

# AMHSA

Alberta Municipal Health and Safety Association



# Business Plan 2011

*Preventing workplace injury & illness since 1990*

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# VISION, MISSION AND GOALS

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## VISION

*Preventing workplace injury and illness.*

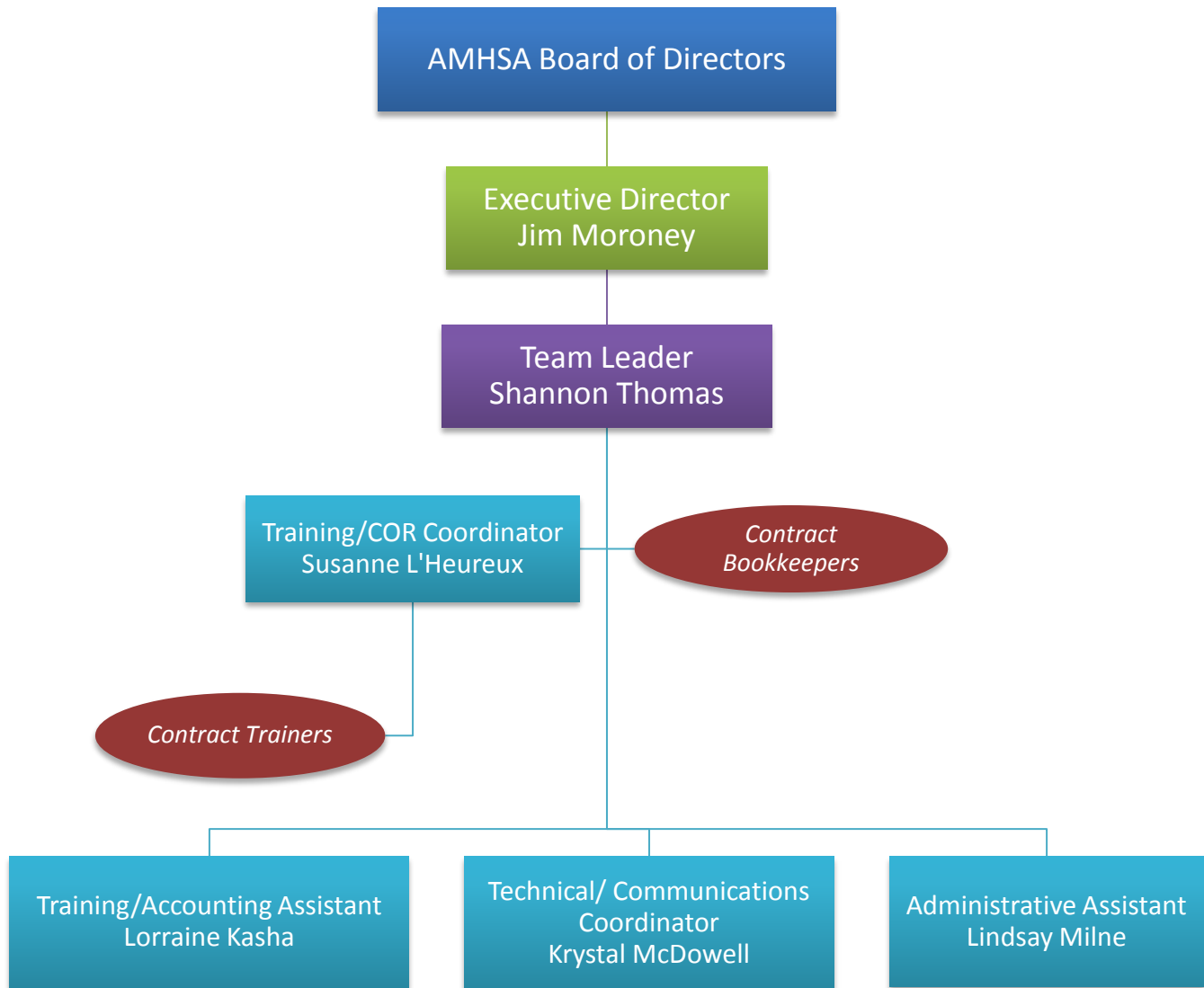
## MISSION

*Providing education and consultation services.  
Promoting health and safety management.*

## 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 – Alberta and Employment and Immigration – Partnerships.

# ORGANIZATIONAL STRUCTURE



## ALBERTA MUNICIPALITIES

Counties and MDs	Cities	Towns	Villages	Summer Villages	Specialized Municipalities
•65 •(64 + 1*)	•17	•108 •(107 + 1**)	•97	•51	•5

There are 343 Regular Members and this corresponds to approximately 62,800 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, Alberta Urban Municipalities Association (Town of Hinton), Vice-Chair
- Dennis Henderson, Canadian Union of Public Employees Local 30 (City of Edmonton), Secretary/Treasurer

## Directors:

- Scott Chant, Alberta Water and Wastewater Operators Association (Town of Olds)
- Joe Duplessie, Alberta Municipal Supervisors Association (Lac Ste Anne County)
- Geraldine Gervais, Local Government Administration Association (Town of Hanna)
- Dwight Oliver, Alberta Association of Municipal Districts and Counties (Clearwater County)
- Jody Sallans, Canadian Union of Public Employees Local 37 (City of Calgary)
- Marvin Shmyr, City of Edmonton
- Brian Schmidek, City of Calgary
- Paul Shields, City of St. Albert
- Doug Tymchyshyn, Alberta Rural Municipal Administrators Association (Parkland County)
- Ken Weaver, Canadian Union of Public Employees Local 38 (City of Calgary)
- Kim Woolgar, Civic Service Union 52 (Edmonton Police Service)

## 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
Lindsay Milne	Administrative Assistant

Plus Contract Bookkeepers, Audit Analyst and Instructors

# WCB PREMIUM RATES (2006 – 2010)

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	2006	2007	2008	2009	2010	2011
<b>Cities</b>	\$1.41	\$1.22	\$1.21	\$1.15	\$1.26	\$1.31
<b>Towns</b>	\$1.42	\$1.23	\$1.22	\$1.15	\$1.27	\$1.32
<b>Villages</b>	\$1.42	\$1.23	\$1.22	\$1.15	\$1.27	\$1.32
<b>Municipal Districts and Counties</b>	\$1.68	\$1.42	\$1.48	\$1.32	\$1.42	\$1.25
<b>Provincial Premium Rate</b>	\$1.83	\$1.57	\$1.43	\$1.32	\$1.32	\$1.32

*The average budgeted premium rate for 2011 is \$1.32 (source: WCB Financial Plan 2010-2012).*

*Highest forecast rated: roofing @ \$6.59. Lowest forecasted rate: map making @ \$0.21.*

# 2011 WCB GRANT LEVY

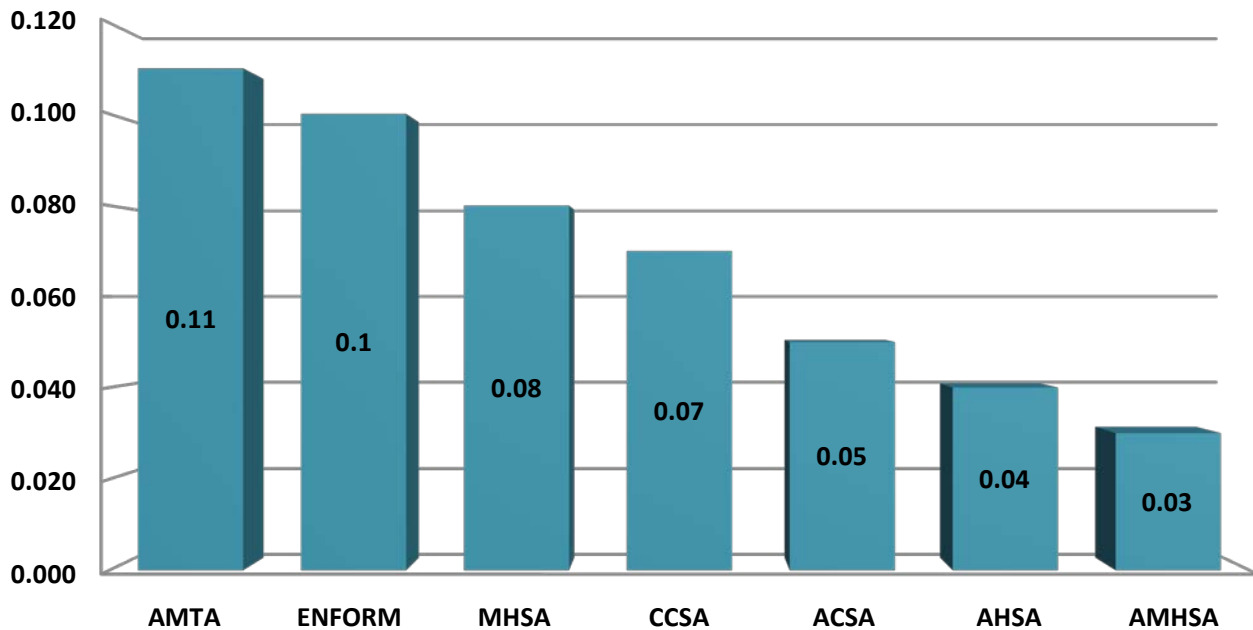
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Funding for AMHSA is provided by a levy that was approved by the Board in 2008. It is based on 2.75 cents per \$100 dollars of cities' payroll and 3.75 cents for all other municipalities.

It is estimated that AMHSA will continue to have the lowest WCB levy of all funded safety associations in 2011.

## WCB - Average Levies 2010

Revised August 4, 2010



AMTA: Alberta Motor Transport Association

ENFORM: Petroleum

MHSA: Manufacturers Health and Safety Association

CCSA: Continuing Care Safety Association

ACSA: Alberta Construction Safety Association

AHSA: Alberta Hotel Safety Association

# 2010 OBJECTIVES: STATUS UPDATE

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The 2010 Objectives are divided into Core/Fundamental and Targeted/Strategic sections under each of three goals. Progress to mid-August 2010 follows each objective.

## GOAL #1: PROVIDE 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.

*AMHSA has been working with Redengine Inc. to convert the original Access database to an online application which can be accessed by staff in both the Northern and Southern offices. The invoicing component has been improved in 2010 and the Audit/Auditors section will be reviewed next. Staff now have the ability to query the data and create custom reports.*

- 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.

*The Technical Coordinator has contacted several companies involved in online learning development and researched methods of distribution, various learning platforms and technical options. At this time it is not recommended that the Association proceed due to cost of hosting online courses. When resources are available, the next step will be an online learning readiness and accessibility survey of AMHSA members.*

- 1.3 Continue to offer Defensive Driving with Alta-Tecs Consulting and Quinton Safety Solutions.

*The Defensive Driving course has been offered 26 times to date in 2010 and more are being scheduled between now and December. Two additional Alberta Safety Council-certified instructors have been given the opportunity to instruct the Defensive Driving course for AMHSA in 2010.*

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

*The following courses have been offered to date in 2010: Backhoe/Loader – 1, Front End Loader – 4, Plow Truck Sander – 1, Road Grader – 3, Skid Steer Loader – 5. More are anticipated from September to December.*

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

*Certificates for operator safety course participants now include an expiry date, three years from date of training. At the end of the first 3-year term, participants will be reminded of the need to recertify.*



1.6 Revise and update existing training programs.

*The following courses have been revised/updated to date in 2010: Formal Workplace Inspections, HSMS Overview, Joint Health & Safety Committees, SECOR, Prime Contractor, and Supervisor's Role. In addition, the Health and Safety Management Systems – Audit course was updated with revised exercises.*

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

*The Occupational Health & Safety Act, Regulation and Code Overview course has been offered 13 times to date in 2010.*


1.8 Develop customized training programs for major training projects.

*The City of Calgary's Leadership for Safety Excellence (LSE) is being updated and the City of Edmonton's customized LSE is being finalized. The customized 1-day Leadership for Safety Excellence (LSE) for the Edmonton Police Service was completed in 2009 and offered for the first time this spring. A Safety for Water and Wastewater Operators Course is currently being developed for the AWWOA, to be offered in conjunction with their conference in Banff. The Alberta Recreational Facilities Personnel Association has requested a customized safety course, which is scheduled for development this fall, to be offered in 2011.*

1.9 Deliver on-site training courses as requested.

*The following on-site training has been held to date in August 2010 (number of offerings follows each course name):*

- ✓ Confined Space Entry – 5
- ✓ Defensive Driving – 26
- ✓ Formal Workplace Inspections – 29
- ✓ Ground Disturbance, Trenching and Excavation Safety – 13
- ✓ Hazard Identification, Assessment and Control – 28
- ✓ Incident Investigation – 22
- ✓ Joint Health & Safety Committees – 18
- ✓ LSE - 12
- ✓ LSE (1 & 2) – 4
- ✓ LSE (3 & 4) – 4
- ✓ MSI Prevention (Office Environment) – 6
- ✓ MSI Prevention (Physically Demanding) – 6
- ✓ Legislation Overview – 13
- ✓ Backhoe/Loader – 1
- ✓ Front End Loader – 4
- ✓ Plow Truck Sander – 1
- ✓ Road Grader - 3
- ✓ Skid Steer Loader – 5
- ✓ Orientation: Train-the-Trainer – 7
- ✓ Prime Contractor – 6
- ✓ Supervisor's Role – 11
- ✓ WHMIS: Train-the-Trainer – 4
- ✓ Workplace Violence Prevention – 7
- ✓ Workplace Violence Prevention (Edm.) – 3



*In addition, several scheduled courses have also been offered in the North and South.*

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

*The SafetyNet online library continues to grow – many safe work procedures from Leduc County were added in 2010. In addition, the Team Leader has asked municipalities to submit their Health and Safety Policies and any element Directives that they are willing to share. Minutes of meetings, events, and news items are posted regularly, the Job Board lists employment opportunities and links to job postings, and the user poll on the homepage is changed regularly.*

- 1.11 Develop online training programs.

*See Objective 1.2.*

- 1.12 Continue to promote the AMHSA Certificate Programs.

*Information about the certificate programs was included in the January 2010 newsletter, which is mailed to approximately 500 members and emailed to over 500. Details are also available online at <http://www.amhsa.net/pages/Courses/CertificatePrograms.aspx>.*

- 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).

*The templates (SECOR Toolkit) are available in book form and available online to download. A reminder appeared in the June 2010 Municipal Safety Newsletter. Copies of the Toolkit were distributed at the Small Municipalities Conference in Mannville in May. An AMHSA trainer also presented information about the SECOR program at a one-hour session during the conference.*

- 1.14 Secure an expanded network of AMHSA consultant trainers.

*The Association continues to use an excellent group of consultant trainers. Two additional Defensive Driving instructors have been used in 2010. Providers for future Fall Protection, First Aid, and Chainsaw Safety courses are being confirmed.*

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

*The Northern Alberta Safety Council met in April 2010 and the Southern Alberta Safety Council met at the end of May. In addition, a province-wide meeting is being coordinated and promoted for December.*

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

*The Association acquired a new video on Confined Space Entry entitled “Precious Time”, which will be used during CSE training and is available for members to borrow through the lending library.*

## Targeted/Strategic Objectives:

- 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.

*The British Columbia Municipal Safety Association has shared course materials related to recreation safety, which will be referenced when developing the Recreation Facilities Personnel Safety course this fall.*

- 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.

*The Association continues to utilize digital print services through Springboard Communications and Capital Color Press.*

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

*12 Workplace Violence Prevention 1-day courses have been scheduled with a Red Deer College instructor to date in 2010, for 7 different municipalities.*

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

*The Association participated in the May 2010 Small Communities Conference in Mannville, and continues to answer inquiries about building health and safety management systems for small employers and PIR/SECOR requirements, and is hosting a Health and Safety Management Systems – Small Employer course on September 13<sup>th</sup> in Sherwood Park. Information about SECOR is also available online, see <http://www.amhsa.net/pages/PIR-COR/COR-SECOR.aspx>.*

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

*AMHSA training is available to our associate members.*

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

*All course participants receive evaluations which are compiled and sent to the instructor and hosting municipality. These compilations are reviewed by Association staff and any concerns are addressed in a timely manner. In addition, the Team Leader audits courses regularly to ensure instruction is consistent. An instructor meeting is being scheduled for December 2010.*

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

*Only 2 of 254 courses to date (less than 1%) in 2010 have been cancelled.*

1.24 AMHSA will maintain its Small Employer Certificate of Recognition.

*The annual SECOR audit was submitted to our Certifying Partner, Alberta Safety Council, and passed the quality assurance review.*

**GOAL #2: PROMOTE EFFECTIVE HEALTH AND SAFETY MANAGEMENT BY ALBERTA MUNICIPALITIES AND ASSOCIATE MEMBERS.**

**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.

*To date in 2010, 79 AMHSA auditors have been certified and/or recertified. All COR Certification (external), COR Maintenance (internal), Auditor Qualification (certification) and baseline audits have been through AMHSA's quality assurance process. The Association communicates with Partnerships regarding the program and responds to member inquiries and supports auditors.*

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.

*Team Leader Thomas completed the Action Plan projects related to the Spring 2009 PIR Quality Assurance Audit and submitted a binder of deliverables to Partnerships in February 2010. This included Audit analyst notes, updated SECOR course materials, Auditor updates, newsletters, website news articles, the revised Audit Tool including clarified instructions and examples, updated Audit course and Audit Recertification materials, and the newly created database entry checklist.*

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

*A sub-committee representing the board of directors, auditors, and Association staff has been formed and met this Spring. Executive Director Moroney presented their findings and recommendations at the Board meeting on September 9th. In addition, the Audit course was attended and materials reviewed by an auditor with experience with other Certifying Partners, who has made recommendations for changes to the training and Audit Tool.*

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

*The Association participates in Certifying Partner and Policy Day meetings.*

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

*AMHSA strives to meet the PIR standards – uses the appropriate forms and processes, consults Partnerships for audit deadline extensions, and implements PIR audit recommendations. The Association’s internal processes related to quality assurance and processing of audits was revised when the COR/Training Coordinator relocated to the southern office this summer.*

- 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.

*AMHSA participated in the trade show of AAMD&C in March, and will participate in the AUMA trade show in November.*

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

*AMHSA participated in the LGAA trade show in March 2010.*

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

*AMHSA is developing a Water Operator Safety course in partnership with AWWOA, which will be offered annually.*

### **Targeted/Strategic Objectives:**

- 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.

*Each Northern, Southern and Cities meeting includes an education session, which is either a representative of an outside organization or a member municipality highlighting a new initiative or innovation. Several municipalities were recognized at the Calgary and Edmonton PIR Luncheons.*

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

*The 2010 Training Awards for training participation in 2009 were sent this quarter and published in the monthly newsletter.*

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

*AMHSA disseminated information about the WorkSafe Alberta awards and the CSSE awards program in the newsletter.*

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

*See Objective 1.15.*

**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.

*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.*

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

*To date in 2010, AMHSA has included information on the following in the newsletter:*

- ✓ Auditor General’s Report
- ✓ Bill 16 – Distracted Driving Legislation
- ✓ Ad Campaign Boosts Drive to Reduce Workplace Injuries
- ✓ AEI Information Online
- ✓ Audits and Auditors
- ✓ Quality Assurance Update
- ✓ AEI – Online Resources
- ✓ Fox Creek Company Sentenced to Pay \$375,000 for Fatalities
- ✓ H1N1 Update
- ✓ Work Safe Alberta – 2010 Student Video Competition
- ✓ It’s Time to File Your Annual Return With WCB-Alberta
- ✓ WCB’s BackActive Program
- ✓ What’s New in WCB Policy
- ✓ Firefighter Cancer Coverage
- ✓ PIR Luncheons
- ✓ Workplace Health and Safety Awards
- ✓ Worksight Magazine



3.3 Maintain liaison with the Workers' Compensation Board.

*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.*

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

*AMHSA purchased ACSA's materials on WCB Claims Management and has reviewed their fall protection and field level hazard assessment training materials.*

# 2011 OBJECTIVES

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The objectives that remain virtually constant from year to year are considered Core/Fundamental Objectives while others are more Targeted/Strategic in nature and strive to address particular issues identified during strategic planning. Many of these targeted/strategic initiatives are fairly short term in nature but have the potential to evolve into core objectives.

## GOAL #1: PROVIDE COST-EFFECTIVE TRAINING AND EDUCATION SERVICES IN THE PREVENTION OF OCCUPATIONAL INJURIES AND DISEASE.

### Core/Fundamental Objectives:

#### 1. COURSE OFFERINGS

- 1.1 Develop customized training programs and support offerings (supply course materials, certificates, etc.).
- 1.2 Deliver on-site training courses as requested.
- 1.3 Deliver scheduled courses in the North and South twice/year (Health and Safety Management Systems, Audit, Auditor Recertification, SECOR, and Leadership for Safety Excellence).
- 1.4 Provide non-members with access to existing AMHSA training programs.
- 1.5 Strive to keep the number of cancelled scheduled and on-site courses below 2%.
- 1.6 Offer and promote AMHSA's certificate programs.
- 1.7 Continue to offer current courses, ranging from ½ day to 2 days.

#### 2. COURSE MATERIALS

- 2.1 Revise and update existing training programs including print materials, videos, and exams.
- 2.2 Use professional printing services for course materials, and upgrade most popular courses' manuals.
- 2.3 Review videos that are used in AMHSA courses.

#### 3. TRAINERS

- 3.1 Ensure qualified, quality contract trainers are utilized, including those certified through Alberta Safety Council (Defensive Driving and ATV Rider Safety) and Ives (heavy equipment operator courses).
- 3.2 Keep instructors up-to-date regarding AMHSA policies (e.g., billing, insurance, expectations) and current course materials.
- 3.3 Conduct in-class evaluations of contract trainers by participants and Association staff and communicate results.



## 4. TECHNOLOGY

- 4.1 Maintain and improve the online data management system which tracks training programs, members, customers, requests, attendance, instructors, audits, and auditors.
- 4.2 Explore ways to use new data management system to better communicate with instructors regarding their upcoming training schedule, updated roster sheets, etc.
- 4.3 Maintain and expand the online services (e.g. website, SafetyNet).

### **Targeted/Strategic Objectives:**

## 5. COURSE DEVELOPMENT

- 5.1 Offer new courses in fall protection and chain saw safety.
- 5.2 Develop AMHSA training delivery model for the Workplace Violence Prevention course.
- 5.3 Conduct pilot offerings of First Aid and Fire Extinguisher training.

## **GOAL #2: PROMOTE EFFECTIVE HEALTH AND SAFETY MANAGEMENT.**

### **Core/Fundamental Objectives:**

## 6. COMMUNICATION

- 6.1 Promote the Association's services and resources through the catalogue, brochure, website, trade fairs, newsletters, advertisements and safety council meetings.
- 6.2 Continue to use professional printing for promotional pieces.
- 6.3 Communicate via the monthly Municipal Safety News and Instructor Newsletters.
- 6.4 Publish an Annual Report, Business Plan, and results of annual member survey, distribute and make available online.

## 7. MEMBER NETWORKING

- 8.1 Coordinate and participate in the Northern Alberta Safety Council.
- 8.2 Coordinate and participate in the Southern Alberta Safety Council.
- 8.3 Coordinate and participate in the Alberta Cities Safety Council.
- 8.4 Coordinate member-requested committees (e.g., Contractor Safety).

## 8. INCREASE OCCUPATIONAL HEALTH AND SAFETY AWARENESS

- 8.1 Review and update the video lending library.
- 8.2 Promote OH&S awareness at three levels: (i) Elected Officials (ii) Administrators and (iii) Public Works Supervisors.
- 8.3 Participate in members' health and safety functions to promote OH&S and the Association.

## 9. IDENTIFY CHAMPIONS

- 9.1 Identify champions for health and safety within the municipal sector and provide opportunities for them to promote health and safety to their peers.
- 9.2 Promote and administer the training awards program.
- 9.3 Share information on other health and safety awards.

### GOAL #3: MONITOR AND DISSEMINATE GOVERNMENT OCCUPATIONAL HEALTH AND SAFETY LEGISLATION AND POLICIES.

#### Core/Fundamental Objectives:

## 10. COMMUNICATION

- 10.1 Use “Municipal Safety News” to inform subscribers about new or revised legislation and government policies.
- 10.2 Publish news, events, employment opportunities, and upcoming courses on the AMHSA website.
- 10.3 Populate the SafetyNet resource library with documents and links.

### GOAL #4: ACT AS CERTIFYING PARTNER FOR ALBERTA’S MUNICIPAL SECTOR IN THE PIR/PARTNERSHIPS IN INJURY REDUCTION PROGRAM IN COOPERATION WITH WORKERS’ COMPENSATION BOARD – ALBERTA AND EMPLOYMENT AND IMMIGRATION – PARTNERSHIPS.

#### Core/Fundamental Objectives:

## 11. PARTNERSHIPS IN INJURY REDUCTION PROGRAM

- 11.1 Promote and support the Partnerships in Injury Reduction (PIR) program. This includes the training and certification of auditors; administration and quality assurance of external and internal PIR audits; and coordination and communication with the Partnerships team.
- 11.2 Explore opportunities to revise the Audit Tool, establish an Auditor Mentoring program, and address PIR/COR process issues for regular employers.
- 11.3 Ensure quality assurance systems meet all Partnerships standards and comply with any reasonable recommendations from the Partnerships Quality Assurance Team’s audits.
- 11.4 Contribute to the development, periodic review and maintenance of the PIR Standards.
- 11.5 Support members and associate members working towards attaining their COR.
- 11.6 Support auditors.

- 11.7 Schedule and deliver PIR-related training twice/year in the North and South (see objective 1.3). Ensure training materials meet PIR standards.
- 11.8 Communicate via Auditor Newsletters and PIR Requirements letters to CAOs.
- 11.9 Liaise with Alberta Employment and Immigration and integrate AMHSA's activities with their strategic objectives.
- 11.10 Liaise with the Workers' Compensation Board – Alberta.
- 11.11 Explore opportunities to partner with other health and safety associations and Certifying Partners.

**Targeted/Strategic Objectives:**

**12. SMALL EMPLOYERS**

- 12.1 Inform and educate smaller municipalities about health and safety management systems, and the Association's services and resources available to small employers (including the SECOR Tool-Kit).
- 12.2 Maintain the AMHSA Small Employer Certificate of Recognition (SECOR).
- 12.3 Increase focus on smaller municipalities - promote health and safety training, act as Certifying Partner, and support networking opportunities.

# FINANCIAL

## 2010 Monthly Financial Reports

The unaudited Operating and Project reports for the first half of 2010 follow. These reports have been adopted by the AMHSA Board of Directors.

JANUARY 2010			
	BUDGET	CURRENT MTH	YTD
<b>ALLOCATION FROM CONTINGENCY</b>	0.00	0.00	0.00
<b>GST REFUND (2009)</b>	15,000.00	0.00	0.00
<b>REVENUE</b>			
WCB Grant	900,000.00	225,000.00	225,000.00
Total Program Registrations	320,000.00	12,035.00	12,035.00
Associate Memberships	10,000.00	2,500.00	2,500.00
Interest Revenue	2,000.00	0.00	0.00
Total Sale of Materials	35,000.00	3,370.00	3,370.00
Shipping Revenue	2,000.00	157.00	157.00
Other Revenues	1,000.00	0.00	0.00
<b>TOTAL REVENUE (includes contingency/GST refund)</b>	<b>1,285,000.00</b>	<b>243,062.00</b>	<b>243,062.00</b>
<b>EXPENSE</b>			
Total Wages	423,279.00	32,777.86	32,777.86
Total Employee Benefits	85,988.00	7,903.86	7,903.86
Total Office Travel & Subsistence	38,000.00	859.61	859.61
WCB Assessment (Premiums)	1,500.00	561.97	561.97
Office - Rent	32,000.00	2,389.37	2,389.37
Equipment Lease	9,000.00	0.00	0.00
Equipment/Furniture Purchases	7,000.00	625.30	625.30
Total Equip & Office Maintenance	30,340.00	677.60	677.60
Office Supplies & Printing	18,000.00	958.90	958.90
Library Materials	3,000.00	0.00	0.00
Postage & Courier	19,833.00	879.90	879.90
Office - Other	2,500.00	437.91	437.91
Telephone and Fax	11,000.00	227.60	227.60
Interest, Bank & Finance Charges	3,000.00	386.86	386.86
Office Insurance	5,000.00	39.14	39.14
Accounting/Audit & Legal	18,000.00	0.00	0.00
Bookkeeping Contract	11,760.00	0.00	0.00
Advertising & Promotion	18,000.00	1,655.00	1,655.00
Total Prof Dev & Memberships	12,000.00	1,404.25	1,404.25
Database Development	0.00	0.00	0.00
Web Development	0.00	0.00	0.00
Computer Software	0.00	774.13	774.13
Bad Debt	300.00	0.00	0.00
Total Administration Expenses	749,500.00	52,559.26	52,559.26
<b>Program Development and Training</b>			
Program - Development/Preparation	13,500.00	0.00	0.00
Program - Materials	82,000.00	3,443.82	3,443.82
Total Travel and Facility Rent	150,000.00	6,118.64	6,118.64
Program - Instructor Fees	223,000.00	10,982.87	10,982.87
Partnership Programs	13,500.00	0.00	0.00
Total Program Dev and Training	482,000.00	20,545.33	20,545.33
<b>Board Expenses</b>			
Total Board General	16,500.00	0.00	0.00
Total Board Annual Meeting	2,300.00	0.00	0.00
Total Board Planning Meeting	4,700.00	0.00	0.00
Total Board Expenses	23,500.00	0.00	0.00
<b>Other Expenses</b>			
GST Paid on Purchases (Exp)	30,000.00	0.00	0.00
<b>TOTAL EXPENSE</b>	<b>1,285,000.00</b>	<b>73,104.59</b>	<b>73,104.59</b>
<b>TOTAL INCOME/LOSS</b>	<b>0.00</b>	<b>169,957.41</b>	<b>169,957.41</b>
<b>SUMMARY:</b> G/L Bank Account Balance	251,023.29	Accounts Receivable	98,850.09
Actual Bank Account Balance	286,706.52	GIC Term Deposit (operating)	128,612.09
<b>NOTES:</b> For project allocations, please see attached project reports.		GIC Term Deposit (special projects)	151,001.88

**FEBRUARY 2010**

	<b>BUDGET</b>	<b>CURRENT MTH</b>	<b>YTD</b>
<b>ALLOCATION FROM CONTINGENCY</b>	0.00	0.00	0.00
<b>GST REFUND (2009)</b>	15,000.00	0.00	0.00
<b>REVENUE</b>			
WCB Grant	900,000.00	0.00	225,000.00
Total Program Registrations	320,000.00	5,250.00	17,285.00
Associate Memberships	10,000.00	1,000.00	3,500.00
Interest Revenue	2,000.00	0.00	0.00
Total Sale of Materials	35,000.00	2,740.50	6,110.50
Shipping Revenue	2,000.00	146.00	303.00
Other Revenues	1,000.00	246.78	246.78
<b>TOTAL REVENUE (includes contingency/GST refund)</b>	<b>1,285,000.00</b>	<b>9,383.28</b>	<b>252,445.28</b>
<b>EXPENSE</b>			
Total Wages	423,279.00	32,777.86	65,555.72
Total Employee Benefits	85,988.00	8,037.96	15,941.82
Total Office Travel & Subsistence	38,000.00	242.37	1,101.98
WCB Assessment (Premiums)	1,500.00	0.00	561.97
Office - Rent	32,000.00	2,389.37	4,778.74
Equipment Lease	9,000.00	1,883.56	1,883.56
Equipment/Furniture Purchases	7,000.00	0.00	625.30
Total Equip & Office Maintenance	30,340.00	593.93	1,271.53
Office Supplies & Printing	18,000.00	1,038.21	1,997.11
Library Materials	3,000.00	0.00	0.00
Postage & Courier	19,833.00	1,676.55	2,556.45
Office - Other	2,500.00	(44.37)	393.54
Telephone and Fax	11,000.00	880.19	1,107.79
Interest, Bank & Finance Charges	3,000.00	201.58	588.44
Office Insurance	5,000.00	114.76	153.90
Accounting/Audit & Legal	18,000.00	9,148.12	9,148.12
Bookkeeping Contract	11,760.00	1,025.00	1,025.00
Advertising & Promotion	18,000.00	205.00	1,860.00
Total Prof Dev & Memberships	12,000.00	(3,976.68)	(2,572.43)
Database Development	0.00	0.00	0.00
Web Development	0.00	0.00	0.00
Computer Software	0.00	0.00	774.13
Bad Debt	300.00	0.00	0.00
Total Administration Expenses	749,500.00	56,193.41	108,752.67
<b>Program Development and Training</b>			
Program - Development/Preparation	13,500.00	61.50	61.50
Program - Materials	82,000.00	4,525.79	7,969.61
Total Travel and Facility Rent	150,000.00	10,617.36	16,736.00
Program - Instructor Fees	223,000.00	10,250.00	21,232.87
Partnership Programs	13,500.00	3,805.31	3,805.31
Total Program Dev and Training	482,000.00	29,259.96	49,805.29
<b>Board Expenses</b>			
Total Board General	16,500.00	0.00	0.00
Total Board Annual Meeting	2,300.00	0.00	0.00
Total Board Planning Meeting	4,700.00	0.00	0.00
Total Board Expenses	23,500.00	0.00	0.00
<b>Other Expenses</b>			
GST Paid on Purchases (Exp)	30,000.00		0.00
<b>TOTAL EXPENSE</b>	<b>1,285,000.00</b>	<b>85,453.37</b>	<b>158,557.96</b>
<b>TOTAL INCOME/LOSS</b>	<b>0.00</b>	<b>(76,070.09)</b>	<b>93,887.32</b>

<b>SUMMARY:</b> G/L Bank Account Balance	83,168.28	Accounts Receivable	100,305.76
Actual Bank Account Balance	148,890.92	GIC Term Deposit (operating)	128,612.09
<b>NOTES:</b> For project allocations, please see attached project reports.		GIC Term Deposit (special projects)	151,001.88

**MARCH 2010**

	<b>BUDGET</b>	<b>CURRENT MTH</b>	<b>YTD</b>
<b>ALLOCATION FROM CONTINGENCY</b>	0.00		0.00
<b>GST REFUND (2009)</b>	15,000.00		0.00
<b>REVENUE</b>			
WCB Grant	900,000.00	0.00	225,000.00
Total Program Registrations	320,000.00	19,030.00	36,315.00
Associate Memberships	10,000.00	500.00	4,000.00
Interest Revenue	2,000.00	0.00	0.00
Total Sale of Materials	35,000.00	3,385.00	9,495.50
Shipping Revenue	2,000.00	106.00	409.00
Other Revenues	1,000.00	0.00	246.78
<b>TOTAL REVENUE (includes contingency/GST refund)</b>	<b>1,285,000.00</b>	<b>23,021.00</b>	<b>275,466.28</b>
<b>EXPENSE</b>			
Total Wages	423,279.00	49,045.09	114,600.81
Total Employee Benefits	85,988.00	9,536.12	25,477.94
Total Office Travel & Subsistence	38,000.00	2,448.70	3,550.68
WCB Assessment (Premiums)	1,500.00	0.00	561.97
Office - Rent	32,000.00	2,383.10	7,161.84
Equipment Lease	9,000.00	158.84	2,042.40
Equipment/Furniture Purchases	7,000.00	358.71	984.01
Total Equip & Office Maintenance	30,340.00	856.71	2,128.24
Office Supplies & Printing	18,000.00	380.38	2,377.49
Library Materials	3,000.00	546.94	546.94
Postage & Courier	19,833.00	1,471.29	4,027.74
Office - Other	2,500.00	21.51	415.05
Telephone and Fax	11,000.00	1,126.43	2,234.22
Interest, Bank & Finance Charges	3,000.00	348.27	936.71
Office Insurance	5,000.00	0.00	153.90
Accounting/Audit & Legal	18,000.00	6,001.23	15,149.35
Bookkeeping Contract	11,760.00	410.00	1,435.00
Advertising & Promotion	18,000.00	8,997.75	10,857.75
Total Prof Dev & Memberships	12,000.00	878.57	(1,693.86)
Database Development	0.00	0.00	0.00
Web Development	0.00	0.00	0.00
Computer Software	0.00	0.00	774.13
Bad Debt	300.00	0.00	0.00
Total Administration Expenses	749,500.00	84,969.64	193,722.31
<b>Program Development and Training</b>			
Program - Development/Preparation	13,500.00	46.12	107.62
Program - Materials	82,000.00	6,736.63	14,706.24
Total Travel and Facility Rent	150,000.00	16,832.70	33,568.70
Program - Instructor Fees	223,000.00	23,574.96	44,807.83
Partnership Programs	13,500.00	0.00	3,805.31
Total Program Dev and Training	482,000.00	47,190.41	96,995.70
<b>Board Expenses</b>			
Total Board General	16,500.00	0.00	0.00
Total Board Annual Meeting	2,300.00	969.06	969.06
Total Board Planning Meeting	4,700.00	0.00	0.00
Total Board Expenses	23,500.00	969.06	969.06
<b>Other Expenses</b>			
GST Paid on Purchases (Exp)	30,000.00	0.00	0.00
<b>TOTAL EXPENSE</b>	<b>1,285,000.00</b>	<b>133,129.11</b>	<b>291,687.07</b>
<b>TOTAL INCOME/LOSS</b>	<b>0.00</b>	<b>(110,108.11)</b>	<b>(16,220.79)</b>

<b>SUMMARY:</b> G/L Bank Account Balance	130,901.18	Accounts Receivable	53,026.97
Actual Bank Account Balance	211,527.95	GIC Term Deposit (operating)	128,612.09
<b>NOTES:</b> For project allocations, please see attached project reports.		GIC Term Deposit (special projects)	151,001.88

**APRIL 2010**

	<b>BUDGET</b>	<b>CURRENT MTH</b>	<b>YTD</b>
<b>ALLOCATION FROM CONTINGENCY</b>	0.00		0.00
<b>GST REFUND (2009)</b>	15,000.00		0.00
<b>REVENUE</b>			0.00
WCB Grant	900,000.00	225,000.00	450,000.00
Total Program Registrations	320,000.00	53,275.00	89,590.00
Associate Memberships	10,000.00	0.00	4,000.00
Interest Revenue	2,000.00	838.85	838.85
Total Sale of Materials	35,000.00	4,670.00	14,165.50
Shipping Revenue	2,000.00	337.00	746.00
Other Revenues	1,000.00	0.00	246.78
<b>TOTAL REVENUE (includes contingency/GST refund)</b>	<b>1,285,000.00</b>	<b>284,120.85</b>	<b>559,587.13</b>
<b>EXPENSE</b>			
Total Wages	423,279.00	30,706.45	145,307.26
Total Employee Benefits	85,988.00	4,678.47	30,156.41
Total Office Travel & Subsistence	38,000.00	3,871.57	7,422.25
WCB Assessment (Premiums)	1,500.00	703.09	1,265.06
Office - Rent	32,000.00	2,389.35	9,551.19
Equipment Lease	9,000.00	0.00	2,042.40
Equipment/Furniture Purchases	7,000.00	0.00	984.01
Total Equip & Office Maintenance	30,340.00	4,040.00	6,168.24
Office Supplies & Printing	18,000.00	1,505.33	3,882.82
Library Materials	3,000.00	0.00	546.94
Postage & Courier	19,833.00	1,848.62	5,876.36
Office - Other	2,500.00	14.50	429.55
Telephone and Fax	11,000.00	298.92	2,533.14
Interest, Bank & Finance Charges	3,000.00	246.04	1,182.75
Office Insurance	5,000.00	0.00	153.90
Accounting/Audit & Legal	18,000.00	310.54	15,459.89
Bookkeeping Contract	11,760.00	410.00	1,845.00
Advertising & Promotion	18,000.00	317.24	11,174.99
Total Prof Dev & Memberships	12,000.00	1,297.50	(396.36)
Database Development	0.00	0.00	0.00
Web Development	0.00	0.00	0.00
Computer Software	0.00	0.00	774.13
Bad Debt	300.00	0.00	0.00
<b>Total Administration Expenses</b>	<b>749,500.00</b>	<b>52,637.62</b>	<b>246,359.93</b>
<b>Program Development and Training</b>			
Program - Development/Preparation	13,500.00	0.00	107.62
Program - Materials	82,000.00	5,438.21	20,144.45
Total Travel and Facility Rent	150,000.00	14,617.42	48,186.12
Program - Instructor Fees	223,000.00	16,656.21	61,464.04
Partnership Programs	13,500.00	0.00	3,805.31
<b>Total Program Dev and Training</b>	<b>482,000.00</b>	<b>36,711.84</b>	<b>133,707.54</b>
<b>Board Expenses</b>			
Total Board General	16,500.00	1,525.25	1,525.25
Total Board Annual Meeting	2,300.00	1,525.25	2,494.31
Total Board Planning Meeting	4,700.00	0.00	0.00
<b>Total Board Expenses</b>	<b>23,500.00</b>	<b>3,050.50</b>	<b>4,019.56</b>
<b>Other Expenses</b>			
GST Paid on Purchases (Exp)	30,000.00	0.00	0.00
<b>TOTAL EXPENSE</b>	<b>1,285,000.00</b>	<b>92,399.96</b>	<b>384,087.03</b>
<b>TOTAL INCOME/LOSS</b>	<b>0.00</b>	<b>191,720.89</b>	<b>175,500.10</b>

<b>SUMMARY:</b> G/L Bank Account Balance	272,355.07	Accounts Receivable	63,051.00
Actual Bank Account Balance	335,939.71	GIC Term Deposit (operating)	128,997.93
<b>NOTES:</b> For project allocations, please see attached project reports.		GIC Term Deposit (special projects)	151,454.89

<b>MAY 2010</b>			
	<b>BUDGET</b>	<b>CURRENT MTH</b>	<b>YTD</b>
<b>ALLOCATION FROM CONTINGENCY</b>	0.00		0.00
<b>GST REFUND (2009)</b>	15,000.00	20,167.20	20,167.20
<b>REVENUE</b>			0.00
WCB Grant	900,000.00	0.00	450,000.00
Total Program Registrations	320,000.00	13,910.00	103,500.00
Associate Memberships	10,000.00	1,000.00	5,000.00
Interest Revenue	2,000.00	473.74	1,312.59
Total Sale of Materials	35,000.00	2,115.00	16,280.50
Shipping Revenue	2,000.00	136.00	882.00
Other Revenues	1,000.00	213.50	460.28
<b>TOTAL REVENUE (includes contingency/GST refund)</b>	<b>1,285,000.00</b>	<b>38,015.44</b>	<b>597,602.57</b>
<b>EXPENSE</b>			
Total Wages	423,279.00	32,777.86	178,085.12
Total Employee Benefits	85,988.00	6,244.25	36,400.66
Total Office Travel & Subsistence	38,000.00	4,178.12	11,600.37
WCB Assessment (Premiums)	1,500.00	0.00	1,265.06
Office - Rent	32,000.00	2,389.35	11,940.54
Equipment Lease	9,000.00	1,883.55	3,925.95
Equipment/Furniture Purchases	7,000.00	0.00	984.01
Total Equip & Office Maintenance	30,340.00	3,345.13	9,513.37
Office Supplies & Printing	18,000.00	607.67	4,490.49
Library Materials	3,000.00	615.00	1,161.94
Postage & Courier	19,833.00	620.62	6,496.98
Office - Other	2,500.00	61.75	491.30
Telephone and Fax	11,000.00	1,164.75	3,697.89
Interest, Bank & Finance Charges	3,000.00	120.64	1,303.39
Office Insurance	5,000.00	114.76	268.66
Accounting/Audit & Legal	18,000.00	0.00	15,459.89
Bookkeeping Contract	11,760.00	410.00	2,255.00
Advertising & Promotion	18,000.00	250.00	11,424.99
Total Prof Dev & Memberships	12,000.00	1,184.72	788.36
Database Development	0.00	0.00	0.00
Web Development	0.00	0.00	0.00
Computer Software	0.00	0.00	774.13
Bad Debt	300.00	0.00	0.00
Total Administration Expenses	749,500.00	55,968.17	302,328.10
<b>Program Development and Training</b>			
Program - Development/Preparation	13,500.00		107.62
Program - Materials	82,000.00	1,934.68	22,079.13
Total Travel and Facility Rent	150,000.00	16,171.62	64,357.74
Program - Instructor Fees	223,000.00	23,349.47	84,813.51
Partnership Programs	13,500.00	0.00	3,805.31
Total Program Dev and Training	482,000.00	41,455.77	175,163.31
<b>Board Expenses</b>			
Total Board General	16,500.00	0.00	1,525.25
Total Board Annual Meeting	2,300.00	0.00	2,494.31
Total Board Planning Meeting	4,700.00	0.00	0.00
Total Board Expenses	23,500.00	0.00	4,019.56
<b>Other Expenses</b>			
GST Paid on Purchases (Exp)	30,000.00	0.00	0.00
<b>TOTAL EXPENSE</b>	<b>1,285,000.00</b>	<b>97,423.94</b>	<b>481,510.97</b>
<b>TOTAL INCOME/LOSS</b>	<b>0.00</b>	<b>(59,408.50)</b>	<b>116,091.60</b>
<b>SUMMARY:</b> G/L Bank Account Balance	239,437.14	Accounts Receivable	42,048.49
Actual Bank Account Balance	291,749.37	GIC Term Deposit (operating)	128,997.93
<b>NOTES:</b> For project allocations, please see attached project reports.		GIC Term Deposit (special projects)	151,454.89



**JUNE 2010**

	<b>BUDGET</b>	<b>CURRENT MTH</b>	<b>YTD</b>
<b>ALLOCATION FROM CONTINGENCY</b>	0.00	0.00	0.00
<b>GST REFUND (2009)</b>	15,000.00	0.00	20,167.20
<b>REVENUE</b>			
WCB Grant	900,000.00	0.00	450,000.00
Total Program Registrations	320,000.00	52,760.00	156,260.00
Associate Memberships	10,000.00	1,500.00	6,500.00
Interest Revenue	2,000.00	0.00	1,312.59
Total Sale of Materials	35,000.00	1,860.00	18,140.50
Shipping Revenue	2,000.00	148.00	1,030.00
Other Revenues	1,000.00	0.00	460.28
<b>TOTAL REVENUE (includes contingency/GST refund)</b>	<b>1,285,000.00</b>	<b>56,268.00</b>	<b>653,870.57</b>
<b>EXPENSE</b>			
Total Wages	423,279.00	32,777.86	210,862.98
Total Employee Benefits	85,988.00	8,263.87	44,664.53
Total Office Travel & Subsistence	38,000.00	3,892.45	15,492.82
WCB Assessment (Premiums)	1,500.00	0.00	1,265.06
Office - Rent	32,000.00	2,389.35	14,329.89
Equipment Lease	9,000.00	170.12	4,096.07
Equipment/Furniture Purchases	7,000.00	245.98	1,229.99
Total Equip & Office Maintenance	30,340.00	1,705.19	11,218.56
Office Supplies & Printing	18,000.00	759.72	5,250.21
Library Materials	3,000.00	0.00	1,161.94
Postage & Courier	19,833.00	1,397.68	7,894.66
Office - Other	2,500.00	114.50	605.80
Telephone and Fax	11,000.00	700.34	4,398.23
Interest, Bank & Finance Charges	3,000.00	123.92	1,427.31
Office Insurance	5,000.00	0.00	268.66
Accounting/Audit & Legal	18,000.00	1,749.12	17,209.01
Bookkeeping Contract	11,760.00	533.00	2,788.00
Advertising & Promotion	18,000.00	1,840.38	13,265.37
Total Prof Dev & Memberships	12,000.00	2,927.49	3,715.85
Database Development	0.00	0.00	0.00
Web Development	0.00	0.00	0.00
Computer Software	0.00	0.00	774.13
Bad Debt	300.00	0.00	0.00
Total Administration Expenses	749,500.00	59,590.97	361,919.07
<b>Program Development and Training</b>			
Program - Development/Preparation	13,500.00	0.00	107.62
Program - Materials	82,000.00	5,274.27	27,353.40
Total Travel and Facility Rent	150,000.00	12,034.43	76,392.17
Program - Instructor Fees	223,000.00	12,187.23	97,000.74
Partnership Programs	13,500.00	2,767.49	6,572.80
Total Program Dev and Training	482,000.00	32,263.42	207,426.73
<b>Board Expenses</b>			
Total Board General	16,500.00	3,167.35	4,692.60
Total Board Annual Meeting	2,300.00	0.00	2,494.31
Total Board Planning Meeting	4,700.00	0.00	0.00
Total Board Expenses	23,500.00	3,167.35	7,186.91
<b>Other Expenses</b>			
GST Paid on Purchases (Exp)	30,000.00	0.00	0.00
<b>TOTAL EXPENSE</b>	<b>1,285,000.00</b>	<b>95,021.74</b>	<b>576,532.71</b>
<b>TOTAL INCOME/LOSS</b>	<b>0.00</b>	<b>(38,753.74)</b>	<b>77,337.86</b>

<b>SUMMARY:</b> G/L Bank Account Balance	149,407.59	Accounts Receivable	74,502.60
Actual Bank Account Balance	209,837.41	GIC Term Deposit (operating)	128,997.93
<b>NOTES:</b> For project allocations, please see attached project reports.		GIC Term Deposit (special projects)	151,454.89

## 2010 Project Income Summary (as of June 2010)

Project		Revenue	Expense	Net
<b>WCB SD07 - Project 1 - Online Audit Tool</b>	Balance forward	35,000.00	26,342.44	
	Office Administration		198.89	
	Wages		1,651.33	
	Database Development		7,803.57	
		<u>35,000.00</u>	<u>35,996.23</u>	(996.23)
<b>WCB SD07 - Project 2 - Geographical Contacts</b>	Balance forward	25,000.00	21,144.51	
	Wages		1,247.28	
		<u>25,000.00</u>	<u>22,391.79</u>	2,608.21
<b>WCB SD07 - Project 3 - Online Depository</b>	Balance forward	70,000.00	71,143.51	
		<u>70,000.00</u>	<u>71,143.51</u>	(1,143.51)
<b>WCB SD07 - Project 4 - Leasehold Improvements</b>	Balance forward	70,000.00	49,136.76	
	Calgary Office Improvements		30,675.55	
		<u>70,000.00</u>	<u>79,812.31</u>	(9,812.31)
<b>WCB SD08 - ATV Course Development</b>	Balance forward	15,000.00	1,471.21	
		<u>15,000.00</u>	<u>1,471.21</u>	13,528.79
<b>WCB SD08 - Chainsaw Course Development</b>	Balance forward	10,000.00	0.00	
	Wages		714.02	
		<u>10,000.00</u>	<u>714.02</u>	9,285.98
<b>WCB SD08 - Fall Protection Course Development</b>	Balance forward	15,000.00	764.63	
	Wages		286.36	
		<u>15,000.00</u>	<u>1,050.99</u>	13,949.01
<b>WCB SD08 - Furniture/Equipment Purchase</b>	Balance forward	22,500.00	12,126.05	
	Software		850.40	
		<u>22,500.00</u>	<u>12,976.45</u>	9,523.55
<b>WCB SD08 - Grader/Backhoe Intro Course Dev.</b>	Balance forward	25,000.00	625.15	
		<u>25,000.00</u>	<u>625.15</u>	24,374.85
<b>WCB SD08 - Health &amp; Safety Course Development</b>	Balance forward	15,000.00	329.70	
		<u>15,000.00</u>	<u>329.70</u>	14,670.30
<b>WCB SD08 - Online Enhancement Project</b>	Balance forward	35,000.00	413.48	
	Wages		824.13	
	Web Development		794.37	
		<u>35,000.00</u>	<u>2,031.98</u>	32,968.02
<b>WCB SD08 - Regional Safety Committees</b>	Balance forward	20,000.00	18,162.39	
	Meeting Costs		1,378.35	
	Wages		796.26	
		<u>20,000.00</u>	<u>20,337.00</u>	(337.00)
<b>WCB SD08 - Video Production</b>	Balance forward	100,000.00	86,168.64	
	Video Production-Shadowland		1,025.00	
		<u>100,000.00</u>	<u>87,193.64</u>	12,806.36
<b>WCB SD08 - Website FAQs Project</b>	Balance forward	25,000.00	16,694.87	
	Wages		144.51	
	Database		4,714.98	
		<u>25,000.00</u>	<u>21,554.36</u>	3,445.64
<b>TOTAL SPECIAL PROJECT MONEY REMAINING</b>		482,500.00	357,628.34	\$ 124,871.66

## 2011 Budget

The AMHSA Board of Directors approved the 2011 budget at the September 9, 2010 board meeting. The motion regarding budget approval follows. The 2011 budget is based on a 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 2011 is \$976,000.

**"MOTION:** *Moved by Director Henderson and seconded by Director Woolgar that the 2011 Proposed Budget "A" be adopted as presented.*

*Carried."*

## AMHSA – 2011 Operating Budget

<b>Allocation from Contingency</b>	\$ 73,000.00
<b>GST Refund</b>	\$ 15,000.00
<b>REVENUES</b>	
WCB Grant	\$ 976,000.00
Program Registrations	320,000.00
Associate Member Fees	10,000.00
Interest	2,000.00
Sale of Materials	35,000.00
Shipping	2,000.00
Other	1,000.00
<b>TOTAL REVENUES</b>	<b>\$ 1,434,000.00</b>
<b>EXPENSES</b>	
<b>Administrative Expenses</b>	
Salaries	\$ 564,578.00
Benefits	121,623.91
Travel and Subsistence	54,000.00
WCB Premiums	1,863.11
Office Rent	77,000.00
Equipment Leasing	10,000.00
Equipment & Furniture Purchase	7,000.00
Equipment and Office Maintenance	30,340.00
Office Supplies and Printing	15,094.98
Library Materials	3,000.00
Postage and Courier	14,000.00
Office – Other	2,500.00
Telephone and Fax	12,000.00
Bank Charges	3,000.00
Office Insurance	10,000.00
Accounting and Legal	15,000.00
Bookkeeping Contract	10,000.00
Advertising and Promotion	18,000.00
Professional Development & Memberships	12,000.00
Other	7,000.00
Bad Debt	300.00
Total Admin Expenses	<b>\$ 988,300.00</b>
<b>Program Development and Delivery</b>	<b>\$ 397,000.00</b>
<b>Board Expenses</b>	<b>\$ 18,700.00</b>
<b>GST Paid on Purchases</b>	<b>\$ 30,000.00</b>
<b>TOTAL EXPENSES</b>	<b>\$ 1,434,000.00</b>
<b>TOTAL REVENUE</b>	<b>\$ 1,434,000.00</b>
<b>BALANCE</b>	<b>\$0.00</b>

# ADMINISTRATION

---

Board of Directors meeting will be held:

- Wednesday, December 1, 2010 – Red Deer
- Wednesday, April 6, 2011 – Leduc

(In accordance with the AMHSA by-laws, section 4.3 – a schedule for the remaining 2011 meetings will be established at the April 6, 2011 meeting.)

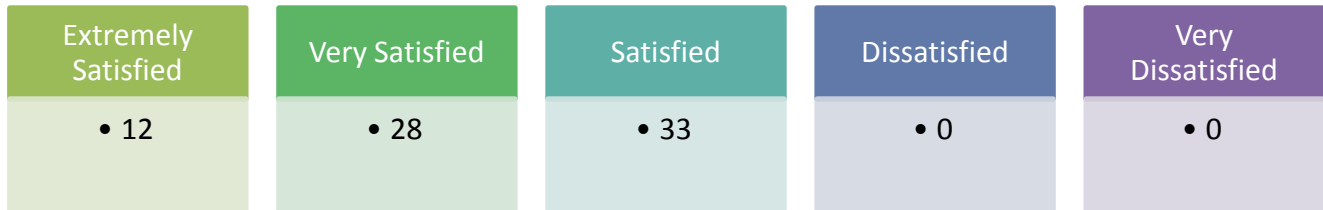
*The 2011 Annual General Meeting will be held on Wednesday, April 6, 2011 in Leduc.  
The Alberta Municipal Health and Safety Association (AMHSA) continues to be registered under the Societies Act of Alberta. Brownlee LLP holds the Society Annual Return for 2010.*

# STAKEHOLDER SUPPORT

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## MEMBERS

In early 2010 a membership survey was sent to AMHSA members, and a total of 87 were completed and returned by the deadline. The respondents were asked to indicate their level of satisfaction with our products and services:

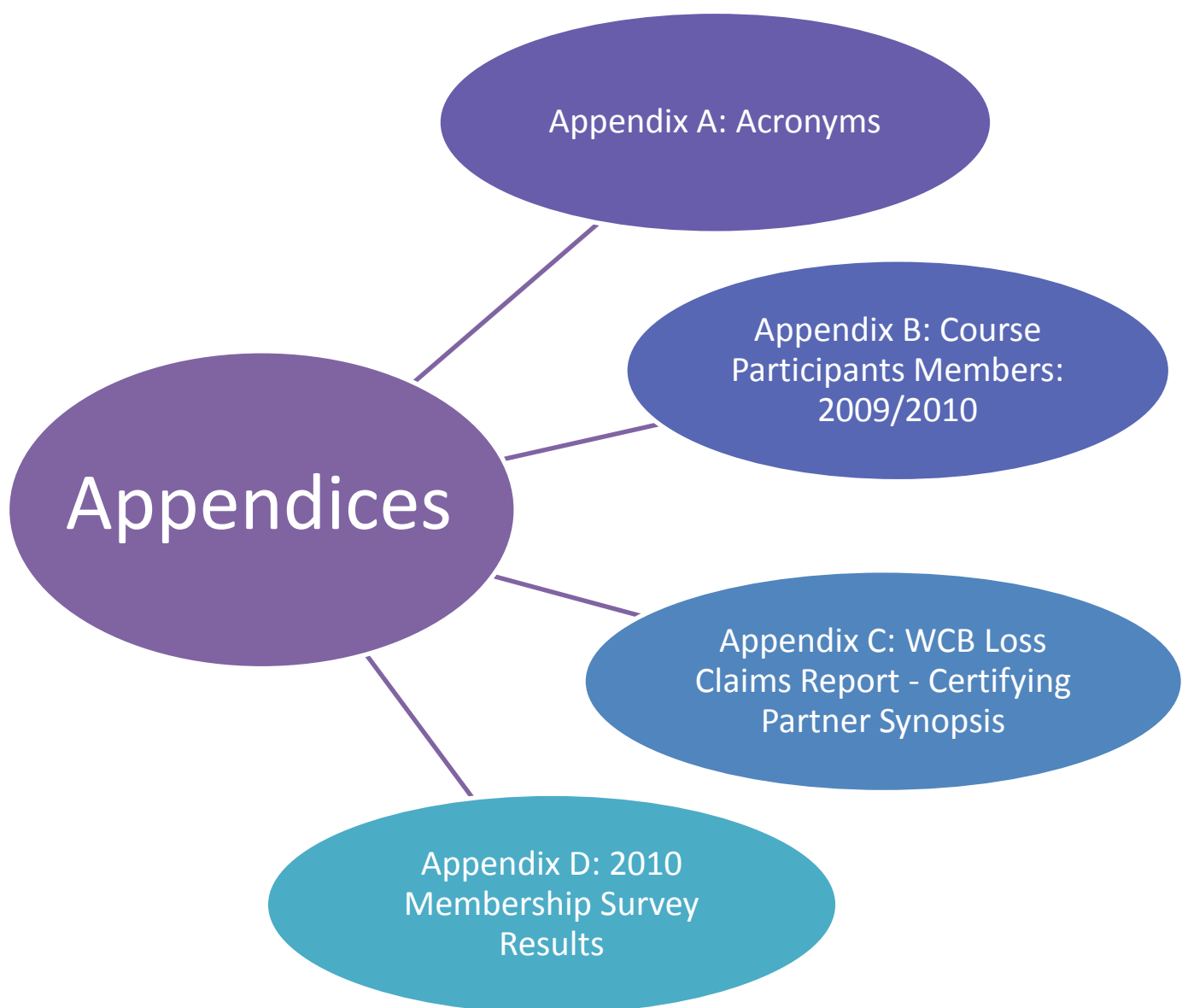


See appendix D for fully tabulated results.

## 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 2010 Business Plan were received from both associations in 2010.









# APPENDIX A: ACRONYMS

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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
APWA	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: 2009 / 2010

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	<u>2009</u> (to Aug. 31)	<u>2010</u> (to Aug. 31)
ATV Operator Safety	4	0
Auditor Recertification	23	40
Backhoe/Loader Operator Safety	41	10
Chainsaw Safety Awareness	--	21
Confined Space Entry	175	72
Defensive Driving	551	423
Disability Management	29	12
Flagperson Train-the-Trainer	15	20
Formal Workplace Inspections	259	456
Front End Loader Operator Safety	62	26
Ground Disturbance, Trenching & Excavation	140	216
Hazard Identification Assessment & Control	281	478
Health & Safety Management Systems	37	81
Health & Safety Management Systems-Audit	43	50
Incident Investigation	208	301
Joint Health & Safety Committees	138	293
Leadership for Safety Excellence	242	161
Leadership in H&S (P1)	162	81
Leadership in H&S (P2)	115	34
MSI Prevention (Office Environment)	78	47
MSI Prevention (Physically Demanding)	94	75
OHS Legislation Overview	93	140
Orientation: Train-the-Trainer	47	60
Overview of H&S Management Systems	32	0
Plow Truck Sander Operator Safety	41	4
Prime Contractor	154	102
Road Grader Operator Safety	64	12
Skid Steer Operator Safety	107	40
Small Employer Certificate of Recognition (SECOR)	0	2
Supervisor's Role	193	148
WHMIS Overview	28	0
WHMIS Train-the-Trainer	45	45
Working Alone	54	0
Working Alone (online)	0	--
Workplace Violence Prevention	265	314
SubTotal	3,820	3,764
Flagperson – Worker	405	366
WHMIS - Worker	1,780	1,811
<b>Total</b>	<b>6,005</b>	<b>5,941</b>

## ASSOCIATE MEMBERS (To August 31<sup>ST</sup>, 2010)

	<u>Total # Registered</u>
MacDonald Island	50
Grande Prairie Public School Division	46
Federation of Alberta Gas Co-ops	17
EHS Partnerships	5
Black Gold Regional School Division	2
Waskasoo Environmental Education Society	2
Wetaskiwin Regional Public School	2
R U Safe Consulting Services	1
Rocky View HandiBus Association	1
<b>Total</b>	<b>126</b>

# APPENDIX C: WCB LOSS CLAIMS REPORT – CERTIFYING PARTNER SYNOPSIS

## Certifying Partner Synopsis

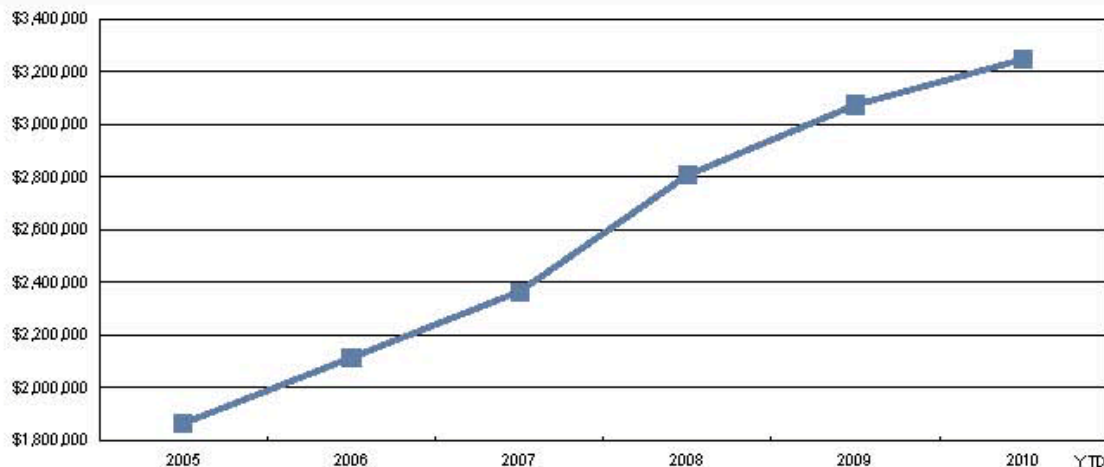


**Certifying Partner:** ALBERTA MUNICIPAL HEALTH AND SAFETY ASSOCIATION

Insurable Earnings and Premiums – for Years: 2005 to 2010

Rate Year	Number of Employers with Insurable Earnings	Newly Opened Accounts	Total Insurable Earnings	Total Workers	Total Premium
2005	153	0	\$1,864,885,784	42,657	\$22,804,369
2006	162	1	\$2,114,615,120	46,356	\$22,256,194
2007	167	1	\$2,364,785,448	48,459	\$24,681,212
2008	171	0	\$2,806,778,255	56,632	\$27,330,066
2009	177	0	\$3,072,551,363	60,626	\$32,565,005
2010 YTD	176	0	\$3,246,093,004	62,762	\$38,780,029

**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*
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	\$4,434	19	\$13,341	84	\$227,689	40	\$370,435	12	\$2,190,879
2009	17	\$5,167	18	\$13,061	84	\$234,582	43	\$378,212	15	\$2,441,530
2010 YTD	14	\$4,306	18	\$13,305	83	\$236,175	45	\$397,814	16	\$2,594,492

Note: The current year insurable earnings is based on estimates

YTD - January to current month.

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Report LCR00201

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: 8/9/2010

## Certifying Partner Synopsis



### Certifying Partner:

**ALBERTA MUNICIPAL HEALTH AND SAFETY ASSOCIATION**

### Claim Costs – for Years: 2005 to 2010

#### 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
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	1183	1,294	2187
2008	2,980	\$9,377,874	1,635	\$8,368,595	27,212	1763	1,345	2285
2009	3,153	\$10,601,454	1,556	\$9,375,461	25,606	1509	1,597	2313
2010 YTD	1,606	\$3,372,825	774	\$2,913,022	9,422	790	832	1165

#### 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
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	787	150	374	144	101	1,556
2010 YTD	414	81	190	65	24	774

#### Total Claims Costs

Accident Year	Compensation	Medical Aid	Rehabilitation	Economic Loss	Total
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	\$4,414,650	\$6,110,774	\$76,029	\$0	\$10,601,454
2010 YTD	\$1,685,556	\$1,683,109	\$4,159	\$0	\$3,372,825

#### 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
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	53	3.4%	\$3,054,364	32.6%
2010 YTD	5	0.6%	\$196,179	6.7%

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: 8/9/2010

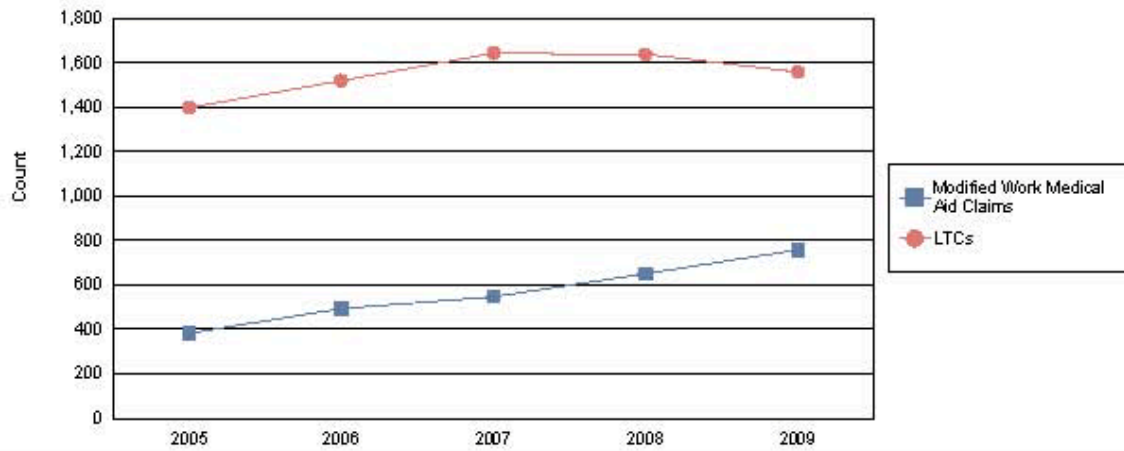
# Certifying Partner Synopsis

## Certifying Partner:

**ALBERTA MUNICIPAL HEALTH AND SAFETY ASSOCIATION**

Claim Costs – for Years: 2005 to 2009

## Disabling Claims Components



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

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.

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Report LCR00201

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: 8/9/2010

# Certifying Partner Synopsis



**Certifying Partner:** ALBERTA MUNICIPAL HEALTH AND SAFETY ASSOCIATION

**Claim Costs – for Years: 2005 to 2009**

## Frequency Rates (Lost Time Claims per 100 workers)



	2005	2006	2007	2008	2009
Frequency Rate	3.27	3.27	3.38	2.89	2.57

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)



	2005	2006	2007	2008	2009
Severity Rate	15.92	16.00	17.48	16.64	16.46

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

## Average Cost Per LTC



	2005	2006	2007	2008	2009
Avg Cost / Claim	\$5,249.68	\$4,373.75	\$4,803.40	\$5,118.41	\$6,025.36

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

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.



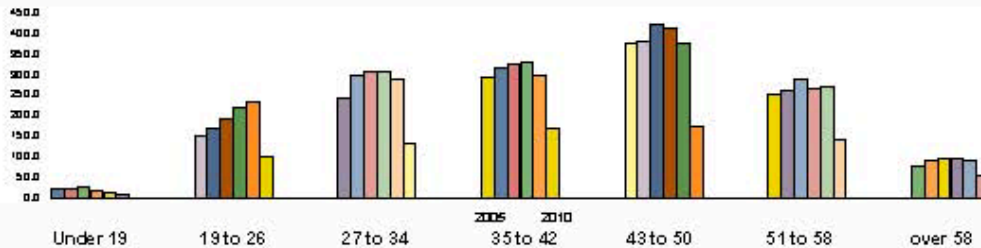
# Certifying Partner Synopsis

## Certifying Partner:

**ALBERTA MUNICIPAL HEALTH AND SAFETY ASSOCIATION**

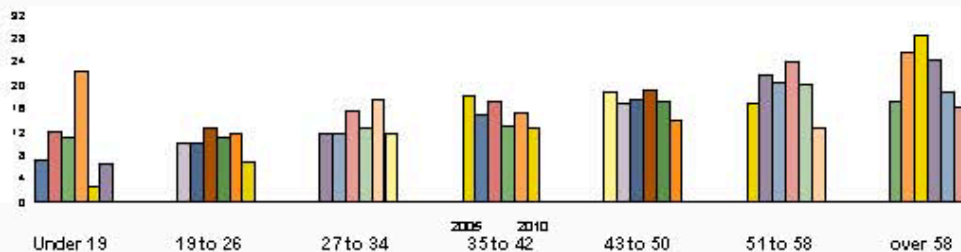
Injured Worker's Age – for Years: 2005 to 2010

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



	Under 19	19 to 26	27 to 34	35 to 42	43 to 50	51 to 58	over 58
<b>2005</b>	20	149	240	289	372	247	78
<b>2006</b>	21	166	294	314	376	258	88
<b>2007</b>	26	189	304	324	416	288	93
<b>2008</b>	19	217	305	329	408	263	94
<b>2009</b>	13	229	288	294	372	270	90
<b>2010 YTD</b>	9	100	129	169	172	141	54

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



	Under 19	19 to 26	27 to 34	35 to 42	43 to 50	51 to 58	over 58
<b>2005</b>	7.15	10.11	11.75	18.20	18.78	16.83	17.13
<b>2006</b>	12.14	9.97	11.63	14.95	17.02	21.74	25.43
<b>2007</b>	11.15	12.50	15.41	17.14	17.49	20.32	28.51
<b>2008</b>	22.32	10.93	12.53	12.98	19.08	23.79	24.30
<b>2009</b>	2.46	11.66	17.36	15.12	17.08	20.10	18.62
<b>2010 YTD</b>	6.56	6.94	11.67	12.66	13.79	12.55	16.31

Note: LTC's with no birth date recorded are not included in band subtotals.

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: 2005 to 2010

#### Type of Accident

##### Top 5 by Total LTC's

Type of Accident	2005	2006	2007	2008	2009	2010 YTD	Totals
Overexertion	297	324	335	324	322	151	1,753
Falls	242	247	261	295	319	135	1,499
Bodily Reaction and Exertion	215	220	274	279	239	159	1,386
Highway/Non-Highway M.V. Accident	118	160	157	167	154	79	835
Struck by Object	95	111	115	116	95	65	597

Type of Accident	Total LTC's (2005 to date)	Percentage of LTC's	Average Duration	Total TTD	Average LTC Costs	Total LTC Costs
Overexertion	1,753	20.6%	14.5	25,386	\$4,376	\$7,670,823
Falls	1,499	17.6%	20.0	30,038	\$5,447	\$8,164,559
Bodily Reaction and Exertion	1,386	16.3%	15.6	21,560	\$4,658	\$6,455,412
Highway/Non-Highway M.V. Accident	835	9.8%	17.3	14,434	\$6,507	\$5,433,638
Struck by Object	597	7.0%	11.9	7,088	\$3,005	\$1,794,160
All Others	2,447	28.7%	15.9	38,886	\$5,302	\$12,974,349
Totals:	8,517	100.0%	16.1	137,392	\$4,989	\$42,492,941

#### Part of Body

##### Top 5 by Total LTC's

Part of Body	2005	2006	2007	2008	2009	2010 YTD	Totals
Back	384	438	423	427	403	208	2,283
Foot(Feet)/Ank(s)/Toe(s)	153	124	180	192	189	86	924
Trunk	137	144	164	149	148	80	822
Knee(s)	144	139	141	141	151	77	793
Multiple Parts	100	143	136	151	139	69	738

Part of Body	Total LTC's (2005 to date)	Percentage of LTC's	Average Duration	Total TTD	Average LTC Costs	Total LTC Costs
Back	2,283	26.8%	12.5	28,526	\$3,806	\$8,687,968
Foot(Feet)/Ank(s)/Toe(s)	924	10.8%	16.6	15,331	\$3,699	\$3,418,056
Trunk	822	9.7%	21.5	17,675	\$7,136	\$5,865,538
Knee(s)	793	9.3%	22.9	18,199	\$7,059	\$5,598,165
Multiple Parts	738	8.7%	17.0	12,573	\$6,590	\$4,863,115
All Others	2,957	34.7%	15.2	45,088	\$4,755	\$14,060,100
Totals:	8,517	100.0%	16.1	137,392	\$4,989	\$42,492,941

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: 8/9/2010

## Certifying Partner Synopsis



**Certifying Partner:** ALBERTA MUNICIPAL HEALTH AND SAFETY ASSOCIATION

Top 5 Comparison – for Years: 2005 to 2010

### Nature of Injury

#### Top 5 by Total LTC's

Nature of Injury	2005	2006	2007	2008	2009	2010 YTD	Totals
Sprains/Strain	887	915	1,006	1,008	956	490	5,262
Superficial Wounds	104	149	135	177	166	76	807
Fracture/Dislocation/Nerve Damage	90	97	120	108	123	54	592
Oth Traumatic Injuries	62	64	115	119	89	42	491
Open Wound	72	68	88	58	60	39	385

Nature of injury	Total LTC's (2005 to date)	Percentage of LTC's	Average Duration	Total TTD	Average LTC Costs	Total LTC Costs
Sprains/Strain	5,262	61.8%	15.3	80,523	\$4,560	\$23,995,663
Superficial Wounds	807	9.5%	9.0	7,296	\$2,533	\$2,044,259
Fracture/Dislocation/Nerve Damage	592	7.0%	33.5	19,824	\$8,053	\$4,767,271
Oth Traumatic Injuries	491	5.8%	16.9	8,298	\$7,433	\$3,649,446
Open Wound	385	4.5%	10.7	4,134	\$3,186	\$1,226,788
All Others	980	11.5%	17.7	17,317	\$6,948	\$6,809,513
Totals:	8,517	100.0%	16.1	137,392	\$4,989	\$42,492,941

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: 8/9/2010

# 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
Bodily 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(Feet)/Ank(s)/Toe(s)	Heart/Circulatory Diseases
NOT YET	Hand(s)/Wrist(s)	Infectious Diseases
Oth Events or Exposure	Head	Inflammations of Joints/Muscles
Oth 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	Oth Diseases/Conditions
	Unclassified	Oth System Diseases
		Oth 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: 2010 MEMBERSHIP SURVEY RESULTS

Municipality Name	Number of Permanent Employees	Number of seasonal Employees
Sturgeon County		
Town of Sundre	35	5
Village of Hay Lakes	3	1
Town of Vauxhall	8	4
Summer Village of Bonnyville Beach	1	
Town of Wembley	6	
Town of Morinville	75	15
MD of Smoky River	25	25
Cypress County	60	
Flagstaff County	50	35
Parkland County	180	30-40
Leduc County	169	50
Town of Valleyview		
Town of Grimshaw	18	5
MD of Big Lakes	53	10
Town of Beaumont	101	77
Town of Claresholm	25	5
City of St. Albert	500	100
Town of Okotoks	150	60-100
MD of Acadia	6	3
Village of Rycroft	6	4
Village of Nampa	4	2
Village of Hines Creek	7	2
Clearwater County	60	25
Village of Clyde	4	
MD of Bighorn	19	2
Village of Rockyford		
Village of Lougheed	3	2
Town of Mayerthorpe		
Town of Three Hills	23	4
Lac Ste. Anne County	60	26
Town of Rainbow Lake	14	7
Town of Nanton	20	
Brazeau County	56	15
Lac La Biche County	127	48
Village of Botha	1	
Village of New Serepta	4	3
Village of Milo	4	
Town of Bashaw	6	3
Town of Falher	6	10
Village of Tilley	3	
Village of Stirling	7	10
Municipality of Jasper	75	12
Saddle Hills County	31	18
Town of Slave Lake	61	
County of Minburn	36	21
Town of Cochrane	225	40
Town of Blackfalds	30	6
City of Edmonton	9000	4000
Clearwater County	21	15
Cardston County	13	32
County of Paintearth	25	10
Lacombe County	100	26
MD of Spirit River	15	5
RM of Wood Buffalo	1033	120
Village of Donalda	2	1
Northern Sunrise County		
Town of Ponoka	50	20

Rocky View County	275	40
Municipality of Crowsnest Pass	58	70
MD of Greenview #16	61	30
Town of Spirit River		
Town of Fox Creek	20	15
Town of Taber	90	30
County of Barrhead	25	19
Town of Hinton	124	12
Special Areas Board	90	130
Village of Ryley	4	
Town of Onoway	8	3
Town of Elk Point	9	4
County of Vermilion River	100	
Smoky Lake County	60	12
Mountain View County	100	35
City of Camrose	220	150
Town of Daysland	10	1
Red Deer County	76	10

**1. AMHSA publishes "Municipal Safety News" each month and distributes it via mail to over 500 recipients. An electronic (email) version was introduced in 2007 which is sent to over 500 subscribers.**

A. Do you receive MUNICIPAL SAFETY NEWS by mail?

Yes	61
No	15

... If yes, would you like to continue receiving them by mail?

Yes	41
No	6

B. Have you subscribed to receive the newsletters via email?

Yes	36
No	37

C. Do you access the newsletter via our website?  
[www.amhsa.net/Municipal-Safety-News](http://www.amhsa.net/Municipal-Safety-News)

Yes	39
No	37

D. Do you read our newsletter?

Yes	67
No	9

... If no, why not?

- Not receiving it (Village of Nampa)
- Detail is usually focused at a lower level of staff (City of St. Albert)
- No time (Village of Rockyford)
- No time (Village of Clyde)
- Most of the time
- I used to when I received it elsewhere (Town of Ponoka)
- Sometimes, I usually review headings and will read items of interest
- Too many other emails and websites to go through on a daily basis. I read the print copy

E. Is the information in MUNICIPAL SAFETY NEWS useful?

Yes	70
No	3

F. What additional or different type of information would you like us to include?

- Probably would be useful if we were to receive it (Village of Nampa)
- Yes good for staff and supervisors
- Can't think of anything right now ☺
- Articles on safety
- Great information. Not sure what else could be added
- More legal updates on relevant issues
- More content geared towards smaller municipalities (less than 500)
- Safety Video Library – Videos could be signed out and returned
- Not sure
- If you have more statistics on LTA's, etc, we could use them, or publish them from WCB
- Safety topics for town offices
- Nothing at this time
- Showcase Alberta Workplace Health and Safety changes
- A sample safe work practices with each issue of your newsletter
- Statistics, costs related to injuries
- Ad case studies
- Mini Courses online

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	51
No	22

... If yes, did the training help with the development and implementation of your municipality's health and safety program?

Yes	48
No	4

... If yes, did the training improve the health and safety awareness of the employees that attended?

Yes	51
No	1

... If yes, have attendees noticed our new and improved participant materials?

Yes	33
No	14

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

Unaware of training	5	Too costly	4
Not relevant	1	Not enough time to attend	10
Poor location	3	Other (please specify):	6

Comments:

- Community is too small and time is limited
- Our safety coordinator manages this with safety committees, supervisors, and managers
- We are a very small municipality
- AMHSA courses/topics were not on our needs list for 2009
- Utilize local training opportunities in partnership with local businesses
- We are a small municipality with limited resources and time. As it is, I wear many hats and just can't seem to find room for more
- I wonder if it is truly realized how lucky municipalities are to be able to access such quality training for so little cost?
- We are planning to use your services much more
- I am not sure if Hazard ID should be run as a ½ day course. There is a lot of material to be covered
- All staff
- If it is the first time they have taken specific training, they would have no indication that it was improved
- Have trained in past and did not have new positions that required training. May consider "refreshment" course for staff in future
- We are more aware of the available training and will likely use it in the future. Pricing must be competitive
- Continued course dates when municipal dates aren't available. Maybe set dates at AMHSA's office if the small numbers are an issue
- Timing did not work in 2009
- None commented on new materials
- Health and Safety Management Systems – Audit and Health and Safety Management courses were very informative
- Changes in CAO's
- Thank you for this past years courses
- Good programming and quality instructors

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

- Any safety training in our area would be wonderful (Peace River, Grimshaw, Grande Prairie)
- Equipment Operation
- Fall protection
- Heavy Equipment Operations
- Genie lift Training, Transmission of dangerous goods
- Chainsaw, fall protection
- Pesticide handlers certification
- Fall protection, Forklift Trainer, H2S Alive
- More equipment training, LSE
- Chainsaw, Defensive Driving
- Picker Safety/Certification
- Formal Inspection Training

- S&H Committees, Inspections, S&H Management & Audit
- Prime Contractor – we hope to take in 2011 & 2 more
- Workplace Violence Training, Working Alone
- Yearly ones such as First Aid, AED, H2S, Confined Space, also any course for heavy equipment operations
- Leadership in Safety Excellence, we are looking at this during budget
- One day course about job hazards for summer students
- Will be booking a workplace violence course soon
- Don't know
- None at this time
- Improved Contractor Management
- Small equipment (lawn mower, etc) and mobile equipment
- Hands on Driver Training, Defensive/Mentally Active
- First Aid
- Hazard Identification, Workplace Inspections
- All
- Workplace Violence

**3. Are you aware of our Certification Programs?**

Yes	62
No	10

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

- ❖ Recognized Municipal Health and Safety Advisor
- ❖ Municipal Supervisor in Health and Safety
- ❖ Municipal Joint Health and Safety Committee Representative

<b>Yes</b>	31
<b>No</b>	38
<b>Yes</b>	22
<b>No</b>	43
<b>Yes</b>	19
<b>No</b>	45

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

Yes	48
No	27

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

Yes	35
No	2
Working Towards	9

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

Yes	3
Not Interested	14

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

Extremely Satisfied	12
Very Satisfied	28
Satisfied	33
Dissatisfied	0
Very Dissatisfied	0

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

- Maybe leaving the CORS program because of the high level of beauracrcy
- Can't be eligible for CORS with volunteer fire fighters
- Site visits to municipalities
- Program is very good the way it is
- None
- Provide a training record on an annual basis to the municipality to assist with training tracking records
- Safetynet – access to a Library of SWP's and directives
- Not really
- No
- We could love a training facility in Calgary which I heard was coming so that will be very beneficial to us
- I would like to see more courses offered on different topics
- Not presently
- Procedures that have been developed by municipalities on the website would be very useful too. Especially for municipalities that are starting a new safety program. List of safety professionals with other municipalities
- N/A
- Hold more or offer more courses in Southern Alberta without the municipality having to do all the leg work in setting it up
- Not at this time



- Hold more or offer more courses in Southern Alberta without the municipality having to do all the leg work in setting it up
- Not at this time
- At present very little is relevant to small communities (250pop)
- Easier availability to Northern municipalities
- Online sample safety policies, procedures and standards
- Make H&S program and process more user friendly to encourage increased employee participation
- At times your training course portion of the Webpage seems to have problems
- Look into the Audit process
- Create a binder for hard copy or website
- Think you are doing a great job with what I have seen and read so far
- Great value training

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

- Training
- Video rentals and training courses
- COR Audit System
- The instant assistance or response to a question or concern from any staff member is greatly appreciated. We try to take advantage of the training offered and plan to do much more in the near future
- Courses, newsletters
- Training
- Training and audit support
- Training courses
- Training courses, Audit Tool
- Training videos, Training courses, Monthly Newsletters
- Knowledge of programs
- Safety CD, etc. for presentations
- Training courses
- Great advice whenever I call the office 😊
- PIR Audits, Leadership for Safety Excellence, Newsletter and job board/discussions
- Auditor Assistance
- Training, semi-annual meetings, RUSA conference
- Website and training
- Peer Audits
- Courses
- Not at this time
- Newsletter
- Newsletter articles on pending legislation changes
- Newsletter
- Basic information
- Information
- The courses. We are currently working towards COR/SECOR but we have lots to learn and lots to do
- Newsletters and training
- The service from the ladies from the office Shannon and the staff are very helpful. Thanks for all the they have done.
- Monthly newsletter
- Courses, assistance with COR process
- The municipality provides defensive driving to every staff member: not just those who drive as part of the job: we've appreciated Bill Price and his expertise as an instructor

Members also signed up for electronic mailing lists via the survey.



*Reducing the human & financial costs of workplace illness,  
injuries & property damage*