

AMHSA

Alberta Municipal Health and Safety Association



Business Plan 2010

Preventing workplace injury & illness since 1990

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VISION, MISSION AND GOALS

VISION

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

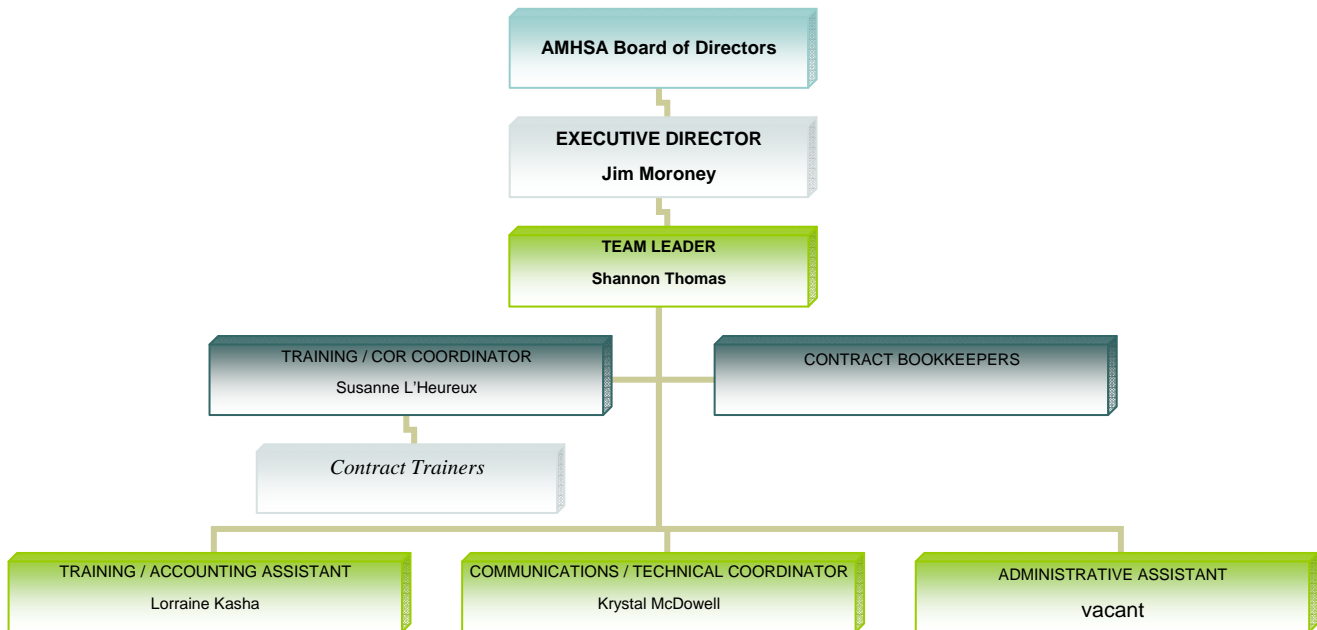
MISSION

*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.

ORGANIZATIONAL STRUCTURE



ALBERTA MUNICIPALITIES

Counties and MDs	Cities	Towns	Villages	Summer Villages	Specialized Municipalities
65 (64 + 1*)	16	110 (109 + 1**)	98	51	5

There are 345 Regular Members and this corresponds to approximately 64,700 municipal workers in Alberta.

* Special Areas

** Town site of Redwood Meadows

AMHSA BOARD OF DIRECTORS

Executive:

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

Directors:

Scott Chant	AWWOA (Town of Olds)
Joe Duplessie	AMSA (Lac Ste Anne County)
Geraldine Gervais	LGAA (Town of Hanna)
Dennis Henderson	CUPE Local 30 (City of Edmonton)
Dwight Oliver	AAMD&C (Clearwater County)
Jody Sallans	CUPE Local 37 (City of Calgary)
Marvin Shmyr	City of Edmonton
Brian Schmiddek	City of Calgary
Paul Shields	City of St. Albert
Doug Tymchyshyn	ARMAA (Parkland County)
Ken Weaver	CUPE Local 38 (City of Calgary)

AMHSA STAFF

Jim Moroney	Executive Director
Shannon Thomas	Team Leader
Susanne L'Heureux	COR/Training Coordinator
Krystal McDowell	Communications/Technical Coordinator
Lorraine Kasha	Training/Accounting Assistant

WCB PREMIUM RATES (2005 – 2009)

Note: The 2010 Workers' Compensation Board premium rate forecast was not available at the time of printing.

Municipality	2005	2006	2007	2008	2009
Cities	\$1.41	\$1.22	\$1.21	\$1.15	\$1.26
Towns	\$1.42	\$1.23	\$1.22	\$1.15	\$1.27
Villages	\$1.42	\$1.23	\$1.22	\$1.15	\$1.27
Municipal Districts and Counties	\$1.68	\$1.42	\$1.48	\$1.32	\$1.42
Provincial Premium Rate	\$1.83	\$1.57	\$1.43	\$1.32	\$1.32

Note Highest Forecast Rate: Roofing at \$6.15
 Lowest Forecast Rate: Engineering at \$0.19

2010 WCB GRANT LEVY

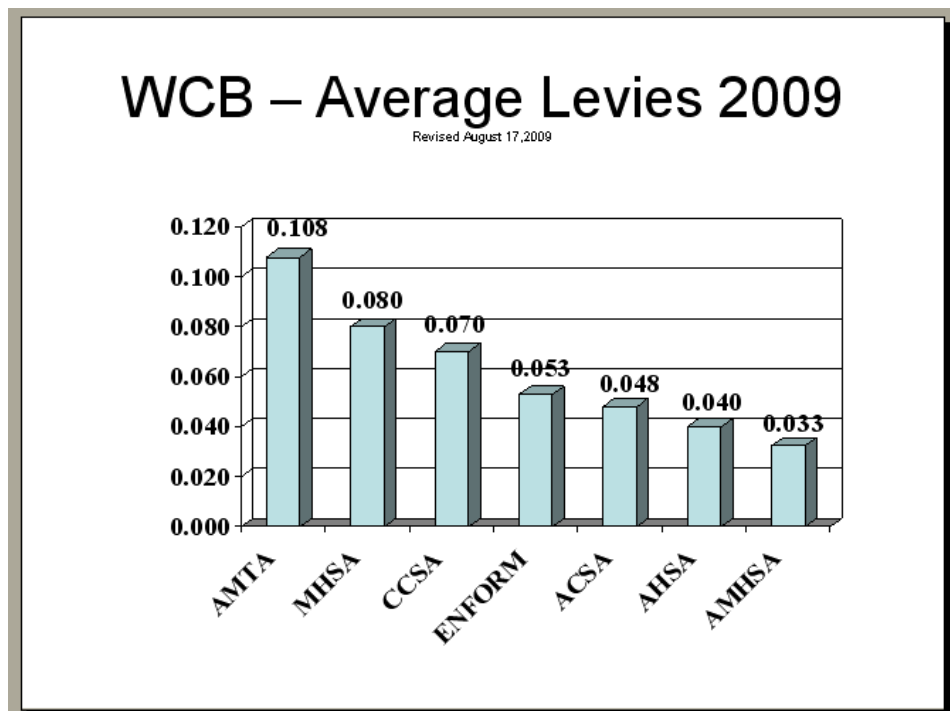
2010 WCB OPERATING GRANT:

\$900,000

Funding for AMHSA is provided by a levy that was approved by the Board in 2008. It is based on 2.75 cents per \$100 dollars of payroll for cities and 3.75 cents for all other municipalities.

It is estimated that AMHSA will continue to have the lowest WCB levy of all funded safety associations in 2010.

2009 WCB AVERAGE LEVIES



AMTA: Alberta Motor Transport Association
MHTSA: Manufacturers Health and Safety Association
CCSA: Continuing Care Safety Association
ENFORM: Petroleum
ACSA: Alberta Construction Safety Association
AHSA: Alberta Hotel Safety Association
AMHSA: Alberta Municipal Health & Safety Association

2009 OBJECTIVES: STATUS UPDATE

The 2009 Objectives are divided into Core/Fundamental and Targeted/Strategic sections under each of three goals. Progress to August 11, 2009 follows each objective.

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: AMHSA has worked with Extreme Solutions to maintain the database used to administer the training and PIR program. Because the Association's IT needs have outgrown our current provider's capabilities, planning has begun to switch IT providers for both our database and website (Redengine.com). The current provider will continue to supply desktop security and backup and email services. The completion of several online WCB special projects will be incorporated into this process, with a preliminary launch date of September 30, 2009.

- 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. Participation slowed after November 2008 and it was decided to take down the course in mid-May. A total of 21 members participated in the pilot offering, including staff and consultants. Once the IT provider switch is complete, the Association will explore more user-friendly platforms for online course provision and report options and costs to the Board of Directors.

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

Progress: AMHSA has continued to use Bill Price of Alta-Tecs Services Inc. for Defensive Driving instruction in 2009 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 continues to be one of the most popular AMHSA courses, and both instructors receive very positive participant evaluations.

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

AMHSA continued to offer the following Operator Safety courses using contract trainers in 2009:

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

In addition, the Association now offers two new operator safety courses using contract trainers:

- ✓ ATV Rider Safety
- ✓ Plow Truck Sander



Rick Lupul, ATV Rider Safety

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

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

Progress: At the December 2008 Board of Directors meeting, the Association implemented a 3-year recertification policy for all operator safety course participants. As a result, all certificates for operator safety courses now include an expiry date. 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

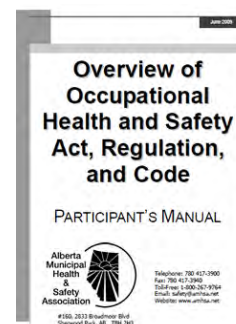
The following courses were updated as a result of the amended Occupational Health and Safety Code in May 2009:

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

Currently the Operator Safety presentations are being reviewed by the Executive Director and will be updated and delivered to all of AMHSA's Ives-certified instructors to ensure consistent delivery across the province.

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

Progress: The OH&S 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 12th Southern Alberta Safety Council meeting and the May 20th Alberta Cities Safety Council meeting.



- 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 in late 2008 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 offering its customized Leadership for Safety Excellence (LSE) course in 2009. Customized training continues to be 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 are currently being updated.

- 1.9 Deliver on-site training courses as requested.

Progress: To August 11th, 2009, **over 300 on-site training courses** have been arranged for members and associate members throughout the province. Top 5 courses to date in 2009: Defensive Driving, Formal Workplace Inspections, Workplace Violence Prevention, Hazard Identification, Assessment and Control, and Leadership for Safety Excellence.

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

Progress: As mentioned in 1.1, the Association began switching IT providers this summer. A contract for an improved, re-designed website and training and PIR database was signed with Redengine. It is expected that the conversion of the data will be completed by the end of September.

The new site and database will be user tested and staff will be trained. AMHSA looks forward to taking advantage of Redengine's content management system and staff of experienced project managers, developers and designers. The new website will include all of the functions of the current site, plus new features such as online polls and surveys, and improved search results / display. It will also incorporate the Frequently Asked Questions (WCB 2008 special project) and SafetyNet (online library). The draft website is online and being populated with current and new content, plus documents and links for the online library. The new database is in the user testing phase and will replace the current Course Manager database.

- 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. The certifications were mentioned at the regional and city Safety Council meetings in 2009 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. A mailing to small municipal employers is planned for the fall of 2009.

- 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 sent in 2009 and an Instructor Code of Ethics was completed by all regular instructors. A new instructor is now available to AMHSA 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 15th (hosted by the Municipal District of Bonnyville) and the Southern Alberta Safety Council (SASC) met on May 12th (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 next meeting of SASC is planned for September 16th (hosted by the M.D. of Foothills) while the next meeting of NASC is planned for October 14th (hosted by the Town of Edson).

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

Progress: AMHSA has purchased a number of new videos entitled "Safety, Everyone's Responsibility" from Charlie Morecraft and incorporated them into the revised training programs in 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 B.C. Municipal Safety Association which has just become a funded safety association.

Progress: AMHSA has 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. AMHSA has 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.

- 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. Recently 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. Currently the course handouts are being reviewed to ensure more efficient course materials preparation. It is anticipated that many of the manuals will be revised to include the exams and evaluations, so that staff will no longer have to copy these for each course.

The Association is currently exploring 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 our office.

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

Progress: Workplace Violence Prevention has been offered through Red Deer College, using their instructor, Charmaine Hammond. AMSHA reviewed its relationship with Red Deer College and is investigating alternative training delivery models. A new instructor, Jan Gerhke, is currently being utilized through the College.

- 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 2008 and the templates are available in print or online.

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: The first-ever Health and Safety Management Systems – Audit course was hosted by a school board in 2009 (Wolf Creek School Division). Several school boards continue to be Associate Members of AMHSA and participate in on-site and scheduled training.

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

Progress: Trainers are evaluated by participants of every course and results are compiled and shared with the trainer, Association staff and the municipality that requested each course. In addition, AMHSA staff regularly attend courses to monitor instructors.

An instructor meeting is being planned for late Fall 2009 where trends, course materials, invoicing, etc will be discussed.

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

Progress: From January 1 – August 11, 2009, only 4 scheduled courses and 4 on-site courses were cancelled out of over 315 (2.5%).

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

Progress: The Association maintained its SECOR in 2009 and continues to diligently attend to the health and safety of its employees. New employees are oriented, emergency drills and inspections conducted, and safety issues are raised at weekly staff meetings. Follow-up is completed by the Northern Team Leader and/or Executive Director.

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 external 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 continues to be a major role of the Association. AMHSA ensures its training materials are approved and conducts audit quality assurance reviews per Partnerships standards and guidelines (this included updating the Systems and Audit courses and approval of new Audit and Recertification exam in 2009).

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

Association staff regularly participate in Certifying Partner and Policy Day meetings with Partnerships. Representatives from Alberta Employment and Immigration are 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 has implemented all of the recommendations from the 2007 QA review and was audited again in 2009 (on 2008 reviews and processes). 2008 was a challenging year for Association staff as revisions were required for all critical audit issues found, resulting in much 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 Northern 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 will strive to implement all recommendations resulting from this QA/CORRS review and report to Partnerships and the Board of Directors. The conclusion 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 are currently studying the results

(presented at June board meeting) to identify trends, issues, and solutions, and will form a committee soon. Recommendations from the committee will be brought to the Board of Directors meeting in December 2009.

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

Progress: AMHSA continues to participate 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) and baseline / departmental and certification audits submitted to AMHSA continue to be reviewed using the approved Partnerships QA review form. A Code of Ethics was developed for AMHSA Audit Analysts in 2008 and the COR Policies & Procedures document updated to include conflict of interest, etc. related to quality assurance reviews. A contract audit analyst, Yvonne Beattie, has been mentored over the last year to assist the Northern Team Leader with quality assurance reviews of auditor certification/qualification 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 AAF in Medicine Hat before some 450 participants including councilors and agricultural field men in January 2009.

- (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.

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.

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

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

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

Progress: See 1.15 (The Northern Alberta Safety Council met on April 15th (hosted by the Municipal District of Bonnyville) and the Southern Alberta Safety Council met on May 12th (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 next meetings of the regional safety councils will be in September and October.

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 welcome 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 has 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



3.3 Maintain liaison with the Workers' Compensation Board.

Progress: AMHSA has invited the Workers' Compensation Board to present updates at all AMHSA board meetings, Alberta Cities Safety Council meetings, and regional Safety Council meetings. AMHSA has also attended WCB Partners in Injury Reduction stakeholder meetings, participated in CORRS database, and corresponds with WCB regarding audits and Partners in Injury Reduction refunds. Two staff members will be participating in a CORRS 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 has 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 is now focused on providing services that will meet the specific needs and challenges of municipalities.

2010 OBJECTIVES

The AMHSA Board of Directors held a one-day planning session on September 9, 2009 to review the 2009 objectives, discuss strategic issues, and develop objectives for 2010. Information from the following sources was reviewed:

- Training information for 2009
- WCB municipal claims
- 2009 Membership survey feedback
- 2009 Objectives results
- Municipal Loss Control Reports

The Board recognizes that a number of the objectives remain virtually constant from year to year and could be considered to be core or fundamental objectives. Others are more targeted or strategic in nature and strive to address particular issues identified in the planning session. Many of these targeted/strategic initiatives are fairly short-term in nature but have the potential to evolve into core objectives. The Board completed a review of the proposed objectives which were drafted by Association staff.

The 2010 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 new data management systems which are capable of tracking training programs, requests, attendance, etc.
- 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.
- 1.3 Continue to offer Defensive Driving with Alta-Tecs Consulting and Quinton Safety Solutions.
- 1.4 Continue to offer equipment operator training courses using contract trainers.
- 1.5 Develop and implement 3-year recertification policy for operator safety course participants.

- 1.6 Revise and update existing training programs.
- 1.7 Develop and offer course about 2009 revisions to the Occupational Health & Safety Code.
- 1.8 Develop customized training programs for major training projects.
- 1.9 Deliver on-site training courses as requested.
- 1.10 Continue to expand and improve upon web-based (online) services to members.
- 1.11 Develop online training programs.
- 1.12 Continue to promote the AMHSA Certificate Programs.
- 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).
- 1.14 Secure an expanded network of AMHSA consultant trainers.
- 1.15 Continue coordinating regional safety committees (Northern and Southern Alberta Safety Councils).
- 1.16 Update videos that may be used in AMHSA courses and in lending library.

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 B.C. Municipal Safety Association which has just become a funded safety association.

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.

- 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.
- 1.19 Continue offering workplace violence prevention courses through Red Deer College.
- 1.20 Continue the development and implementation of an AMHSA safety management system for small municipalities.

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.
- 1.22 Conduct in-class evaluations of AMHSA instructors on an annual basis.
- 1.23 Strive to keep the number of cancelled scheduled and on-site courses to less than 2% of all courses.
- 1.24 AMHSA will maintain its Small Employer Certificate of Recognition.

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 external auditors), and internal audits; coordination and communication with the Partnerships team.

- 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 Partnership Team to ensure quality control systems will meet all standards in 2009.
- 2.3 Review the AMHSA's COR Peer Process in 2009 to ensure the system remains sustainable.
- 2.4 Contribute to the development, periodic review and maintenance of the Partnerships and PIR standards.
- 2.5 Maintain an internal quality assurance system measuring services being provided, including audit reviews, to meet the Partnership and PIR Standards.
- 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.
 - (ii) administrators - Communicate with the Local Government Administration Association (LGAA) and the Alberta Rural Municipal Administrators Association (ARMAA). Attend Zone Meetings of LGAA.
 - (iii) public works supervisors - Communicate with the Alberta Municipal Supervisors Association (AMSA) and the Alberta Chapter of the Canadian Public Works Association (CPWA).

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.
- 2.8 Promote the awards program to recognize the resource commitments of municipalities to AMHSA training programs.
- 2.9 Link with other organizations on Health and Safety Awards for AMHSA members.
- 2.10.1 Geographical safety committees – continue to coordinate Northern and Southern Alberta Safety Councils.

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.
- 3.2 Use “Municipal Safety News” to keep municipalities and associate members informed about new government legislation and policies.
- 3.3 Maintain liaison with the Workers’ Compensation Board.
- 3.4 Explore opportunities to collaborate with other Certifying Partners on developing assessment tools and templates for health and safety programs.

FINANCIAL

2009 Financial Reports

The unaudited Quarterly Reports and Project Income Summaries for the first half of 2009 follow. These reports have both been adopted by the AMHSA Board of Directors.

ALBERTA MUNICIPAL HEALTH & SAFETY ASSOCIATION QUARTERLY OPERATING FINANCIAL REPORT MONTHS OF JANUARY, FEBRUARY & MARCH 2009					
	BUDGET	JANUARY	FEBRUARY	MARCH	YTD
ALLOCATION FROM SURPLUS	6,000.00	0.00	0.00	0.00	0.00
GST REFUND (2008)	14,000.00	0.00	0.00	0.00	0.00
REVENUE					
WCB Grant	810,000.00	202,500.00	0.00	0.00	202,500.00
Total Program Registrations	305,000.00	5,065.00	8,380.00	18,925.00	32,370.00
Associate Memberships	15,000.00	2,000.00	1,500.00	500.00	4,000.00
Interest Revenue	0.00	0.00	0.00	0.00	0.00
Total Sale of Materials	30,000.00	2,820.00	3,400.00	3,350.00	9,570.00
Shipping Revenue	1,000.00	86.00	133.00	178.00	397.00
Other Revenues	1,000.00	0.00	186.41	0.00	186.41
TOTAL REVENUE (includes surplus/GST refund)	1,182,000.00	212,471.00	13,599.41	22,953.00	249,023.41
EXPENSE					
Total Wages	391,742.00	30,406.54	30,531.30	29,372.95	90,310.79
Total Employee Benefits	79,023.00	7,109.08	6,987.83	6,947.08	21,043.99
Total Office Travel & Subsistence	36,000.00	2,434.32	2,619.09	1,769.11	6,822.52
WCB Assessment (Premiums)	1,400.00	0.00	586.24	0.00	586.24
Office - Rent	63,000.00	1,997.50	4,207.50	4,207.50	10,412.50
Equipment Lease	8,700.00	0.00	1,837.62	124.02	1,961.64
Equipment/Furniture Purchases	3,000.00	342.00	0.00	0.00	342.00
Total Equip & Office Maintenance	34,700.00	858.10	630.72	837.91	2,326.73
Office Supplies & Printing	18,935.00	1,226.42	446.99	830.46	2,503.87
Library Materials	3,000.00	0.00	0.00	0.00	0.00
Postage & Courier	18,000.00	1,511.04	1,387.61	1,822.01	4,720.66
Office - Other	2,500.00	14.00	-33.01	81.01	62.00
Telephone and Fax	11,000.00	308.20	813.38	981.98	2,103.56
Interest, Bank & Finance Charges	3,000.00	128.71	168.77	118.98	416.46
Office Insurance	5,000.00	0.00	111.96	0.00	111.96
Accounting/Audit & Legal	18,000.00	0.00	13,252.53	0.00	13,252.53
Advertising & Promotion	16,000.00	723.21	835.71	2,217.48	3,776.40
Total Prof Dev & Memberships	9,500.00	2,390.71	4,907.22	2,966.88	10,264.81
Database Development	1,500.00	500.00	0.00	0.00	500.00
Web Development	1,000.00	0.00	0.00	0.00	0.00
Computer Software	1,500.00	0.00	403.77	0.00	403.77
Bad Debt	0.00	0.00	185.00	0.00	185.00
Total Administration Expenses	726,500.00	49,949.83	69,880.23	52,277.37	172,107.43
Program Development and Training					
Program - Development/Preparation	17,000.00	800.00	0.00	0.00	800.00
Program - Materials	70,000.00	493.30	14,431.80	6,136.75	21,061.85
Total Travel and Facility Rent	115,000.00	5,918.26	11,725.43	14,810.76	32,454.45
Program - Instructor Fees	210,000.00	9,150.00	17,575.00	21,500.00	48,225.00
Partnership Programs	0.00	0.00	675.00	1,050.00	1,725.00
Total Program Dev and Training	412,000.00	16,361.56	44,407.23	43,497.51	104,266.30
Board Expenses					
Total Board General	16,500.00	0.00	0.00	0.00	0.00
Total Board Annual Meeting	2,300.00	0.00	0.00	0.00	0.00
Total Board Planning Meeting	4,700.00	0.00	0.00	0.00	0.00
Total Board Expenses	23,500.00	0.00	0.00	0.00	0.00
Other Expenses					
GST Paid on Purchases (Exp)	20,000.00	1,141.60	2,845.46	2,302.12	6,289.18
TOTAL EXPENSE	1,182,000.00	67,452.99	117,132.92	98,077.00	282,662.91
SUMMARY: G/L Bank Account Balance	118,343.79		Accounts Receivable		18,499.00
Actual Bank Account Balance	195,526.75		GIC Term Deposit (operating)		128,269.31
NOTES: For project allocations, please see March 2009 (YTD) project report.			GIC Term Deposit (special projects)		150,000.00

**Alberta Municipal Health & Safety Association
Project Income Summary
March 2009 (YTD)**

Project		Revenue	Expense	Net
WCB SD07 - Project 1 - Online Audit Tool	Balance forward	35,000.00	10,653.90	
		35,000.00	10,653.90	24,346.10
WCB SD07 - Project 2 - Geographical Contacts	Balance forward	25,000.00	18,147.51	
		25,000.00	18,147.51	6,852.49
WCB SD07 - Project 3 - Online Depository	Balance forward	70,000.00	39,312.97	
	5010 Wages		271.37	
		70,000.00	39,584.34	30,415.66
WCB SD07 - Project 4 - Leasehold Improvements	Balance forward	70,000.00	49,136.76	
		70,000.00	49,136.76	20,863.24
WCB SD08 - ATV Course Development	Balance forward	15,000.00	0.00	
	5010 Wages		1,318.80	
	5113 Office - Mileage & parking		51.01	
	5900 GST Paid on Purchases (Exp)		2.55	
		15,000.00	1,372.36	13,627.64
WCB SD08 - Chainsaw Course Development	Balance forward	10,000.00	0.00	
		10,000.00	0.00	10,000.00
WCB SD08 - Fall Protection Course Development	Balance forward	15,000.00	0.00	
		15,000.00	0.00	15,000.00
WCB SD08 - Furniture/Equipment Purchase	Balance forward	22,500.00	12,126.05	
		22,500.00	12,126.05	10,373.95
WCB SD08 - Grader/Backhoe Intro Course Dev.	Balance forward	25,000.00	0.00	
		25,000.00	0.00	25,000.00
WCB SD08 - Health & Safety Course Development	Balance forward	15,000.00	0.00	
		15,000.00	0.00	15,000.00
WCB SD08 - Online Enhancement Project	Balance forward	35,000.00	17.84	
		35,000.00	17.84	34,982.16
WCB SD08 - Regional Safety Committees	Balance forward	20,000.00	9,210.41	
	5010 Wages		376.82	
	5240 Postage & Courier		110.70	
	5900 GST Paid on Purchases (Exp)		5.54	
		20,000.00	9,703.47	10,296.53
WCB SD08 - Video Production	Balance forward	100,000.00	86,168.64	
		100,000.00	86,168.64	13,831.36
WCB SD08 - Website FAQs Project	Balance forward	25,000.00	44.59	
		25,000.00	44.59	24,955.41

**ALBERTA MUNICIPAL HEALTH & SAFETY ASSOCIATION
 QUARTERLY OPERATING FINANCIAL REPORT
 MONTHS OF APRIL, MAY & JUNE 2009**

	BUDGET	APRIL	MAY	JUNE	YTD
ALLOCATION FROM SURPLUS	6,000.00	0.00	0.00	0.00	0.00
GST REFUND (2008)	14,000.00	0.00	15,616.29	0.00	15,616.29
REVENUE					
WCB Grant	810,000.00	202,500.00	0.00	0.00	405,000.00
Total Program Registrations	305,000.00	16,605.00	21,585.00	97,695.00	168,255.00
Associate Memberships	15,000.00	500.00	500.00	0.00	5,000.00
Interest Revenue	0.00	1,344.66	2.57	0.00	1,347.23
Total Sale of Materials	30,000.00	11,715.00	3,210.00	2,700.00	27,195.00
Shipping Revenue	1,000.00	703.08	182.00	184.20	1,466.28
Other Revenues	1,000.00	3,936.55	0.00	180.79	4,303.75
TOTAL REVENUE (includes surplus/GST refund)	1,182,000.00	237,304.29	41,095.86	100,759.99	628,183.55
EXPENSE					
Total Wages	391,742.00	44,174.65	28,938.61	30,126.97	193,551.02
Total Employee Benefits	79,023.00	9,209.54	6,154.00	6,265.69	42,673.22
Total Office Travel & Subsistence	36,000.00	1,089.72	3,156.06	1,974.11	13,042.41
WCB Assessment (Premiums)	1,400.00	0.00	604.31	0.00	1,190.55
Office - Rent	63,000.00	4,535.07	4,207.50	4,207.50	23,362.57
Equipment Lease	8,700.00	0.00	1,837.62	128.97	3,928.23
Equipment/Furniture Purchases	3,000.00	0.00	0.00	0.00	342.00
Total Equip & Office Maintenance	34,700.00	6,496.45	606.67	1,198.92	10,628.77
Office Supplies & Printing	18,935.00	1,148.57	988.17	627.57	5,268.18
Library Materials	3,000.00	0.00	0.00	10.00	10.00
Postage & Courier	18,000.00	2,078.60	2,327.49	1,850.60	10,977.35
Office - Other	2,500.00	84.00	87.00	77.25	310.25
Telephone and Fax	11,000.00	897.83	906.24	867.52	4,775.15
Interest, Bank & Finance Charges	3,000.00	172.10	254.30	259.83	1,102.69
Office Insurance	5,000.00	0.00	111.96	0.00	223.92
Accounting/Audit & Legal	18,000.00	0.00	620.00	0.00	13,872.53
Advertising & Promotion	16,000.00	60.46	8,265.45	396.00	12,498.31
Total Prof Dev & Memberships	9,500.00	1,228.83	131.25	665.72	12,290.61
Database Development	1,500.00	0.00	0.00	0.00	500.00
Web Development	1,000.00	535.00	0.00	0.00	535.00
Computer Software	1,500.00	0.00	0.00	0.00	403.77
Bad Debt	0.00	0.00	0.00	0.00	185.00
Total Administration Expenses	726,500.00	71,710.82	59,196.83	48,656.65	351,671.53
Program Development and Training					
Program - Development/Preparation	17,000.00	0.00	0.00	550.00	1,350.00
Program - Materials	70,000.00	12,476.18	11,145.97	7,880.18	52,564.18
Total Travel and Facility Rent	115,000.00	20,806.87	24,599.04	13,069.12	90,929.48
Program - Instructor Fees	210,000.00	31,050.00	37,370.00	23,220.00	139,865.00
Partnership Programs	0.00	825.00	150.00	0.00	2,700.00
Total Program Dev and Training	412,000.00	65,158.05	73,265.01	44,719.30	287,408.66
Board Expenses					
Total Board General	16,500.00	1,627.67	0.00	1,990.46	3,618.13
Total Board Annual Meeting	2,300.00	1,627.67	0.00	0.00	1,627.67
Total Board Planning Meeting	4,700.00	0.00	0.00	0.00	0.00
Total Board Expenses	23,500.00	3,255.34	0.00	1,990.46	5,245.80
Other Expenses					
GST Paid on Purchases (Exp)	20,000.00	3,120.80	3,246.32	2,090.04	14,746.34
TOTAL EXPENSE	1,182,000.00	143,245.01	135,707.86	97,456.45	659,072.33
SUMMARY: G/L Bank Account Balance	36,076.58		Accounts Receivable		90,626.00
Actual Bank Account Balance	119,197.85		GIC Term Deposit (operating)		128,612.09
NOTES: For project allocations, please see June 2009 (YTD) project report.			GIC Term Deposit (special projects)		151,001.88

**Alberta Municipal Health & Safety Association
Project Income Summary
JUNE 2009 (YTD)**

Project		Revenue	Expense	Net
WCB SD07 - Project 1 - Online Audit Tool	Balance forward	35,000.00	10,653.90	
	5320 Database Development		5,400.00	
	5900 GST Paid on Purchases (Exp)		270.00	
		35,000.00	16,323.90	18,676.10
WCB SD07 - Project 2 - Geographical Contacts	Balance forward	25,000.00	18,147.51	6,852.49
WCB SD07 - Project 3 - Online Depository	Balance forward	70,000.00	39,312.97	
	5010 Wages		271.37	
	5322 Web Development		7,520.00	
	5900 GST Paid on Purchases (Exp)		376.00	
		70,000.00	47,480.34	22,519.66
WCB SD07 - Project 4 - Leasehold Improvements	Balance forward	70,000.00	49,136.76	20,863.24
WCB SD08 - ATV Course Development	Balance forward	15,000.00	0.00	
	5010 Wages		1,420.20	
	5113 Office - Mileage & parking		51.01	
	5900 GST Paid on Purchases (Exp)		2.55	
		15,000.00	1,473.76	13,526.24
WCB SD08 - Chainsaw Course Development	Balance forward	10,000.00	0.00	10,000.00
WCB SD08 - Fall Protection Course Development	Balance forward	15,000.00	0.00	
	5010 Wages		65.94	
		15,000.00	65.94	14,934.06
WCB SD08 - Furniture/Equipment Purchase	Balance forward	22,500.00	12,126.05	10,373.95
WCB SD08 - Grader/Backhoe Intro Course Dev.	Balance forward	25,000.00	0.00	
	5010 Wages		296.73	
	5113 Office - Mileage & parking		31.69	
	5900 GST Paid on Purchases (Exp)		1.59	
		25,000.00	330.01	24,669.99
WCB SD08 - Health & Safety Course Development	Balance forward	15,000.00	0.00	
	5010 Wages		164.85	
		15,000.00	164.85	14,835.15
WCB SD08 - Online Enhancement Project	Balance forward	35,000.00	17.84	34,982.16
WCB SD08 - Regional Safety Committees	Balance forward	20,000.00	9,210.41	
	5010 Wages		3,732.77	
	5111 Office - Accommodations		586.54	
	5112 Office - Meals		177.34	
	5113 Office - Mileage & parking		1,554.55	
	5240 Postage & Courier		196.56	
	5410 Program - Development/Preparation		1,000.00	
	5422 Program - Meals		927.87	
	5428 Program - Facility/Equipment		275.00	
	5900 GST Paid on Purchases (Exp)		178.35	
			20,000.00	17,839.39
WCB SD08 - Video Production	Balance forward	100,000.00	86,168.64	13,831.36

2010 Budget

The AMHSA Board of Directors amended and approved the 2010 budget at the September 10, 2009 board meeting. The motion regarding budget approval follows. The 2010 budget is based on the premium rate levy from 2008 (2.75 cents per \$100 of insurable earnings for cities and 3.75 cents for all other municipalities). The WCB grant request for 2010 is \$900,000.

"MOTION: *Moved by Director Sallons and seconded by Director Chant that the Board adopt the 2010 draft Budget as amended.*

Carried"

Code	Description	Amount
3600	Allocation from Contingency	0.00
1250	GST Refund (2009)	15,000.00
4100	W.C.B. Grant	900,000.00
4205 - 4395	Total Program Registrations	320,000.00
4400	Associate Membership Fees	10,000.00
4405	Interest Revenue	2,000.00
4410 - 4490	Total Sale of Materials	35,000.00
4500	Shipping Revenue	2,000.00
4900	Other Revenues	1,000.00
	TOTAL REVENUE	1,285,000.00
EXPENDITURES		
	ADMINISTRATION	
5005 - 5010	Total Wages	423,279.00
5015 - 5019	Total Employee Benefits	85,988.00
5111 - 5120	Total Office Travel and Subsistence	38,000.00
5180	WCB Assessment Premiums	1,500.00
5200	Office Rent	32,000.00
5210	Equipment Leasing	9,000.00
5215	Equipment & Furniture Purchase	7,000.00
5220, 5221	Total Equipment & Office Maintenance	30,340.00
5230	Office Supplies & Printing	18,000.00
5237	Library Materials	3,000.00
5240	Postage & Courier	19,833.00
5241	Office Other	2,500.00
5250	Telephone & Fax	11,000.00
5260	Interest Bank & Finance Charges	3,000.00
5280	Office Insurance	5,000.00
5295	Accounting Contractor	11,760.00
5290	Accounting Audit & Legal	18,000.00
5300	Advertising & Promotion	18,000.00
5315 - 5319	Total Professional Dev & Membership	12,000.00
5320	Database Development	0.00
5322	Web Development	0.00
5325	Computer Software	0.00
5360	Bad Debt	300.00
	TOTAL ADMINISTRATION EXPENSES	749,500.00
	PROGRAM DEVELOPMENT AND DELIVERY	
5410	Program - Development/Preparation	13,500.00
	Online Program Development	0.00
5415	Program - Materials	82,000.00
5421 - 5428	Total Travel & Facility Rentals	150,000.00
5490 - 5520	Contract Trainer Fees	223,000.00
5550	Partnerships Program Audit Reviews	13,500.00
	TOTAL PROGRAM EXPENSES	482,000.00
	BOARD OF DIRECTORS	
5610 - 5670	Total Board Expenses	16,500.00
5710 - 5770	Total Board Annual Meeting	2,300.00
5810 - 5870	Total Board Planning Meeting	4,700.00
	TOTAL BOARD EXPENSES	23,500.00
	GST	
5900	GST - Paid on Purchases	30,000.00
	TOTAL EXPENDITURES	1,285,000.00
	TOTAL REVENUE	1,285,000.00
	BALANCE	0.00

ADMINISTRATION

Board of Directors meetings will be held:

- Wednesday, December 2, 2009, Red Deer
- Wednesday, April 7, 2010, Leduc (in accordance with the AMHSA by-laws, section 4.3 – a schedule for the remaining 2009/2010 meetings will be established at this meeting.)

2010 Annual General Meeting will be held:

- Wednesday, April 7, 2010, Leduc

The Alberta Municipal Health and Safety Association (AMHSA) continues to be registered under the Societies Act of Alberta. Brownlee LLP holds the Society Annual Return for 2009.

STAKEHOLDER SUPPORT

MEMBERS

In early 2009 a membership survey was sent to AMHSA members, and a total of 94 were completed and returned. The respondents were asked to indicate their level of satisfaction with our products and services:

Extremely Satisfied	Very Satisfied	Satisfied	Dissatisfied / Very Dissatisfied
10%	47%	43%	0

See appendix D for fully tabulated results.

ASSOCIATIONS

AMHSA will be seeking letters of support of this business plan from the Alberta Urban Municipalities Association (AUMA) and the Alberta Association of Municipal Districts and Counties (AAMD&C). Letters of support of the 2009 Business Plan were received from both Associations in 2009.

AMHSA

Alberta Municipal Health and Safety Association



Business Plan 2010

Appendices

APPENDIX A: ACRONYMS

AHSA	Alberta Hotel Safety Association
AAMD&C	Alberta Association of Municipal Districts and Counties
ACSC	Alberta Cities Safety Council
ACSA	Alberta Construction Safety Association
AEII	Alberta Employment, Immigration and Industry
AMTA	Alberta Motor Transport Association
AMHSA	Alberta Municipal Health and Safety Association
APWSA	Alberta Public Works Supervisors Association
AMSA	Alberta Municipal Supervisors Association
APWAA	Alberta Public Works Association
ARMAA	Alberta Rural Municipal Administrators Association
ASC	Alberta Safety Council
AUMA	Alberta Urban Municipalities Association
AWWOA	Alberta Water and Wastewater Operators Association
CCSA	Continuing Care Safety Association
COR	Certificate of Recognition
CPWA	Canadian Public Works Association
CSU	Civic Service Union
CSTS	Construction Safety Training System
CUPE	Canadian Union of Public Employees
LGAA	Local Government Administration Association
LTC	Lost Time Claims
MHSA	Manufacturers Health and Safety Association
NAOSH	North American Occupational Safety and Health
PIR	Partners in Injury Reduction
RUSA	Rural Utilities Safety Association
SCC	Safety Codes Council
SWOT	Strengths, Weaknesses, Opportunities and Threats
WCB	Workers' Compensation Board
WHS	Workplace Health and Safety
WHMIS	Workplace Hazardous Materials Information System

APPENDIX B: COURSE PARTICIPANTS

MEMBERS: 2008 / 2009

	<u>2008</u> (to Aug. 31)	<u>2009</u> (to Aug. 31)
ATV Operator Safety	---	4
Auditor Recertification	112	23
Backhoe/Loader Operator Safety	14	41
Confined Space Entry	170	175
Defensive Driving	598	551
Disability Management	25	29
Flagperson Train-the-Trainer	21	15
Formal Workplace Inspections	267	259
Front End Loader Operator Safety	60	62
Ground Disturbance, Trenching & Excavation	104	140
Hazard Identification Assessment & Control	381	281
Health & Safety Management Systems	67	37
Health & Safety Management Systems-Audit	68	43
Incident Investigation	229	208
Joint Health & Safety Committees	179	138
Leadership for Safety Excellence	274	242
Leadership in H&S (P1)	66	162
Leadership in H&S (P2)	63	115
MSI Prevention (Office Environment)	43	78
MSI Prevention (Physically Demanding)	72	94
OHS Legislation Overview	196	93
Orientation: Train-the-Trainer	---	47
Overview of H&S Management Systems	94	32
Plow Truck Sander Operator Safety	---	41
Prime Contractor	151	154
Road Grader Operator Safety	44	64
Skid Steer Operator Safety	93	107
Small Employer Certificate of Recognition (SECOR)	3	0
Supervisor's Role	90	193
WHMIS Overview	43	28
WHMIS Train-the-Trainer	62	45
Working Alone	115	54
Working Alone (online)	12	0
Workplace Violence Prevention	197	265
SubTotal	3,913	3,820
Flagperson – Worker	2,215	405
WHMIS - Worker	502	1,780
Total	6,630	6,005

ASSOCIATE MEMBERS (To August 31ST)

	<u>Total # Registered</u>
Peace Wapiti School Division	64
Grande Prairie Catholic School Division	40
Wetaskiwin Regional Public Schools	18
Wolf Creek School Division	12
Epcor Water Services	12
Smith International	9
Black Gold Regional School Division	8
Federation of Alberta Gas Coops	7
St. Albert Public Library	3
Grande Prairie Public School Division	2
Eckert's Welding	1
Barber Safety Assessment	1
Waskasoo Environmental Education Society	1
Total	178

APPENDIX C: WCB LOSS CLAIMS REPORT – CERTIFYING PARTNER SYNOPSIS

Certifying Partner Synopsis

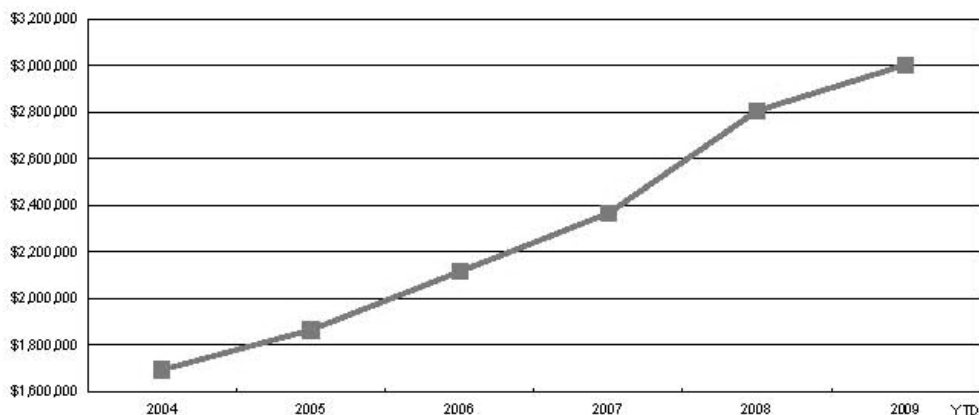


Certifying Partner: ALBERTA MUNICIPAL HEALTH AND SAFETY ASSOCIATION

Insurable Earnings and Premiums – for Years: 2004 to 2009

Rate Year	Number of Employers with Insurable Earnings	Newly Opened Accounts	Total Insurable Earnings	Total Workers	Total Premium
2004	139	1	\$1,694,054,281	39,383	\$22,132,832
2005	153	0	\$1,864,885,784	42,669	\$22,804,369
2006	162	1	\$2,114,615,120	46,365	\$22,257,679
2007	167	1	\$2,364,785,448	48,462	\$24,679,287
2008	171	0	\$2,804,773,656	56,531	\$27,341,927
2009 YTD	175	0	\$3,002,332,792	64,743	\$34,315,490

Total Insurable Earnings (\$Thousands)



Distribution of Accounts By Insurable Earnings (\$Thousands*)

Rate Year	<= \$500,000		> \$500,000 and <= \$1 Million		> \$1 Million and <= \$5 Million		> \$5 Million and <= \$20 Million		> \$20 Million	
	Accts	Tot Ins Earn*	Accts	Tot Ins Earn*	Accts	Tot Ins Earn*	Accts	Tot Ins Earn*	Accts	Tot Ins Earn*
2004	17	\$5,469	15	\$11,326	81	\$187,739	18	\$134,093	8	\$1,355,427
2005	16	\$4,965	20	\$14,479	89	\$220,411	20	\$181,668	8	\$1,443,362
2006	17	\$4,924	21	\$15,030	89	\$230,672	25	\$221,236	10	\$1,642,752
2007	16	\$4,757	21	\$15,420	87	\$238,399	31	\$285,706	12	\$1,820,504
2008	16	\$4,402	19	\$13,341	84	\$227,689	40	\$370,454	12	\$2,188,886
2009 YTD	17	\$5,297	18	\$12,777	83	\$231,976	43	\$393,844	14	\$2,358,440

Note: The current year insurable earnings is based on estimates

YTD - January to current month.

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Based on accounts registered in PIR that have chosen the ALBERTA MUNICIPAL HEALTH AND SAFETY ASSOCIATION as their certifying partner for the year displayed.

Run Date: 8/11/2009

Certifying Partner Synopsis



Certifying

Partner: ALBERTA MUNICIPAL HEALTH AND SAFETY ASSOCIATION

Claim Costs – for Years: 2004 to 2009

Total Claims

Accident Year	Number of Claims	Claim Costs	Number of LTC Claims	Total LTC Claim Costs	TTD Days	Modified Work Claims	Medical Aid Claims	Disabling Injury Claims
2004	2,277	\$6,634,563	1,390	\$6,108,889	26,293	673	887	1706
2005	2,513	\$8,012,447	1,395	\$7,323,309	22,210	853	1,118	1776
2006	2,772	\$7,494,221	1,517	\$6,634,976	24,271	1059	1,255	2009
2007	2,934	\$8,684,553	1,640	\$7,877,578	28,671	1181	1,294	2186
2008	2,980	\$9,377,874	1,635	\$8,368,595	27,212	1759	1,345	2282
2009 YTD	1,796	\$3,776,501	899	\$3,231,863	10,940	846	897	1332

Duration Bands - Total LTC Claims

Accident Year	<= 5 Days	> 5 Days and <= 8 Days	> 8 Days and <= 30 Days	> 30 Days and <= 60 Days	> 60 Days	Total Lost Time Claims
2004	647	124	379	141	99	1,390
2005	708	126	354	129	78	1,395
2006	773	165	356	129	94	1,517
2007	827	161	368	157	127	1,640
2008	809	165	393	157	111	1,635
2009 YTD	478	108	215	70	28	899

Total Claims Costs

Accident Year	Compensation	Medical Aid	Rehabilitation	Economic Loss	Total
2004	\$3,446,670	\$2,956,778	\$50,464	\$178,650	\$6,634,563
2005	\$3,621,359	\$3,611,407	\$47,735	\$731,946	\$8,012,447
2006	\$3,676,014	\$3,629,005	\$19,232	\$169,970	\$7,494,221
2007	\$4,244,805	\$4,174,644	\$40,345	\$224,760	\$8,684,553
2008	\$4,568,530	\$4,766,902	\$42,442	\$0	\$9,377,874
2009 YTD	\$1,796,364	\$1,976,657	\$3,479	\$0	\$3,776,501

Most Expensive Lost Time Claims Analysis

Accident Year	LTC's > \$25,000	Percentage > \$25,000	Total Cost of LTC's > \$25,000	Percentage of Total Costs
2004	30	2.2%	\$1,447,355	23.7%
2005	28	2.0%	\$2,597,240	35.5%
2006	39	2.6%	\$1,630,638	24.6%
2007	48	2.9%	\$2,054,684	26.1%
2008	58	3.5%	\$2,100,435	25.1%
2009 YTD	9	1.0%	\$307,923	8.5%

Claims and Claims Costs are based on a 15 month transaction period. For example, for claims occurring in 2003, the transaction period would be from January 1, 2003 to March 31, 2004.
YTD - January to current month.
Based on accounts registered in PIR that have chosen the ALBERTA MUNICIPAL HEALTH AND SAFETY ASSOCIATION as their certifying partner for the year displayed.

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Run Date: 8/11/2009

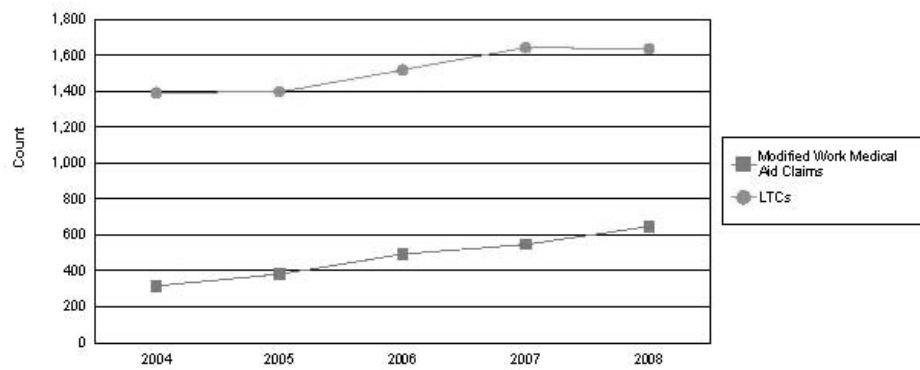
Certifying Partner Synopsis



Certifying Partner: ALBERTA MUNICIPAL HEALTH AND SAFETY ASSOCIATION

Claim Costs – for Years: 2004 to 2008

Disabling Claims Components



Disabling Claims include Lost Time Claims or Medical Aid Claims with Modified Work

Certifying Partner Synopsis



Certifying Partner: ALBERTA MUNICIPAL HEALTH AND SAFETY ASSOCIATION

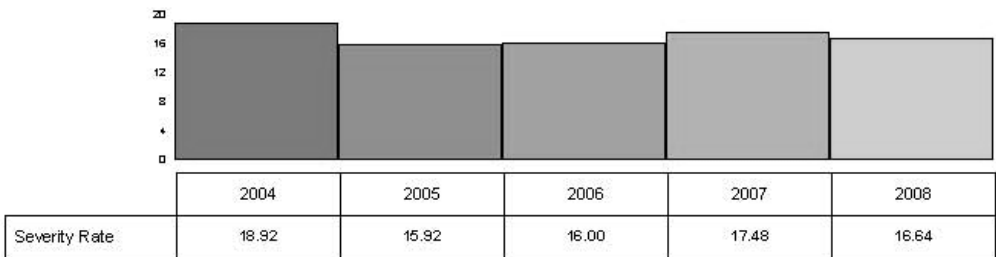
Claim Costs – for Years: 2004 to 2008

Frequency Rates (Lost Time Claims per 100 workers)



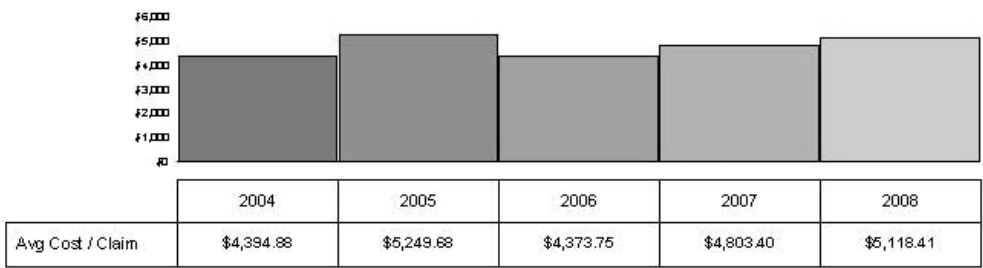
Frequency Rate = (Total Lost Time Claims * 100) / (Person Years)
 Person Years = (Total Insurable Earnings) / (Avg Hourly Wage * 2000 Hours)

Severity Rates (Temporary Total Disability Days per Lost Time Claim)



Severity Rate = (Total TTD's) / (Total LTCs)

Average Cost Per LTC



Average Cost Per LTC = (Total LTC Costs) / (Total LTCs)

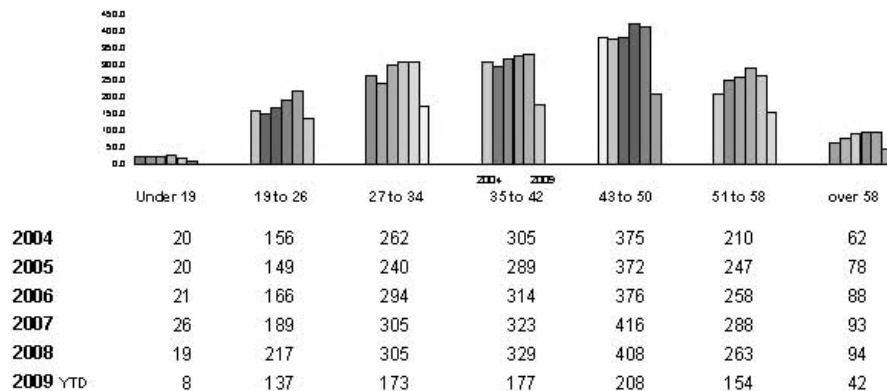
Certifying Partner Synopsis



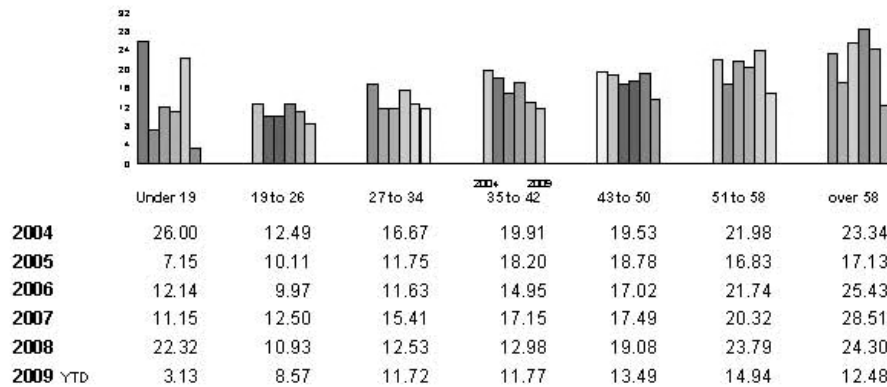
Certifying Partner: ALBERTA MUNICIPAL HEALTH AND SAFETY ASSOCIATION

Injured Worker's Age – for Years: 2004 to 2009

Number of LTC's (by age of injured worker and by occurrence year)



Average Severity of a Claim Temporary Total Disability Days per Lost Time Claim (by age of injured worker and by occurrence year)



Note: LTCs with no birth date recorded are not included in band subtotals.

Certifying Partner Synopsis



Certifying Partner: ALBERTA MUNICIPAL HEALTH AND SAFETY ASSOCIATION

Top 5 Comparison - for Years: 2004 to 2009

Type of Accident							
Top 5 by Total LTC's							
Type of Accident	2004	2005	2006	2007	2008	2009 YTD	Totals
Overexertion	321	297	324	335	324	198	1,799
Falls	226	242	247	261	295	190	1,461
Bodily Reaction and Exertion	189	215	220	274	279	128	1,305
Highway/Non-Highway M.V. Accident	132	118	160	157	167	85	819
Struck by Object	100	95	111	115	118	51	588

Type of Accident	Total LTC's (2004 to date)	Percentage of LTC's	Average Duration	Total TTD	Average LTC Costs	Total LTC Costs
Overexertion	1,799	21.2%	14.9	26,837	\$4,303	\$7,740,355
Falls	1,461	17.2%	20.9	30,490	\$5,339	\$7,800,907
Bodily Reaction and Exertion	1,305	15.4%	15.3	20,029	\$4,237	\$5,528,797
Highway/Non-Highway M.V. Accident	819	9.7%	18.7	15,320	\$6,414	\$5,253,174
Struck by Object	588	6.9%	12.2	7,192	\$2,993	\$1,760,099
All Others	2,504	29.5%	15.9	39,729	\$4,577	\$11,461,898
Totals:	8,476	100.0%	16.5	139,597	\$4,666	\$39,545,230

Part of Body							
Top 5 by Total LTC's							
Part of Body	2004	2005	2006	2007	2008	2009 YTD	Totals
Back	376	384	439	423	427	249	2,298
Foot(Feet)/Ank(s)/Toe(s)	141	153	124	180	192	105	895
Trunk	141	137	144	164	148	79	813
Knee(s)	144	144	139	141	141	84	793
Multiple Parts	124	100	143	136	151	84	738

Part of Body	Total LTC's (2004 to date)	Percentage of LTC's	Average Duration	Total TTD	Average LTC Costs	Total LTC Costs
Back	2,298	27.1%	12.6	28,896	\$3,649	\$8,385,726
Foot(Feet)/Ank(s)/Toe(s)	895	10.6%	16.7	14,910	\$3,444	\$3,082,743
Trunk	813	9.6%	23.9	19,422	\$7,024	\$5,710,551
Knee(s)	793	9.4%	23.1	18,286	\$6,524	\$5,173,518
Multiple Parts	738	8.7%	17.6	13,025	\$5,466	\$4,033,693
All Others	2,939	34.7%	15.3	45,058	\$4,477	\$13,158,999
Totals:	8,476	100.0%	16.5	139,597	\$4,666	\$39,545,230

Claims and Claims Costs are based on a 15 month transaction period. For example, for claims occurring in 2003, the transaction period would be from January 1, 2003 to March 31, 2004.
 YTD - January to current month.
 Based on accounts registered in PIR that have chosen the ALBERTA MUNICIPAL HEALTH AND SAFETY ASSOCIATION as their certifying partner for the year displayed.

Certifying Partner Synopsis



Certifying

Partner: ALBERTA MUNICIPAL HEALTH AND SAFETY ASSOCIATION

Top 5 Comparison - for Years: 2004 to 2009

Nature of Injury

Top 5 by Total LTC's

Nature of Injury	2004	2005	2006	2007	2008	2009 YTD	Totals
Sprains/Strain	869	887	915	1,006	1,008	559	5,244
Superficial Wounds	126	104	149	135	177	102	793
Fracture/Dislocation/Nerve Damage	103	90	97	120	108	67	585
Oth Traumatic Injuries	49	62	64	115	119	41	450
Open Wound	67	72	68	88	58	33	386

Nature of injury	Total LTC's (2004 to date)	Percentage of LTC's	Average Duration	Total TTD	Average LTC Costs	Total LTC Costs
Sprains/Strain	5,244	61.9%	15.5	81,368	\$4,294	\$22,515,740
Superficial Wounds	793	9.4%	9.2	7,300	\$2,435	\$1,931,169
Fracture/Dislocation/Nerve Damage	585	6.9%	35.3	20,649	\$7,600	\$4,446,100
Oth Traumatic Injuries	450	5.3%	17.3	7,793	\$6,881	\$3,096,555
Open Wound	386	4.6%	11.7	4,502	\$3,018	\$1,164,985
All Others	1,018	12.0%	17.7	17,985	\$6,278	\$6,390,680
Totals:	8,476	100.0%	16.5	139,597	\$4,666	\$39,545,230

Claims and Claims Costs are based on a 15 month transaction period. For example, for claims occurring in 2003, the transaction period would be from January 1, 2003 to March 31, 2004.
YTD - January to current month.

Based on accounts registered in PIR that have chosen the ALBERTA MUNICIPAL HEALTH AND SAFETY ASSOCIATION as their certifying partner for the year displayed.

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Report LCR00201

Run Date: 8/11/2009

Certifying Partner Synopsis



Certifying Partner: ALBERTA MUNICIPAL HEALTH AND SAFETY ASSOCIATION

Appendix A

Type of Accident	Part of Body	Nature of Injury
Assaults/Violent Acts/Harassment	Abdomen	Abnormal Symptoms/Conditions
Body Reaction and Exertion	Arms	Burns
Contact with Objects and Equipment	Back	Cancers/Tumors
Exposure to Extreme Temperature	Body System(s)	Dermatitis
Exposure to Harmful Substances	Chest/Shoulder(s)	Ear/Hearing Condition
Exposure to Noise	Ear(s)	Environmental Condition
Falls	Eye(s)	Eye/Vision Conditions
Fires and Explosions	Fingers	Fracture/Dislocation/Nerve Damage
Highway/Non-Highway M.V. Accident	Foot/Foot/Ank(s)/Toe(s)	Heart/Circulatory Diseases
NOT YET	Hand(s)/Wrist(s)	Infectious Diseases
Other Events or Exposure	Head	Inflammations of Joints/Muscles
Other Vehicle Accident	Hip/Pelvis	Intracranial Injuries
Overexertion	Knee(s)	Mental Diseases
RMI	Legs	Multiple Diseases/Disorders
Rubbed or Abraded	Multiple Parts	Multiple Trauma Injuries
Slip	Neck	Non-personal Damage
Struck against Object	Non-Personal Damage	NOT YET
Struck by Object	NOT YET	Open Wound
	Trunk	Other Diseases/Conditions
	Unclassified	Other System Diseases
		Other Traumatic Injuries
		Peripheral Nerve Dmg/Carpal Tunnel
		Pneumoconiosis Including Asbestosis
		Sprains/Strain
		Superficial Wounds
		Unclassified

NOTE: Type NOT YET indicates that coding was not available

APPENDIX D: 2009 MEMBERSHIP SURVEY RESULTS

Responses to date - 94

Number of Employees: Permanent 6,700 Seasonal 2,381

1. AMHSA publishes "Municipal Safety News" each month and distributes it via mail to all municipalities. An electronic (email) version was introduced in 2007.

A.	Do you receive MUNICIPAL SAFETY NEWS by mail?	Yes	80	No	12
	... If yes, would you like to continue receiving them by mail?	Yes	61	No	21
B.	Have you subscribed to receive the newsletters via email?	Yes	41	No	49
C.	Do you access the newsletter via our website?	Yes	39	No	52
D.	Do you read our newsletter?	Yes	87	No	5
	... If no, why not?				

Comments:

- *One man office 3 days per week – not enough time. (Village of Ferintosh)
Sometimes – when time permits. (M.D. of Smoky River)*
- *Have never received the newsletter. (S.V. of Gull Lake)*
- *Read parts of newsletter which seem applicable to a small village. (Village of Delia)*

E.	Is the information in MUNICIPAL SAFETY NEWS useful?	Yes	90	No	1
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F. What additional or different type of information would you like us to include?

Comments:

- *Good variety offered. (City of Brooks)*
- *Tips and information on improving our safety program. Maybe articles from safety coordinator from other municipalities. (City of Spruce Grove)*
- *Seems fine as it is. (City of Grande Prairie)*
- *The information being provided is good, useful and informative. (Town of Castor)*
- *More suggestions and ways to improve ease of operations and safety goals. (Town of Turner Valley)*
- *Incidents; fines levied to municipalities by OH&S. (Flagstaff County)*
- *The information provided basically covers the happenings and resources. (M.D. of Bonnyville)*
- *A heads up of what is coming down the pipe in regard to safety, OH&S, B-C45, etc. (Clearwater County)*

- *It is already pretty informative and new information in each edition. (Lac Ste Anne County)*
- *Additional information on safety topics such as PPE, hazard assessment, workplace violence issues, and working alone. (County of Minburn)*
- *Maybe a little stats corner every month on trends? WCB info on any injury trends they see. (Mountain View County)*
- *Maybe tips that are working/not working from other municipalities. (County of Newell)*
- *I think the information is good. (Municipality of Crowsnest Pass)*

2. The following questions concern the AMHSA training courses offered in the past year.

A. Did your municipality participate in any AMHSA training courses? Yes 63 No 31

... If yes, did the training help with the development and implementation of your municipality's health and safety program? **Yes 57 No 5**

... If yes, did the training improve the health and safety awareness of the employees that attended? **Yes 62 No 0**

... If yes, have attendees noticed our new and improved participant materials? (We have redesigned and reviewed several manuals for readability.)
Yes 33 No 19 Not Sure 0

... If your municipality did not participate in AMHSA training programs, why not?

- | | |
|------------------------------|-------------------------------------|
| <u>5</u> Unaware of training | <u>5</u> Too costly |
| <u>6</u> Not relevant | <u>17</u> Not enough time to attend |
| <u>10</u> Poor location | <u> </u> Other (please Specify) |

Comments:

- *Limited participation to date. Safety offices care. Occupational health & safety certificate holders. Majority of training developed internally. (City of Brooks)*
- *Training needs have been met. (City of Camrose)*
- *New programs and books – old training outline. (City of Wetaskiwin)*
- *Development and implementation of our program was done many years ago. (City of Lethbridge)*
- *Staff was very impressed with instructor for LSE (Maureen LeClair). (City of Spruce Grove)*
- *AMHSA programs are very difficult to organize/commit to, due to the lack of flexibility in cancellations and minimum numbers required. (City of Grande Prairie)*
- *Money is getting tighter. Small town – we need to share more courses. All courses not available on regular basis within our area. We can only spare some employees at a time; then the others don't get trained. (Town of Bon Accord)*
- *We will be in the future as we implement a formal municipal health and safety program. (Town of Devon)*
- *Positive, good access and cost efficient; many workshops to choose from. (Town of Drayton Valley)*

- *Revamping safety program and will plan for training locally for the fall of this year. (Town of Hanna)*
- *Would really like to have the SECOR offered. Took the Health & Safety Management Systems and Audit – found it was more complex than I needed. (Town of Hardisty)*
- *Will be working on a H&S program over the next year. (Town of Legal)*
- *We appreciate the training offered and find the information valuable to our H&S program. (Town of Taber)*
- *Plan to implement these courses in the future by hosting some of them in our community. (Town of Nanton)*
- *We are finding that there are not many courses being held close enough to attend. (Town of Athabasca)*
- *Often courses are held in central Alberta – too costly to send staff; sometimes unaware of upcoming training. (Village of Chauvin)*
- *Limited time and personal resources. (Village of Chipman)*
- *No budget – village of 200! (Village of Ferintosh)*
- *Time availability becomes a factor. (Village of Irma)*
- *Too few employees – would have to close office. (Village of Delia)*
- *Staff is small, so I always scan to see what courses are close by. However, I know I could also get a regional one too, if really necessary, for my staff and surrounding villages. (Village of Marwayne)*
- *We are a very small village with very few resources and/or people willing to take on extra things. (Village of Strome)*
- *Would love to take the OHS Overview course (re: changes) but won't travel to Wood Buffalo for it! (Village of Holden)*
- *Your training courses are very well done. The instructors are all very professional and seem to adjust to each group nicely. (Starland County)*
- *More hands-on driving (plowing snow) in the plow truck sander course. (M.D. of Bonnyville)*
- *Would suggest holding one session guaranteed per year for hard to get courses, such as Prime Contract and MSI Prevention. There are some municipalities that are unable to host a course that only one staff member may require. (Lac Ste Anne County)*
- *The County participated in grader operator training and flagperson training. (County of Minburn)*
- *The County had no safety coordinator for a year, so the training wasn't pursued. We plan on using AMHSA courses this summer. (Mountain View County)*
- *A large group of employees took the WHMIS training course (taught by in-house trained instructors). (County of Newell)*
- *Enrolled two employees for incident investigation course held in Lethbridge. Upon their arrival (a one hour trip), no instructor showed up. Also no phone call to us informing of any changes. Course did not run? (M.D. of Willow Creek)*
- *We are located in the southwest corner of Alberta. Very few courses are held close by. This makes it very expensive (ie, travelling expenses). We need to have trainers come in. (Municipality of Crowsnest Pass)*
- *Good courses offered. (County of Barrhead)*
- *Would like to have some more training courses. (Mackenzie County)*

B. What other courses would be useful for your employees?

Comments:

- Sufficient variety at present based on our needs. (City of Brooks)
- Supervisor training; effective safety talks; foreman training; driver evaluation; lead hand training. (City of Wetaskiwin)
- Hands on equipment operating. (City of Spruce Grove)
- Online courses – their time and location! (City of Grande Prairie)
- SCBA training. (Town of Fort Macleod)
- SECOR (Town of Hardisty)
- First aid instructor certificate. (Town of Rainbow Lake)
- Unsure – good variety offered. (Town of Taber)
- Recognizing deficiencies in workplace safety; somehow improve workers' desire to be more safety conscious. (Town of Turner Valley)
- Confined Space Entry (Village of Holden)
- Chain saw; TDG. (Starland County)
- Fall protection. (Flagstaff County)
- Chain saw training. (M.D. of Bonnyville)
- Legal awareness – B-C45 requirements. (Clearwater County)
- Course dealing with developing a safety mentality for day-to-day operations. (Lacombe County)
- ATV safety, picker operator training, packer operator training, safety orientation training. (County of Minburn)
- Snow removal with plow truck. (Mountain View County)
- Equipment (heavy equipment – eg, forklift, grader, etc) courses would be beneficial. (County of Newell)
- Chainsaw training. (Parkland County)
- ATV (2 seater). (County of Vermillion River)
- Rigging course; fall protection; first aid. (Lac La Biche County)
- Training in safe operation of heavy equipment (earth mover, crawlers, etc) (M.D. of Taber)
- H²S awareness course. (Municipality of Crowsnest Pass)
- Chain saw safety. (County of Barrhead)

3. Are you aware of our Certification Programs? Yes 79 No 11 Not Sure 0

4. Has anyone in your municipality expressed a desire to achieve one of these Certificates?

🚧 Recognized Municipal Health and Safety Advisor	Yes <u>31</u>	No <u>51</u>
🚧 Municipal Supervisor in Health and Safety	Yes <u>22</u>	No <u>53</u>
🚧 Municipal Joint Health and Safety Committee Representative	Yes <u>25</u>	No <u>52</u>

5. **Is your municipality registered in the PIR (Partners in Injury Reduction/Partnerships) Program?**

Yes 53 No 38 Not Sure 1

... If yes, has your municipality achieved a Certificate of Recognition (COR)?

Yes 44 No 3 Working Towards 15

... If no, do you need help with the process?

Yes 9 Not Interested 24 Not Sure 0

6. **Overall, how satisfied are you with our products and services?**

9 **Extremely Satisfied**

42 **Very Satisfied**

38 **Satisfied**

0 Dissatisfied

0 Very Dissatisfied

7. **Do you have suggestions about how we can improve our products and services?**

Comments:

- *No suggestions – keep up the good work! (City of Camrose)*
- *Constantly be adding new services and training programs; dealing with difficult employees. (City of Wetaskiwin)*
- *Just keep improving on what you are already doing. (City of Spruce Grove)*
- *Availability of AMHSA office staff is not that great at times (ie, urgent audit issues. (City of Grande Prairie)*
- *Remote study or correspondence courses; smaller minimum class sizes for smaller communities. (Town of Bon Accord)*
- *Wider range of reference materials could be beneficial; RUSA type workshops twice per year could give more of our staff safety related exposure. (Town of Drayton Valley)*
- *A little more detail in the courses; more courses offered in the south – maybe at Lethbridge College. (Town of Fort Macleod)*
- *Majority of instructors very good, but there are a few that are either hard to engage or love to talk about themselves. (Town of Taber)*
- *More incentive to host courses. Help to organize courses jointly with or municipalities nearby. (Town of Athabasca)*
- *Host courses closer to northern communities; not everyone can or has the funds to travel to Edmonton area for courses. (Village of Hines Creek)*
- *Most information is geared to large municipalities – could we do something for smaller municipalities (less than 1000)? (Village of Loughheed)*
- *Offer more centralized courses. (Village of Holden)*
- *Video update. (Starland County)*
- *With the course materials, include more hands-on. (ie, do not just read about Confined Space – add fall protection and put harness on – use air monitors, etc.). (Clearwater County)*
- *Continue on the current path – seems to be successful so far. (Lac Ste Anne County)*

- *Watch for emerging areas and consider a publishing of best practices given the similarity of municipal operations, in many cases. (M.D. of Lesser Slave River)*
- *No suggestions – keep up the good work! (M.D. of Rocky View)*
- *We had problems working with our peer municipalities for external audits. They pulled out and we had to scramble to find another municipality to conduct the audit. There should be some kind of disciplinary action in place for municipalities who don't fulfill their responsibilities. (Saddle Hills County)*
- *More courses held in the summer. (Thorhild County)*
- *Tie in training with contractor ASSC. (County of Vermilion River)*
- *Have more media in DVD format (ie, training videos). (M.D. of Willow Creek)*
- *Would be helpful to have procedures that we could assess on AMHSA's website. (Lac La Biche County)*
- *It would be nice if more of your videos were for sale. (M.D. of Taber)*
- *Emailing updates. (Municipality of Jasper)*
- *I would like to see a contact list of safety people in municipalities posted on the internet site. Also a data bank of procedures, etc we can submit to share with others. (Municipality of Wood Buffalo)*
- *I would like to receive your newsletters via email. (Village of Rycroft)*

8. What AMHSA services does your municipality utilize/appreciate the most?

Comments:

- *Appreciate AMHSA facilitating Southern Alberta Safety Council Meetings. Variety of training courses available and at reasonable cost. Training programs (WHMIS, Flagperson) available in form of workbook (can be delivered onsite by municipality). (City of Brooks)*
- *Training, newsletter, help with PIR. (City of Camrose)*
- *COR certification processes. (City of Cold Lake)*
- *Being informed of any legislature changes and/or (PIR) Partnerships changes. (City of Lethbridge)*
- *Training. (City of Wetaskiwin)*
- *Courses and the ease of registrations. The NASC/SASC is a wonderful idea. It gives reps from different municipalities an opportunity to meet and share. Keep them up! The AMHSA website is awesome. (City of Spruce Grove)*
- *That you take the time to survey your members. It would be good to see results of surveys and how AMHSA is using the information provided by surveys to improve.*
- *Specific Audit information: 1) audit tool needs to be looked at for 3.16 to 3.18 with respect to who these questions apply to and what areas/departments. 2) 5.9 – should be removed if there are no minimum requirements for that question. (City of Grande Prairie)*
- *Safety information either written or electronic DVD. (Town of Castor)*
- *Training, training, training. (Town of Bon Accord)*
- *Courses, support with audits, information resource. (Town of Crossfield)*
- *Phone follow-up, website, tools. (Town of Devon)
Good resources – PIR and COR and WCB relevant training and protocol and procedures for those programs definitely assist in implementing and enforcing our safety program. (Town of Drayton Valley)*
- *Training opportunities with CEU's. (Town of Fort Macleod)*
- *Basic courses. (Town of Fox Creek)*

- *We wish to do more training this year and develop a regular training program for the future. (Town of Hanna)*
- *Training. (Town of Hardisty)*
- *Training courses that are being offered. (Town of Sylvan Lake)*
- *Everything, but mostly the guidance provided as well as the training. (Town of Taber)*
- *Monthly information in newsletter. (Town of Wembley)*
- *Formal inspection; hazard identification; incident investigation. (Town of Whitecourt)*
- *The training sessions. (Town of Nanton)*
- *Training opportunities. (Town of High River)*
- *Everything! (Town of Athabasca)*
- *As a small municipality with little staff, most services are not more than minimally relevant to us. (Village of Botha)*
- *References. (Village of Chipman)*
- *Assistance in working towards COR. (Village of Donalda)*
- *Information and updates. (Village of Hay Lakes)*
- *Information on general municipal safety issues. Small municipalities have same needs as larger municipalities but smaller amount of personnel, so the current information helps us little guys cope. (Village of Kitscoty)*
- *They are available to answer questions and staff is courteous. (Village of Lougheed)*
- *If I can get 10 in my area for a course, you will come here. (Village of Marwayne)*
- *Help with SECOR Audit. (Village of Holden)*
- *Training sessions. (Village of Galahad)*
- *Training courses, videos, advice. (Starland County)*
- *Training and resources. (M.D. of Bighorn)*
- *Training and audit assistance. (Flagstaff County)*
- *Most of the municipality's training is done through AMHSA. The costs are reasonable and the staff are pleasant to work with. (M.D. of Bonnyville)*
- *Flagperson train-the-trainer; Health & Safety Management Systems. (Clearwater County)*
- *Training. (County of Grande Prairie)*
- *Training and education. (M.D. of Greenview)*
- *Recertification programs and train-the-trainer. (Lacombe County)*
- *The excellent and knowledgeable staff! They are a wealth of information, friendly and always happy to help. Great job! (Lac Ste Anne County)*
- *Training, audit process. (Leduc County)*
- *We appreciate the ability to arrange courses in our locality so we can dovetail courses and ask questions as they relate to our municipality. (M.D. of Lesser Slave River)*
- *Excellent administrative support. AMHSA responds to our training inquiries in a timely manner. (County of Minburn)*
- *We like the fact that most courses are shorter in length, but still have good information. Plus, the courses are at locations that are close to us. (Mountain View County)*
- *That AMHSA offers train-the-trainer courses and that all of their courses offered are affordable. We also appreciate that AMHSA is a certifying partner. (County of Newell)*
- *The guidance provided for our auditor's training and other training. (M.D. of Pincher Creek)*
- *The newsletter. (M.D. of Rocky View)*
- *Accessibility to affordable courses. Good technical support. (Saddle Hills County)*

- **Courses. (Thorhild County)*
- *COR. (County of Vermilion River)*
- *Training. (Lac La Biche County)*
- *Training. (County of Lethbridge)*
- *Training courses. (M.D. of Taber)*
- *Web page, courses, and course descriptions, information packages, general information in the newsletter. (Municipality of Crowsnest Pass)*
- *Training opportunities. (Municipality of Jasper)*
- *Training. (Municipality of Wood Buffalo)*
- *The website. (Village of Rycroft)*
- *Keeps us informed. (Village of Delia)*
- *List of courses available. (Village of Forestburg)*
- *Would like to have some more training courses. (Mackenzie County)*

APPENDIX E: 2009 DETAILED COURSE REGISTRATIONS

(following pages)

2009 Course Registrations - Regular Members

MUNICIPALITY	MUN	HSMS	HSMA	MSII	LSE	CSE	JHSC	INC INV	DD	TD	WHM	DM	PC	FLG	WHOV	HAZ	FWI	WA	ATV	LHS1A	LHS1	LHS2	SUP	MSIO	OTT	FEL	RG	BKH	SKD	PTS	TRE	OVR	WVP	SEC	OHS	RCT	TTL					
SUMMARY	#Mun	#Par				HSMS - Health & Safety Mgmt Systems									DM - Disability Management																											
						HSMA - Health & Safety Mngmt Systems Audit									MSIO - MSI Prevention (Outside)																											
Cities	14	1255				LSE - Leadership for Safety Excellence									PC - Prime Contractor																											
Towns	44	760				CSE - Confined Space Entry									FLG - Flagperson Train the Trainer																											
Villages	10	15				JHSC - Joint Health and Safety Committees									OHS - Code Workshops																											
Counties & MDs	43	1460				INC INV - Incident Investigation									RCT - H&S Audit Recertification/Update																											
Other	19	330				DD - Defensive Driving									FEL - Front End Loader Operator Safety																											
Totals	130	3820				WHM - WHMIS Train the Trainer									MSII - MSI Prevention (Inside)																											
						HAZ - Hazard Identification									RG - Road Grader Operator Safety																											
						OVR - Overview of H&S Mgmt Systems									FWI - Formal Workplace Inspections																											
						WA - Working Alone									BKH - Backhoe Operator Safety																											
						LHS1 - Leadership in H&S - Mod 1 & 2									WVP - Workplace Violence Prevention																											
						LHS2 - Leadership in H&S - Mod 3 & 4									TRE - Ground Disturbance, Trenching Safety & Excavation																											
						SKD - Skid Steer Loader Operator Safety									SEC - Small Employer Health Mngt Systems																											
						WHOV - WHMIS Overview									SUP - Supervisor's Role																											
						ATV - ATV Safety Instructional Course									OTT - Orientation Train the Trainer																											
						PTS - Plowtruck Sander Operator Safety									TD - Thinking Driver																											
						LHS1A - Leadership in H&S - Module 1																																				

