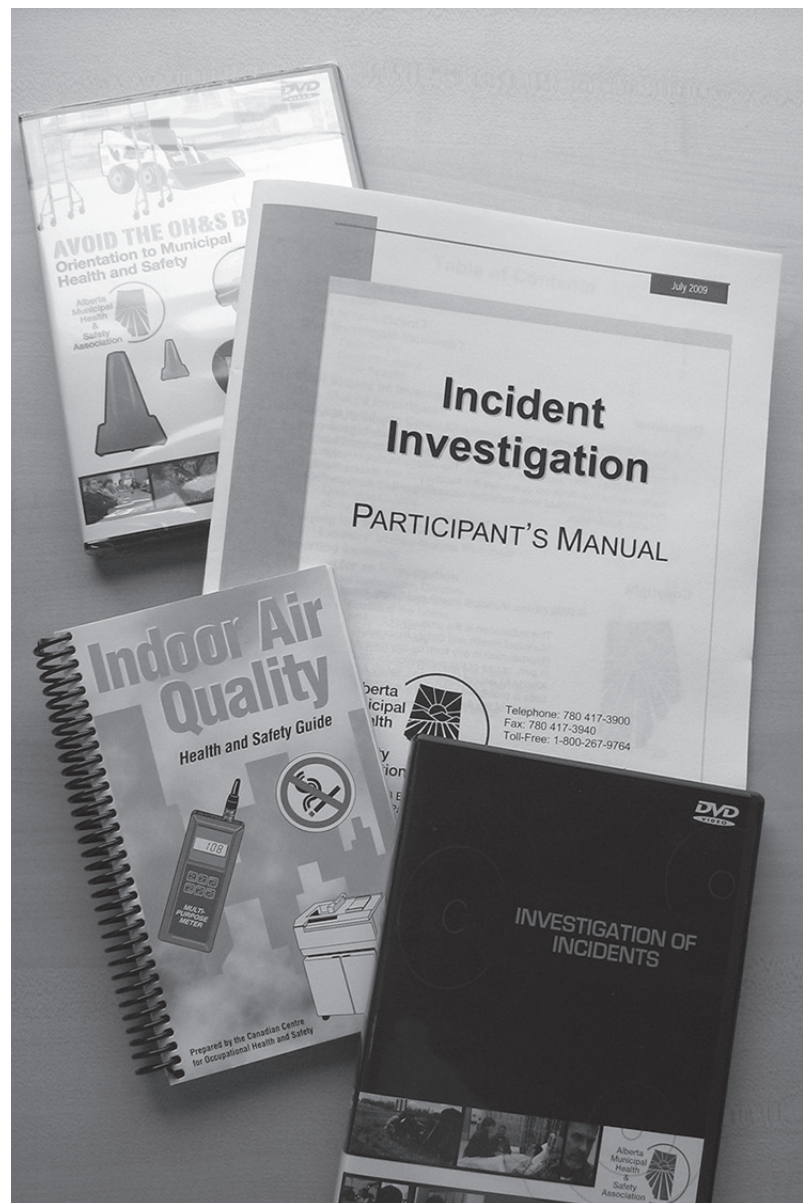
Interest continues to be expressed in creating opportunities for members who have demonstrated strong commitment and excellent results to promote health and safety to their peers.

## 2.7 Continue to identify champions for health and safety within the municipal sector and provide opportunities for them to promote health and safety to their peers.

**Progress:** AMHSA has requested that the WCB provide information regarding municipalities with exceptional health and safety performance. Once they have been identified these municipalities will be given an opportunity to present their programs and initiatives to the municipal safety council meetings.

## 2.8 Promote the awards program to recognize the resource commitments of municipalities to AMHSA training programs.

**Progress:** The 2008 Training Awards were given to 5 municipalities in April 2009 with plaques and letters sent to the winning municipalities. Recognition was also given to another 6 municipalities who undertook extensive training initiatives in 2008. The award recipients were announced on AMHSA's website and Municipal Safety News.



Goal #3: Monitor and disseminate government occupational health and safety legislation and policies which impact on Alberta municipalities and associate members.

## CORE/FUNDAMENTAL OBJECTIVES:

### 3.1 Maintain liaison with Alberta Employment and Immigration and integrate AMHSA activities with their strategic objectives.

**Progress:** AMHSA has attended meetings, participated in conferences, and Certifying Partner related subcommittees. AMHSA has also extended an invitation to Alberta Employment and Immigration to present updates at all AMHSA board meetings and Alberta Cities Safety Council meetings, and regional safety council meetings. We welcomed Tracey Pelly as our new Partnerships representative after Brian Thomas' retirement.

### 3.2 Use "Municipal Safety News" to keep municipalities and associate members informed about new government legislation and policies.

In 2009, AMHSA included information on the following in the monthly Municipal Safety News:


- Public Consultations
- WCB – Industry Custom Pricing
- Fire Safety
- Labour Force Statistics
- 2009 Wage Survey
- New Websites
- Audits & FOIPP
- Penalties for OH&S Violations
- New Fact Sheets
- Onsite Audit Review Pilot
- Commercial Vehicle Safety Regulation
- Pandemic Influenza Guide
- OH&S Code Amendments
- ...and more

### 3.3 Maintain liaison with the Workers' Compensation Board.

**Progress:** AMHSA invited the Workers' Compensation Board to present updates at all AMHSA board meetings, Alberta Cities Safety Council meetings, and regional Safety Council meetings. AMHSA also attended WCB Partners in Injury Reduction stakeholder meetings, participated in the Certificate of Recognition Registry System (CORRS database), and corresponded with WCB regarding audits and Partners in Injury Reduction refunds. Two staff members participated in a CORRS database refresher training session at the end of August.

### 3.4 Explore opportunities to collaborate with other Certifying Partners on developing assessment tools and templates for health and safety programs.

**Progress:** AMHSA explored a number of possibilities to work with other Certifying Partners on developing assessment tools and templates for health and safety programs. The review of the current COR/PIR program has made the adoption of such templates unlikely. The priority for 2009 then focused on providing services that meet the specific needs and challenges of municipalities.



**AMHSA**  
Alberta Municipal Health and Safety Association

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**October 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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**AMHSA'S NEW WEBSITE**  
We are proud to announce the launch of our new and improved website! See the enclosed booklet which describes some of the new features. AMHSA also has a new logo and colours which will be incorporated into our communications in the coming months.

AMHSA is grateful to the Workers' Compensation Board – Alberta for special project funding in 2008 which enabled the development of the new SafetyNet online library and Frequently Asked Questions sections of the site. We are also grateful to Redesigner for the amazing service provided during the design, build, and testing phases of the new website. Thank you!

**WORKPLACE HEALTH AND SAFETY AWARDS**  
Work Safe Alberta and the Occupational Health and Safety Council sponsors three Workplace Health and Safety Awards. The purpose of these awards is to recognize the excellent work being done in the field of health and safety by organizations and individuals in the province, and to encourage others to follow these examples. The award categories are Innovation, Leadership, and Performance Improvement. For more information including the application process, visit: <http://employment.alberta.ca/wsa-awards> or call (780) 644-1500.

**2009 AUDITS**  
The 2009 audit deadline is approaching – remember that all PIR audits must be submitted to AMHSA by November 15th!

An important auditor update was distributed at the end of September which contains information about the Association's recent Partnerships (QA Audit), the new Table 2 – Determining Interviews, Limited Scope Audit deliverables, and more. If you haven't received your copy, see the website at [www.amhsa.net](http://www.amhsa.net) or contact Shannon Thomas.

**MUNICIPAL "BEST PERFORMER 2008" AWARD RECIPIENTS**  
The annual Best Performer Awards recognize Alberta employers with exceptional performance in workplace health and safety. Congratulations to the following AMHSA members who received the 2008 award from Work Safe Alberta:

- Municipal District of Egham No. 8
- Municipal District of Bonnyville No. 87
- Town of Stony Plain
- Town of Tofield
- Rocky View County

AMHSA also received a Best Performer Award for 2008.

**PROFESSIONAL DEVELOPMENT**  
**ALBERTA HEALTH AND SAFETY CONFERENCE & TRADE FAIR**  
October 26 – 28, 2009.  
Calgary Stampede Round Up Centre, Calgary.  
Sessions will include:

- Partnerships – "New Directions"
- Worker Competency
- Confined Spaces
- Communication Climate Change
- Innovative Training – Challenging Environments
- Evaluating Emergency Response Plans
- Human Error Management
- ... and more!

For more information, visit [www.hiscofconference.com](http://www.hiscofconference.com)

**RURAL UTILITIES / MUNICIPAL SAFETY CONFERENCE**  
November 30 – December 3, 2009.  
Red Deer Lodge, Red Deer.  
Registration information and conference schedule enclosed.

# MUNICIPAL SECTOR RESULTS

## 1. Workers' Compensation Board – Alberta Premiums History

The total costs of payments to the WCB are called premiums. These values are best estimates obtained from the WCB Certifying Partner and Industry Synopsis reports.

Industry Group	2005	2006	2007	2008	2009
<b>Cities</b>	\$ 18,760,357	\$ 17,924,094	\$ 19,504,236	\$ 21,928,142	\$ 27,553,401
<b>Municipal Districts</b>	\$ 2,898,105	\$ 2,745,139	\$ 3,282,822	\$ 3,242,419	\$ 4,136,303
<b>Towns</b>	\$ 2,036,668	\$ 1,921,163	\$ 2,121,671	\$ 2,222,514	\$ 2,959,808
<b>Villages</b>	\$ 213,841	\$ 201,003	\$ 222,254	\$ 219,720	\$ 260,133
<b>TOTAL</b>	\$23,908,971	\$22,791,399	\$25,612,795	\$27,612,795	\$34,909,645

In 2009, the municipal sector had 177 employers with insurable earnings, a total of 61,526 workers, and total insurable earnings of \$3,018,782,420.

## 2. Total Claims Costs

Municipal sector WCB claims costs (approximate) for the period 2005 – 2009 are shown below. The result of these increases will show up in the increase in the number of claims and costs per claim. The table shows these costs, including medical aid, compensation payments, rehabilitation and pension awards, and economic loss payments. These costs reflect only the new claims from each year – normally only about one third of the total costs incurred.

Industry Group	2005	2006	2007	2008	2009
<b>Cities</b>	\$ 5,976,583	\$ 6,489,382	\$ 6,865,920	\$ 7,680,245	\$ 7,028,141
<b>Municipal Districts</b>	\$ 1,540,623	\$ 633,014	\$ 1,041,473	\$ 966,639	\$ 621,730
<b>Towns</b>	\$ 609,571	\$ 412,482	\$ 809,526	\$ 725,275	\$ 625,604
<b>Villages</b>	\$ 35,800	\$ 78,826	\$ 91,003	\$ 79,247	\$ 33,350
<b>TOTAL</b>	\$ 8,162,577	\$ 7,613,704	\$ 8,807,922	\$ 9,451,406	\$ 8,308,825

### 3. Number of Lost Time Claims

A lost time claim injury is a WCB claim for an occupational injury or disease which disables the worker beyond the day of injury. Included are claims for which wages and compensation are paid, permanent disability claims, fatalities, and cases in which the injured worker is assigned light duties or other modified work.

Industry Group	2005	2006	2007	2008	2009
Cities	1,176	1,288	1,326	1,363	1,213
Municipal Districts	101	119	152	124	111
Towns	107	105	154	132	134
Villages	8	12	14	13	14
<b>TOTAL</b>	<b>1,392</b>	<b>1,524</b>	<b>1,646</b>	<b>1,632</b>	<b>1,472</b>

### 4. Severity Rates – Provincial and Municipal Comparison

This comparison is measured in Temporary Total Disability Days and as illustrated below, the municipal sector is significantly lower than the provincial average.

	2005	2006	2007	2008
<b>Provincial</b>	23.48	22.85	22.20	23.83
<b>Municipal</b>	15.92	16.00	17.48	21.88

### 5. Average Cost Per LTC – Provincial and Municipal Comparison

This comparison is based on the total costs of lost time claims versus the total number of lost time claims. These costs are significantly lower in the municipal sector, resulting in lower WCB premiums.

	2005	2006	2007	2008
<b>Provincial</b>	\$ 5,337.47	\$ 5,501.00	\$ 5,895.58	\$6,705.55
<b>Municipal</b>	\$ 5,249.68	\$ 4,373.75	\$ 4,803.40	\$5,165.49

## 6. WCB Premiums

The WCB collects premiums from municipalities to cover the costs of insuring work-related injuries. Municipalities pay premiums on the insurable earnings of all workers. Premiums are calculated at the beginning of the year. The rate is the cost of coverage per \$100 of insurable earnings based on the average losses in the industry group.

The average provincial premium rate for all industries remained the same in 2010 as 2008 and 2009. However, in 2010 the premium rates for cities, towns, and villages increased while the rate for Municipal Districts and Counties decreased. None of the municipal industry groups' rates are above the Alberta provincial average.

Industry Group	2006	2007	2008	2009	2010	Change Since 2009
Cities	\$1.22	\$1.21	\$1.14	\$1.26	\$1.31	+3.9%
Municipal Districts & Counties	\$1.42	\$1.48	\$1.32	\$1.42	\$1.25	-11.97%
Towns & Villages	\$1.23	\$1.22	\$1.15	\$1.27	\$1.32	+3.94%
<b>PROVINCIAL</b>	\$1.57	\$1.43	\$1.32	\$1.32	\$1.32	unchanged

## 2010 RATE DRIVERS:

- Fully-funded claim costs for 2010 are estimated to decrease 5.5% in 2001.
- Insurable earnings are forecast to remain flat at \$74.6 billion.
- The lost time claim rate is expected to remain stable at 1.6 per 100 covered workers. The disabling injury rate (DIR) is also expected to stay steady at 2.8 per 100 covered workers.

### 2010 rate components

	Rate	%
Fully funded Claim Cost	0.94	71%
Administration	0.23	17%
WH&S, Safety Associations, Appeals Commission & Medical Panel	0.07	5%
Occ. Disease Reserve Requirement	0.02	2%
Margin for economic uncertainty	0.06	5%
	<b>\$1.32</b>	<b>100%</b>



# APPENDIX 1: COURSE PARTICIPATION – MEMBERS

Course	2006	2007	2008	2009
ATV Rider Safety	---	---	---	4
Auditor Update/Recertification	91	52	137	23
Backhoe/Loader Operator Safety	42	56	18	52
Confined Space Entry	149	110	235	287
Defensive Driving	---	894	723	780
Enabling a Health & Safe Workplace	---	---	---	---
Flag Person: Train-the-Trainer	42	46	21	32
Formal Workplace Inspections	230	258	370	374
Front End Loader Operator Safety	86	53	75	81
Hazard Identification, Assessment & Control	680	382	473	432
Hazard Identification / Inspections	44	---	---	---
Health & Safety Management Systems	76	116	108	63
Health & Safety Management Systems – Audit	70	96	111	67
Health & Safety Management Systems – Overview	148	45	121	32
Health & Safety Management Systems – Small Employer	---	8	9	11
Incident Investigation	179	192	261	255
Joint Health & Safety Committees	219	136	254	184
Leadership for Safety Excellence	363	871	444	307
LSE – Module 1*	---	---	---	43
LSE – Modules 1 & 2*	111	266	126	187
LSE – Modules 3 & 4*	85	161	105	172
Musculoskeletal Injury Prevention Program*	---	---	---	---
MSI Prevention (Office Environment)	98	50	47	104
MSI Prevention (Physically Demanding)	79	57	79	111
Orientation: Train-the-Trainer	---	---	37	47
Overview of OHS Act, Code & Regulation	90	77	238	144
Plow Truck Sander Operator Safety	---	---	8	82
Prime Contractor	98	98	176	199
Road Grader Operator Safety	85	68	52	68
Skid Steer Loader Operator Safety	---	28	112	138
Supervisor's Role	---	31	108	259
Supervisor's Role/Hazards	14	---	---	---
Supervisor's Role/Incident Investigations	17	---	---	---
Trenching Safety	131	50	129	147
WHMIS: Train-the-Trainer	77	94	82	45
WHMIS Overview	---	33	43	28
Working Alone Safely	84	131	162	95
Working Alone Safely – Online	---	12	15	---
Workplace Violence Prevention*	222	161	143	186



Workplace Violence Prevention	238	414	217	270
<b>SUB-TOTAL 1</b>	<b>4,324</b>	<b>5,046</b>	<b>5,399</b>	<b>5309</b>
Flag Person: Worker	559	717	548	455
Thinking Driver	---	---	18	---
WCB: Disability Management	164	90	42	42
WHMIS: Worker	1,669	2,052	2,541	2150
<b>SUB-TOTAL 2</b>	<b>2,392</b>	<b>2,859</b>	<b>3,149</b>	<b>2647</b>
<b>TOTAL</b>	<b>6,716</b>	<b>7,905</b>	<b>8,388</b>	<b>7956</b>

\* Presented to City of Edmonton --- Not offered



# APPENDIX 2: COURSE PARTICIPATION – ASSOCIATE MEMBERS

Associate Member	2006	2007	2008	2009
Apex AVSI	3	2	---	---
ATB Financial	---	---	2	---
Battle River School Division	---	---	6	---
Barber Safety Assessment	---	---	---	1
Black Gold Regional School Division	---	58	113	36
Bluewave Antenna Systems	1	---	---	---
Brandt National Oilwell Varco	4	---	4	10
Canada West Ski Areas Association	33	10	34	12
Calgary Public Library	0	---	10	---
City of Kamloops	---	2	0	---
City of Yellowknife	98	0	0	17
Eagle hill Foundation	---	---	---	---
Eckert's Welding & Maintenance	---	---	---	1
Ensign Drilling	---	---	---	---
Epcor Water Services	---	16	6	12
Federation of Alberta Gas Coops	---	---	3	8
Fishing Lake Metis Settlement	23	0	0	---
General Mills	---	---	---	---
Gold Hills School Division	---	2	0	---
Grande Prairie Catholic School District	---	---	---	40
Grande Prairie Public School District	---	---	---	2
Growing Power Hairy Hill LP	---	2	2	---
Hallmark Tubular Solutions	---	---	11	---
Market Drugs Medical	---	2	0	---
Parks Canada	32	1	10	---
Peace Wapiti School Division	---	26	0	64
Pembina Hills Regional School Division	---	98	0	---
S.A.I.T.	1	0	0	---
Ski Banff @ Norquay	1	0	0	---
Smith International	26	13	16	9
Springbank Park for all Seasons	1	26	0	---
St. Albert Public Library	0	0	0	3
Waskasoo Environmetnal Education Society	5	0	1	1
Westside Recreation Centre	---	2	0	---
Wetaskiwin Regional Public School District	---	---	---	24
Wolf Creek School Division	20	4	42	29
Yellowhead Regional Library	---	---	1	---
<b>TOTAL</b>	<b>247</b>	<b>265</b>	<b>261</b>	<b>269</b>

--- Not member that year