

# AMHSA

Alberta Municipal Health and Safety Association



## Business Plan 2012

*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.*

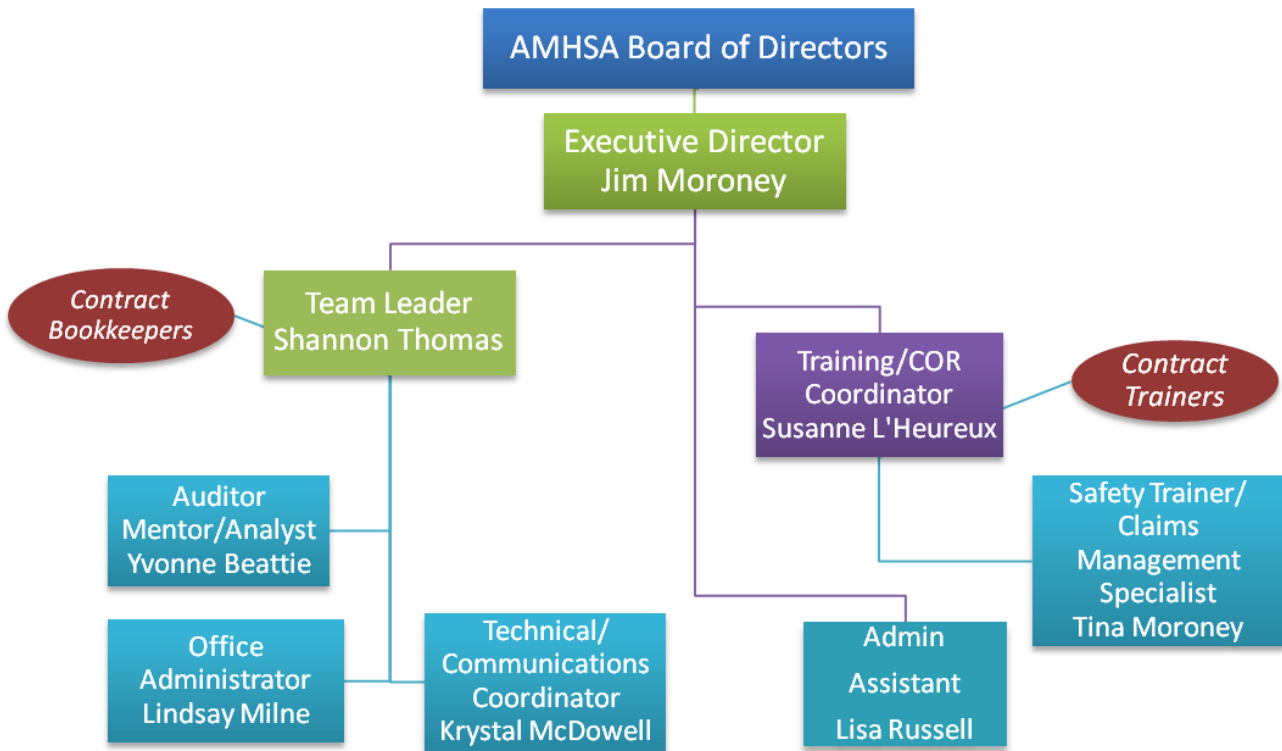
## **GOALS**

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.

## **MANDATE**

Our mandate is to provide meaningful safety training and education programs to our members in a cost-effective manner.

# ORGANIZATIONAL STRUCTURE



## ALBERTA MUNICIPALITIES

Counties and MDs	Cities	Towns	Villages	Summer Villages	Specialized Municipalities
•65 •(64 + 1*)	•17	•109	•97	•51	•5

There are 343 Regular Members and this corresponds to approximately 62,800 municipal workers in Alberta.

\* Special Areas

# AMHSA BOARD OF DIRECTORS

## Executive:

- |                    |   |                     |
|--------------------|---|---------------------|
| ▪ Neil Riley       | Worker Representative<br>(City of Spruce Grove) | Chair               |
| ▪ Marvin Shmyr     | City of Edmonton                                | Vice-Chair          |
| ▪ Dennis Henderson | CUPE Local 30<br>(City of Edmonton)             | Secretary/Treasurer |

## Directors:

- |                       |                                  |
|-----------------------|----------------------------------|
| • Scott Chant         | AWWOA (Town of Olds)             |
| • Joe Duplessie       | AMSA (Lac Ste Anne County)       |
| • VACANT              | LGAA                             |
| • Carolyn Kolebaba    | AAMD&C                           |
| • Jody Sallans        | CUPE Local 37 (City of Calgary)  |
| • Kathy Strong-Duffin | City of Calgary                  |
| • Jeremy Starner      | Other City (Lloydminster)        |
| • Glenn Taylor        | AUMA (Town of Hinton)            |
| • Tim Fox             | ARMAA (County of Stettler)       |
| • Ken Weaver          | CUPE Local 38 (City of Calgary)  |
| • Kim Woolgar         | CSU 52 (Edmonton Police Service) |

## AMHSA STAFF

Jim Moroney	Executive Director
Shannon Thomas	Team Leader
Susanne L'Heureux	COR/Training Coordinator
Yvonne Beattie	Auditor Mentor/Analyst
Tina Moroney	Safety Trainer & Claims Management Specialist
Krystal McDowell	Communications/Technical Coordinator
Lindsay Milne	Northern Office Administrator
Lisa Russell	Southern Administrative Assistant

*Plus Contract Bookkeepers and Instructors*

# WCB PREMIUM RATES (2005 – 2011)

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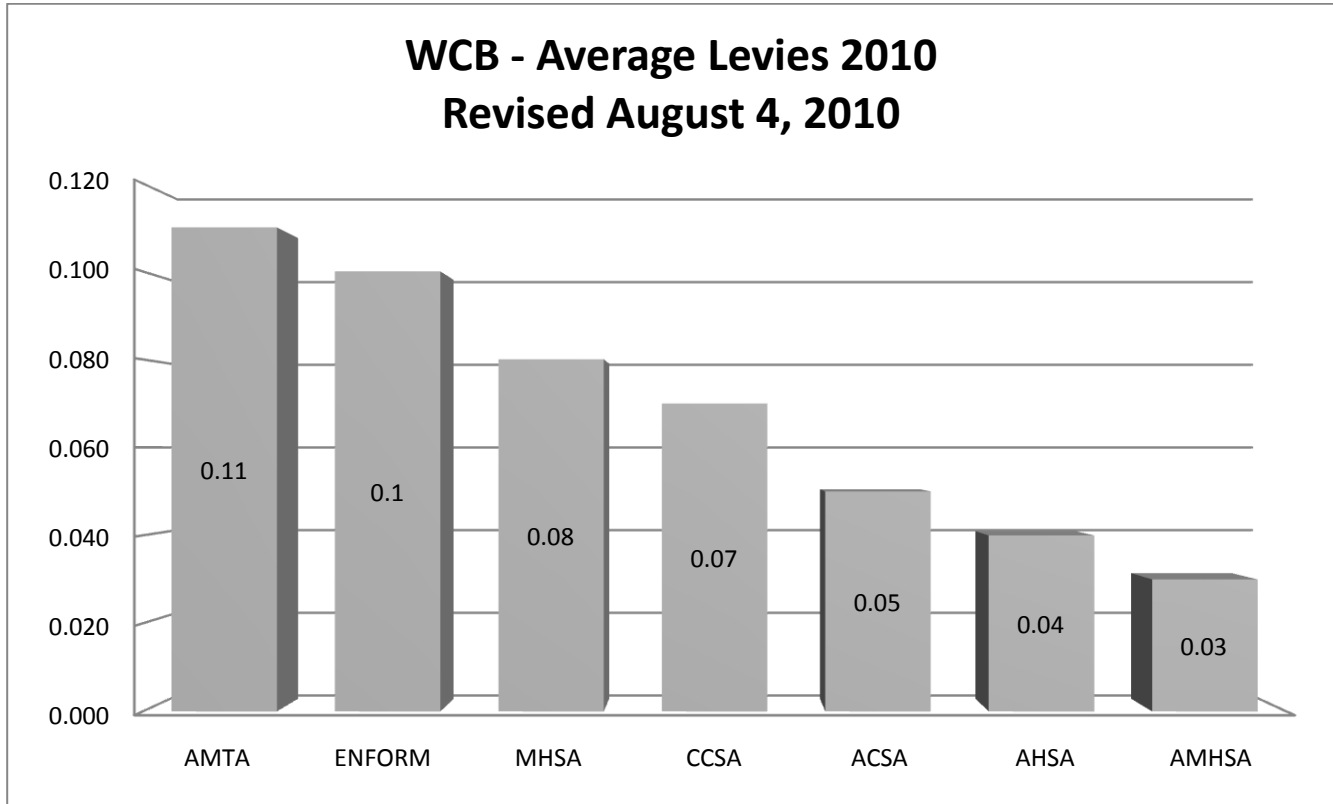
	2005	2006	2007	2008	2009	2010	2011
<b>Cities</b>	\$1.41	\$1.22	\$1.21	\$1.15	\$1.26	\$1.31	\$1.26
<b>Towns</b>	\$1.42	\$1.23	\$1.22	\$1.15	\$1.27	\$1.32	\$1.27
<b>Villages</b>	\$1.42	\$1.23	\$1.22	\$1.15	\$1.27	\$1.32	\$1.27
<b>Municipal Districts and Counties</b>	\$1.68	\$1.42	\$1.48	\$1.32	\$1.42	\$1.25	\$1.27
<b>Provincial Premium Rate</b>	\$1.83	\$1.57	\$1.43	\$1.32	\$1.32	\$1.32	\$1.22

*The premium rates for 2012 were not available at the time of creating this business plan.*

# 2012 WCB GRANT LEVY

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 2012.



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

# 2011 OBJECTIVES: STATUS UPDATE

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Progress to May 8, 2011 follows each objective.

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.)

*Customized training programs are being utilized by the Cities of Edmonton and Lethbridge, and the Edmonton Police Service. The customized courses have been offered 10 times so far in 2011 and 120 students have received certificates.*

- 1.2 Deliver on-site training courses as requested.

*As of May 5, 2011, there have been over 180 courses scheduled and over 1900 participants reported (there will be more once instructors have handed in recent roster sheets).*

- 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).

*The Health and Safety Management Systems, Audit, and Leadership for Safety Excellence were scheduled in both the north and the south. The North also held the Small Employer course and the south scheduled Prime Contractor, MSI Prevention, and Orientation Train-the-Trainer. Southern courses have been hosted at the Calgary office and Northern courses have been hosted by volunteer municipalities – thank you to Strathcona County for its ongoing support.*

- 1.4 Provide non-members with access to existing AMHSA training programs.

*Fees were set for members (municipalities and associate members) and non-members for all training programs and updated in the 2011 Catalogue, on AMHSA's website, and announced in the newsletter.*

- 1.5 Strive to keep the number of cancelled scheduled and on-site courses below 2%.

*In 2011 there has only been 1 on-site and 2 scheduled courses cancelled due to low enrollment and inclement weather conditions.*



1.6 Offer and promote AMHSA's certificate programs.

*A reminder about the certificate programs appeared in the June 2011 Municipal Safety newsletter. Information about the certificate programs is available on the website in two places – Courses – Certificate Programs (<http://www.amhsa.net/pages/Courses/CertificatePrograms.aspx>) and Frequently Asked Questions – Courses (<http://www.amhsa.net/pages/FAQs/Courses.aspx>).*

### Certifications

- Does AMHSA offer any certification programs?
- What is required for each certificate?
- Is there a deadline to complete all of the course requirements?
- Does AMHSA recognize training from other providers towards the certificates?
- Where can I find more details about certification requirements?

1.7 Continue to offer current courses, ranging from ½ day to 2 days.

*AMHSA offers over 30 different courses, including those focused on building an effective health and safety management system, to equipment operator training, to Train-the-Trainer programs. See <http://www.amhsa.net/pages/Courses/>.*

## 2. COURSE MATERIALS

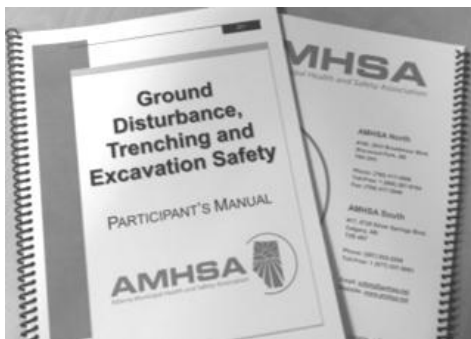
2.1 Revise and update existing training programs including print materials, videos, and exams.

*The participant manuals for nine courses are under review. Presentations have been updated for 2011 and are being distributed to instructors. A new Workplace Violence Prevention course is being developed. WCB Special Dividends funding approval was received in May 2011 for development of two videos to support current course offerings – one on joint health and safety committees and one on hazard identification, assessment, and control. Ordered 5 videos related to courses.*

*“Very informative, good course material – good course that is very relevant to everyday working conditions.”*

*“The handouts were a great tool (example of true events).”*

2.2 Use professional printing services for course materials, and upgrade most popular courses' manuals.



*AMHSA has continued to utilize the services of Ion Print Solutions.*

*Several manuals are now being coil bound and cover paper has been upgraded. Upcoming upgrades include use of colour on cover pages and inclusion of notes pages for participants and certificates.*

- 2.3 Review videos that are used in AMHSA courses.

*Review completed in May 2011. Replaced several videos with updated versions for courses including confined space entry, supervisor's role and hazard assessment. Also purchased additional options for instructors to use.*

### 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).

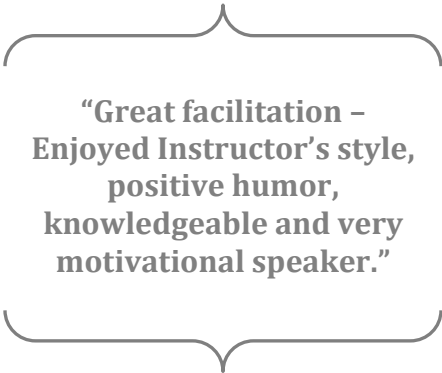
*AMHSA has maintained the quality of contract and in-house trainers. Two new Defensive Driving instructors for AMHSA have been certified by Alberta Safety Council in 2011.*

- 3.2 Keep instructors up-to-date regarding AMHSA policies (e.g., billing, insurance, expectations) and current course materials.

*Annual policy letters were sent to all instructors in February. Instructors will be provided with a memory stick with all current course materials and a reminder of expectations later in the spring. An instructor meeting is being planned for September.*

- 3.3 Conduct in-class evaluations of contract trainers by participants and Association staff and communicate results.

*Completed participant evaluations are scanned and provided to the course host and AMHSA's Training Coordinator.*



**“Great facilitation -  
Enjoyed Instructor’s style,  
positive humor,  
knowledgeable and very  
motivational speaker.”**

## 4. TECHNOLOGY

- 4.1 Maintain and improve the online data management system which tracks training programs, members, customers, requests, attendance, instructors, audits, and auditors.

*Work with Redengine continues to improve the online data management system. Several improvements to the course and participant registration portions are currently in the works and expected to be completed by June.*

- 4.2 Explore ways to use new data management system to better communicate with instructors regarding their upcoming training schedule, updated roster sheets, etc.

*This objective will be met in the second half of 2011*

- 4.3 Maintain and expand the online services (e.g. website, SafetyNet).



*New resources have been added under several topics. A member organization's safety manual will be sectioned and posted in 2011.*

### Targeted/Strategic Objectives:

## 5. COURSE DEVELOPMENT

- 5.1 Offer new courses in fall protection and chain saw safety.

*The Fall Protection course has been offered 5 times to date in 2011, in 3 municipalities. A member from the City of Brooks/County of Newell noted that it was one of the best courses she had taken in years.*

- 5.2 Develop AMHSA training delivery model for the Workplace Violence Prevention course.

*The Association has collected current materials from several sources and drafted a new course outline and content in cooperation with the City of Edmonton. Work will continue to develop a new training delivery module in the summer. WCB Special Dividends funding approval has just been received to also develop courses on recreation facilities personnel safety, and emergency response.*

- 5.3 Conduct pilot offerings of First Aid and Fire Extinguisher training.

*Will be addressed later in 2011 – pilot offerings tentatively scheduled for the fall.*

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

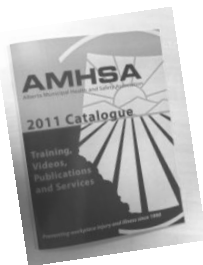
## Core/Fundamental Objectives:

### 6. COMMUNICATION

- 6.1 Promote the Association's services and resources through the catalogue, brochure, website, trade fairs, newsletters, advertisements and safety council meetings.

*The 2011 Catalogue has been published and distributed at conference trade fairs and at several member and board meetings. The website has been kept up-to-date with new events, meetings, news items, job postings and information on Association resources and services. Monthly Municipal Safety newsletters have been published and sent to both the e-mail and paper distribution lists (over 1100 recipients). We have participated in several trade shows, including AAMD&C and NAOSH.*

- 6.2 Continue to use professional printing for promotional pieces.



*AMHSA has continued to utilize the services of Ion Print Solutions for its promotional pieces. Recently we have received several compliments from members and other trade show participants about the professional appearance of our promotional items including business cards, annual report, catalogue, and business plan.*

- 6.3 Communicate via the monthly Municipal Safety News and Instructor Newsletters.

*Monthly Municipal Safety newsletters have been posted online and distributed to members and subscribers. The annual instructor letter will be distributed in the fall. A meeting of instructors was held in December in Red Deer.*

- 6.4 Publish an Annual Report, Business Plan, and results of annual member survey, distribute and make available online.

*Annual Report for 2010 was published in March and the Business Plan for 2012 will be published after the 2012 Planning Meeting. The 2011 Member Survey is currently being conducted.*

### 7. MEMBER NETWORKING

- 7.1 Coordinate and participate in the Northern Alberta Safety Council.

*The Northern Alberta Safety Council met on April 13<sup>th</sup>. The meeting was hosted by Smoky Lake County and there were 30 participants. Participants shared innovations and areas of interest were volunteer fire fighters and silica.*



*A joint meeting of the Northern and Southern Alberta Safety Councils is being planned for October 2011.*

- 7.2 Coordinate and participate in the Southern Alberta Safety Council.

*The Southern Alberta Safety Council met on April 27<sup>th</sup>. The meeting was hosted by the County of Lethbridge and there were 20 participants. The education session was well received.*

- 7.3 Coordinate and participate in the Alberta Cities Safety Council.

*The Alberta Cities Safety Council meeting is scheduled for May 18<sup>th</sup>. The meeting will be held in Calgary.*

- 7.4 Coordinate member-requested committees (e.g., Contractor Safety).

*AMHSA met with the City of Edmonton (Rayleen Van Patten) and the City of Calgary (Brad Bruneau) and to review their contractor safety issues. Another meeting is being scheduled for Friday, June 3<sup>rd</sup> in Red Deer. Discussions have covered all issues related to contractor management, from pre-qualification to follow-up.*

## 8. INCREASE OCCUPATIONAL HEALTH AND SAFETY AWARENESS

- 8.1 Review and update the video lending library.

*A review of our video lending library was conducted by Executive Director Moroney in April. Several videos were removed and 5 new titles were ordered. Video rentals have been very busy to date in 2011.*

- 8.2 Promote OH&S awareness at three levels: (i) Elected Officials (ii) Administrators and (iii) Public Works Supervisors.

*AMHSA continues to participate in AUMA and AAMD&C convention trade shows. AMHSA also participated in the March 2011 LGAA conference trade show in Red Deer and the City of Calgary's Utilities and Environmental Protection Department Employee Development Day in February.*

*Both the AUMA and AAMD&C submitted letters in support of the Association's 2011 Business Plan.*

- 8.3 Participate in members' health and safety functions to promote OH&S and the Association.



*Team Leader Thomas has attended health and safety functions at the City of Spruce Grove, the Town of Beaumont, the City of Leduc and Parkland County to date in 2011.*

*The Association also participated in the NAOSH Speakers Conference in Edmonton in April.*

## 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.

*Several volunteers from the Northern Alberta Safety Council will be given the opportunity to be included in upcoming video projects. Members present information on recent innovations at safety council meetings to share successful programs. We plan to identify a municipal safety champion and invite them to present at the October joint meeting of the Northern and Southern Alberta Safety Council.*

- 9.2 Promote and administer the training awards program.

*The 2011 training awards for training conducted in 2010 were announced in the May 2011 municipal safety newsletter and on the News & Events section of the website.*

*Congratulations to the City of Wetaskiwin, the Towns of Devon and St. Paul, the Municipal District of Taber, the Counties of Northern Lights and Vermilion River, the Village of Ryley and the Regional Municipality of Wood Buffalo.*

- 9.3 Share information on other health and safety awards.

*The WorkSafe Alberta awards have been discontinued, but AMHSA will share any information we learn about other awards with members.*

## 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.

*Articles have highlighted the new distracted driving legislation, supplied information on filing annual Workers’ Compensation Board returns, recent charges, and what’s new in WCB policy.*

*News from Alberta Employment and Immigration, WCB, and Partnerships is shared via the newsletter on a regular basis.*



- 10.2 Publish news, events, employment opportunities, and upcoming courses on the AMHSA website.

*The website is constantly being updated with news articles, polls, events, employment opportunities, newsletters, meetings and upcoming courses.*

- 10.3 Populate the SafetyNet resource library with documents and links.

*There are documents and links related to over 30 topics on SafetyNet. New information submitted by members is being added.*

**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.

*The Health and Safety Management Systems and Audit courses have been hosted in the north and south plus the Auditor Update/Recertification course. Team Leader Thomas and Audit Mentor/Analyst Beattie support auditors and auditors-in-training by telephone and conduct quality assurance reviews on all audits. AMHSA also attended the PIR Luncheons in May in both Edmonton and Calgary.*

- 11.2 Explore opportunities to revise the Audit Tool, establish an Auditor Mentoring program, and address PIR/COR process issues for regular employers.

*An Auditor Mentor/Analyst was hired in January and has been providing excellent support to auditors and auditors-in-training. Work on the PIR-related recommendations is being planned and will begin in the summer. Two short audit-related video special projects have just received funding approval – focus will be on conducting interviews and observational tours. In addition, WCB Special Dividends funding has also just been approved for development of new auditor resources (audit kit with templates, tips, etc.).*

- 11.3 Ensure quality assurance systems meet all Partnerships standards and comply with any reasonable recommendations from the Partnerships Quality Assurance Team's audits.

*All audits – COR certification, maintenance, auditor qualification / certification, departmental and baseline are reviewed for quality using the Partnerships QA tool. The Partnerships QA Team conducted their audit of the previous year's QA reviews from May 3-8<sup>th</sup>. Their recommendations will be brought to the June board of directors meeting for consideration.*

- 11.4 Contribute to the development, periodic review and maintenance of the PIR Standards.

*AMHSA participated in a recent meeting with Minister Lucaszuk about the new Employer Review Program. In addition, we serve on the Certifying Partner and Policy Day committees.*

- 11.5 Support members and associate members working towards attaining their COR.

*Advice and assistance is provided to members and associate members working towards attaining their COR by phone, email, and in-person meetings at the office and on-site.*

11.6 Support auditors.

*Advice and assistance is provided to auditors preparing for, conducting, or writing audit reports, limited scope audits, action plans in lieu of internal audits, and auditors in training. Tips and reminders are published in municipal safety newsletters and Auditor Updates are sent to all active auditors twice/year.*

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.

*The training materials (participants' manuals, exams, and presentations) were approved in 2010 and the courses are offered at least twice/year. The Municipal Audit Tool was also updated and approved.*

11.8 Communicate via Auditor Newsletters and PIR Requirements letters to CAOs.

*An Auditor Update will be sent to active auditors in May and again in the fall. CAOs of municipality's requiring external (COR Certification) audits in 2011 received their letters in March and the other letters were sent in May.*

11.9 Liaise with Alberta Employment and Immigration and integrate AMHSA's activities with their strategic objectives.

*AMHSA invites a representative from AEI to participate in all Association board of directors meetings and member meetings. We strive to ensure all COR policies and procedures, training, and quality assurance meets Partnerships standards.*

11.10 Liaise with the Workers' Compensation Board – Alberta.

*AMHSA invites a representative from the WCB to participate in all board and member meetings. We attend the annual PIR luncheon in Edmonton and Calgary and send members to their Disability Management training.*

11.11 Explore opportunities to partner with other health and safety associations and Certifying Partners.

*AMHSA has been in contact with the Alberta Construction Safety Association about training materials and the British Columbia Municipal Safety Association regarding training materials about recreation facilities and pools.*

## **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).

*A special project has just been approved through the WCB's special dividends to conduct a small employer presentation tour to educate small employers in the municipal sector about PIR, SECOR, and their legislated responsibilities.*



12.2 Maintain the AMHSA Small Employer Certificate of Recognition (SECOR).

*Ongoing. Hazard identifications are completed, formal inspections conducted, health and safety is included in staff meetings, and the SECOR is maintained through the Alberta Safety Council.*

12.3 Increase focus on smaller municipalities - promote health and safety training, act as Certifying Partner, and support networking opportunities.

*AMHSA plans to participate in the next small municipalities conference. WCB special project from dividends funding has just been confirmed for a smaller employer educational tour where the focus will be on providing information about PIR, the SECOR program and legislated responsibilities.*

# 2012 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 the following scheduled courses twice a year: Health and Safety Management Systems, Audit, Audit 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 3%.
- 1.6 Promote AMHSA's certificate programs and offer specific courses that will help ensure the completion of these certificate programs.
- 1.7 Continue to offer health and safety courses, defensive driving courses and equipment operator courses that range from ½ day to 2 days.

### Targeted/Strategic Objectives:

- 1.8 Develop municipal WCB claims management course.
- 1.9 Use Explore other formats for course delivery.

#### 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 course materials for the more highly requested programs.
- 2.3 Review videos that are used in AMHSA courses to ensure quality, relevancy and applicability.

### 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).

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

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

#### 5. COMMUNICATION

- 5.1 Promote the Association's services and resources through the catalogue, brochure, website, trade fairs, newsletters, advertisements and safety council meetings.
- 5.2 Continue to use professional printing for promotional pieces.
- 5.3 Communicate via the monthly Municipal Safety News, Auditor Updates, Instructor Newsletters and sending PIR Requirements to CAOs.
- 5.4 Publish an Annual Report, Business Plan, distribute and make available online.

#### 6. SMALL EMPLOYERS

- 6.1 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).
- 6.2 Maintain the AMHSA Small Employer Certificate of Recognition (SECOR).
- 6.3 Increase focus on smaller municipalities - promote health and safety training, act as Certifying Partner, and support networking opportunities.

## 7. MEMBER NETWORKING

- 7.1 Coordinate and participate in the Northern Alberta Safety Council.
- 7.2 Coordinate and participate in the Southern Alberta Safety Council.
- 7.3 Coordinate and participate in the Alberta Cities Safety Council.
- 7.4 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.
- 8.4 Participate in trade shows and conferences.

## 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.

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

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

## 10. PARTNER LIASON

- 10.1 Explore opportunities to partner with other health and safety associations and Certifying Partners.
- 10.2 Liaise with Alberta Employment and Immigration and integrate AMHSA's activities with their strategic objectives.
- 10.3 Liaise with the Workers' Compensation Board – Alberta.

## 11. COMMUNICATION

- 11.1 Use "Municipal Safety News" to inform subscribers about new or revised legislation and government policies.
- 11.2 Publish news, events, employment opportunities, and upcoming courses on the AMHSA website.
- 11.3 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:**

**12. PARTNERSHIPS IN INJURY REDUCTION PROGRAM**

- 12.1 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.
- 12.2 Ensure quality assurance systems meet all Partnerships standards and comply with any reasonable recommendations from the Partnerships Quality Assurance Team's audits.
- 12.3 Explore opportunities to revise the Audit Tool, establish an Auditor Mentoring program, and address PIR/COR process issues for regular employers.
- 12.4 Contribute to the development, periodic review and maintenance of the PIR Standards.
- 12.5 Support members and associate members working towards attaining their COR.
- 12.6 Support auditors and auditors-in-training.

# FINANCIAL

## 2011 Monthly Financial Reports

The unaudited Operating and Project reports for the first half of 2011 follow. These reports have been adopted by the AMHSA Board of Directors.

<b>ALBERTA MUNICIPAL HEALTH &amp; SAFETY ASSOCIATION</b>				
<b>MONTHLY OPERATING FINANCIAL REPORT</b>				
<b>JANUARY 2011</b>				
	<b>CURRENT MTH</b>	<b>YTD</b>	<b>BUDGET</b>	<b>BALANCE</b>
1	<b>ALLOCATION FROM CONTINGENCY</b>		0.00	73,000.00
2	<b>GST REFUND (2010)</b>		0.00	15,000.00
	<b>REVENUE</b>			
3	WCB Grant	244,000.00	244,000.00	976,000.00
4	Total Program Registrations	5,365.41	5,365.41	320,000.00
5	Associate Memberships		0.00	10,000.00
6	Interest Revenue	128.19	128.19	2,000.00
7	Total Sale of Materials	1,415.00	1,415.00	35,000.00
8	Shipping Revenue	152.76	152.76	2,000.00
9	Other Revenues	0.00	0.00	1,000.00
10	<b>TOTAL REVENUE (includes contingency/GST refund)</b>	<b>251,061.36</b>	<b>251,061.36</b>	<b>1,434,000.00</b>
	<b>EXPENSE</b>			
11	Total Wages	37,775.12	37,775.12	572,771.00
12	Total Employee Benefits	6,142.10	6,142.10	124,187.02
13	Total Office Travel & Subsistence	4,120.91	4,120.91	54,000.00
14	WCB Assessment (Premiums)	0.00	0.00	1,890.14
15	Office - Rent	5,535.72	5,535.72	77,000.00
16	Equipment Lease	0.00	0.00	10,000.00
17	Equipment/Furniture Purchases	6,282.67	6,282.67	7,000.00
18	Total Equip & Office Maintenance	1,398.58	1,398.58	30,340.00
19	Office Supplies & Printing	2,852.37	2,852.37	14,761.84
20	Library Materials	0.00	0.00	3,000.00
21	Postage & Courier	1,943.88	1,943.88	14,000.00
22	Office - Other	999.80	999.80	2,500.00
23	Telephone and Fax	869.24	869.24	12,000.00
24	Interest, Bank & Finance Charges	204.23	204.23	3,000.00
25	Office Insurance	0.00	0.00	10,000.00
26	Accounting/Audit & Legal	0.00	0.00	15,000.00
27	Bookkeeping Contract	410.00	410.00	10,000.00
28	Advertising & Promotion	2,166.81	2,166.81	18,000.00
29	Total Prof Dev & Memberships	2,788.74	2,788.74	12,000.00
30	Database Development	512.50	512.50	0.00
31	Web Development	281.87	281.87	7,000.00
32	Computer Software	162.28	162.28	0.00
33	Bad Debt	0.00	0.00	300.00
34	Total Administration Expenses	74,446.82	74,446.82	998,750.00
35	<b>Program Development and Training</b>			
36	Program - Development/Preparation	0.00	0.00	22,000.00
37	Program - Materials	7,801.51	7,801.51	65,000.00
38	Total Travel and Facility Rent	11,587.99	11,587.99	128,550.00
39	Program - Instructor Fees	13,182.06	13,182.06	171,000.00
40	Partnership Programs	1,614.37	1,614.37	0.00
41	Total Program Dev and Training	34,185.93	34,185.93	386,550.00
	<b>Board Expenses</b>			
42	Total Board General	251.64	251.64	11,500.00
43	Total Board Annual Meeting	0.00	0.00	2,500.00
44	Total Board Planning Meeting	0.00	0.00	4,700.00
45	Total Board Expenses	251.64	251.64	18,700.00
	<b>Other Expenses</b>			
46	GST Paid on Purchases (Exp)	0.00	0.00	30,000.00
47	<b>TOTAL EXPENSE</b>	<b>108,884.39</b>	<b>108,884.39</b>	<b>1,434,000.00</b>
48	<b>TOTAL INCOME/LOSS</b>	<b>142,176.97</b>	<b>142,176.97</b>	<b>0.00</b>
	<b>SUMMARY:</b> G/L Bank Account Balance	302,389.08	Accounts Receivable	54,363.38
	Actual Bank Account Balance	357,867.72	GIC Term Deposit (Contingency)	129,248.15
	<b>NOTES:</b> For project allocations, please see attached project reports.		GIC Term Deposit (special projects)	151,748.67

**ALBERTA MUNICIPAL HEALTH & SAFETY ASSOCIATION  
MONTHLY OPERATING FINANCIAL REPORT  
FEBRUARY 2011**

	CURRENT MTH	YTD	BUDGET	BALANCE	
1	<b>ALLOCATION FROM CONTINGENCY</b>				
	0.00	0.00	73,000.00	73,000.00	
2	<b>GST REFUND (2009)</b>				
	0.00	0.00	15,000.00	15,000.00	
	<b>REVENUE</b>				
3	0.00	244,000.00	976,000.00	732,000.00	
4	22,000.00	27,365.41	320,000.00	292,634.59	
5	0.00	0.00	10,000.00	10,000.00	
6	0.00	128.19	2,000.00	1,871.81	
7	520.00	1,935.00	35,000.00	33,065.00	
8	44.52	197.28	2,000.00	1,802.72	
9	0.00	0.00	1,000.00	1,000.00	
10	<b>TOTAL REVENUE (includes contingency/GST refund)</b>	<b>22,564.52</b>	<b>273,625.88</b>	<b>1,434,000.00</b>	
	<b>EXPENSE</b>				
11	43,553.40	81,328.52	572,771.00	491,442.48	
12	12,152.00	18,294.10	124,187.02	105,892.92	
13	3,611.10	7,732.01	54,000.00	46,267.99	
14	0.00	0.00	1,890.14	1,890.14	
15	5,535.72	11,071.44	77,000.00	65,928.56	
16	0.00	0.00	10,000.00	10,000.00	
17	(676.33)	5,606.34	7,000.00	1,393.66	
18	1,231.40	2,629.98	30,340.00	27,710.02	
19	648.28	3,500.65	14,761.84	11,261.19	
20	0.00	0.00	3,000.00	3,000.00	
21	2,498.04	4,441.92	14,000.00	9,558.08	
22	495.50	1,495.30	2,500.00	1,004.70	
23	1,533.86	2,403.10	12,000.00	9,596.90	
24	180.61	384.84	3,000.00	2,615.16	
25	80.34	80.34	10,000.00	9,919.66	
26	0.00	0.00	15,000.00	15,000.00	
27	615.00	1,025.00	10,000.00	8,975.00	
28	2,249.99	4,416.80	18,000.00	13,583.20	
29	1,945.58	4,734.32	12,000.00	7,265.68	
30	512.50	1,025.00	0.00	(1,025.00)	
31	281.87	563.74	7,000.00	6,436.26	
32	82.16	244.44	0.00	(244.44)	
33	0.00	0.00	300.00	300.00	
34	Total Administration Expenses	76,531.02	150,977.84	998,750.00	847,772.16
35	<b>Program Development and Training</b>				
36	0.00	0.00	22,000.00	22,000.00	
37	4,318.28	12,119.79	65,000.00	52,880.21	
38	7,880.73	19,468.72	128,550.00	109,081.28	
39	8,968.75	22,150.81	171,000.00	148,849.19	
40	0.00	1,614.37	0.00	(1,614.37)	
41	Total Program Dev and Training	21,167.76	55,353.69	386,550.00	331,196.31
	<b>Board Expenses</b>				
42	30.75	282.39	11,500.00	11,217.61	
43	0.00	0.00	2,500.00	2,500.00	
44	0.00	0.00	4,700.00	4,700.00	
45	Total Board Expenses	30.75	282.39	18,700.00	18,417.61
	<b>Other Expenses</b>				
46	GST Paid on Purchases (Exp)		0.00	30,000.00	30,000.00
47	<b>TOTAL EXPENSE</b>	<b>97,729.53</b>	<b>206,613.92</b>	<b>1,434,000.00</b>	<b>1,227,386.08</b>
48	<b>TOTAL INCOME/LOSS</b>	<b>(75,165.01)</b>	<b>67,011.96</b>	<b>0.00</b>	<b>(67,011.96)</b>
	<b>SUMMARY:</b>				
	G/L Bank Account Balance	241,665.35	Accounts Receivable	68,405.48	
	Actual Bank Account Balance	276,194.42	GIC Term Deposit (Contingency)	129,248.15	
	<b>NOTES:</b>	For project allocations, please see attached project reports.	GIC Term Deposit (special projects)	151,748.67	

**ALBERTA MUNICIPAL HEALTH & SAFETY ASSOCIATION  
MONTHLY OPERATING FINANCIAL REPORT  
MARCH 2011**

	CURRENT MTH	YTD	BUDGET	BALANCE
1 ALLOCATION FROM CONTINGENCY	0.00	0.00	73,000.00	73,000.00
2 GST REFUND (2010)	0.00	0.00	15,000.00	15,000.00
<b>REVENUE</b>				
3 WCB Grant	0.00	244,000.00	976,000.00	732,000.00
4 Total Program Registrations	7,175.00	34,540.41	320,000.00	285,459.59
5 Associate Memberships		0.00	10,000.00	10,000.00
6 Interest Revenue		128.19	2,000.00	1,871.81
7 Total Sale of Materials	4,665.00	6,600.00	35,000.00	28,400.00
8 Shipping Revenue	442.00	639.28	2,000.00	1,360.72
9 Other Revenues		0.00	1,000.00	1,000.00
10 <b>TOTAL REVENUE (includes contingency/GST refund)</b>	<b>12,282.00</b>	<b>285,907.88</b>	<b>1,434,000.00</b>	<b>1,148,092.12</b>
<b>EXPENSE</b>				
11 Total Wages	65,290.20	146,618.72	572,771.00	426,152.28
12 Total Employee Benefits	9,513.89	27,807.99	124,187.02	96,379.03
13 Total Office Travel & Subsistence	3,220.83	10,952.84	54,000.00	43,047.16
14 WCB Assessment (Premiums)	385.48	385.48	1,890.14	1,504.66
15 Office - Rent	6,264.44	17,335.88	77,000.00	59,664.12
16 Equipment Lease	0.00	0.00	10,000.00	10,000.00
17 Equipment/Furniture Purchases	1,712.50	7,318.84	7,000.00	(318.84)
18 Total Equip & Office Maintenance	703.74	3,333.72	30,340.00	27,006.28
19 Office Supplies & Printing	1,039.36	4,540.01	14,761.84	10,221.83
20 Library Materials	0.00	0.00	3,000.00	3,000.00
21 Postage & Courier	3,367.03	7,808.95	14,000.00	6,191.05
22 Office - Other	1,114.76	2,610.06	2,500.00	(110.06)
23 Telephone and Fax	721.42	3,124.52	12,000.00	8,875.48
24 Interest, Bank & Finance Charges	263.22	648.06	3,000.00	2,351.94
25 Office Insurance	0.00	80.34	10,000.00	9,919.66
26 Accounting/Audit & Legal	0.00	0.00	15,000.00	15,000.00
27 Bookkeeping Contract	410.00	1,435.00	10,000.00	8,565.00
28 Advertising & Promotion	3,633.04	8,049.84	18,000.00	9,950.16
29 Total Prof Dev & Memberships	1,028.45	5,762.77	12,000.00	6,237.23
30 Database Development	0.00	1,025.00	0.00	(1,025.00)
31 Web Development	794.37	1,358.11	7,000.00	5,641.89
32 Computer Software	128.17	372.61	0.00	(372.61)
33 Bad Debt	0.00	0.00	300.00	300.00
34 Total Administration Expenses	99,590.90	250,568.74	998,750.00	748,181.26
35 <b>Program Development and Training</b>				
36 Program - Development/Preparation	0.00	0.00	22,000.00	22,000.00
37 Program - Materials	11,445.20	23,564.99	65,000.00	41,435.01
38 Total Travel and Facility Rent	16,321.26	35,789.98	128,550.00	92,760.02
39 Program - Instructor Fees	22,657.70	44,808.51	171,000.00	126,191.49
40 Partnership Programs	0.00	1,614.37	0.00	(1,614.37)
41 Total Program Dev and Training	50,424.16	105,777.85	386,550.00	280,772.15
42 <b>Board Expenses</b>				
42 Total Board General	4.88	287.27	11,500.00	11,212.73
43 Total Board Annual Meeting	0.00	0.00	2,500.00	2,500.00
44 Total Board Planning Meeting	0.00	0.00	4,700.00	4,700.00
45 Total Board Expenses	4.88	287.27	18,700.00	18,412.73
46 <b>Other Expenses</b>				
46 GST Paid on Purchases (Exp)	0.00	0.00	30,000.00	30,000.00
47 <b>TOTAL EXPENSE</b>	<b>150,019.94</b>	<b>356,633.86</b>	<b>1,434,000.00</b>	<b>1,077,366.14</b>
48 <b>TOTAL INCOME/LOSS</b>	<b>(137,737.94)</b>	<b>(70,725.98)</b>	<b>0.00</b>	<b>70,725.98</b>
<b>SUMMARY:</b> G/L Bank Account Balance	96,501.53	Accounts Receivable		63,006.80
Actual Bank Account Balance	179,743.17	GIC Term Deposit (Contingency)		129,248.15
<b>NOTES:</b> For project allocations, please see attached project reports.		GIC Term Deposit (special projects)		151,748.67



**ALBERTA MUNICIPAL HEALTH & SAFETY ASSOCIATION**  
**MONTHLY OPERATING FINANCIAL REPORT**  
**APRIL 2011**

	<b>CURRENT MTH</b>	<b>YTD</b>	<b>BUDGET</b>	<b>BALANCE</b>
<b>ALLOCATION FROM CONTINGENCY</b>	0.00	0.00	73,000.00	73,000.00
<b>GST REFUND (2010)</b>	0.00	0.00	15,000.00	15,000.00
<b>REVENUE</b>		0.00		
WCB Grant	244,000.00	488,000.00	976,000.00	488,000.00
Total Program Registrations	36,415.00	70,955.41	320,000.00	249,044.59
Associate Memberships	0.00	0.00	10,000.00	10,000.00
Interest Revenue	0.00	128.19	2,000.00	1,871.81
Total Sale of Materials	3,047.00	9,647.00	35,000.00	25,353.00
Shipping Revenue	212.88	852.16	2,000.00	1,147.84
Other Revenues	0.00	0.00	1,000.00	1,000.00
<b>TOTAL REVENUE (includes contingency/GST refund)</b>	<b>283,674.88</b>	<b>569,582.76</b>	<b>1,434,000.00</b>	<b>864,417.24</b>
<b>EXPENSE</b>				
Total Wages	61,588.74	208,207.46	572,771.00	364,563.54
Total Employee Benefits	11,715.11	39,523.10	124,187.02	84,663.92
Total Office Travel & Subsistence	5,883.75	16,836.59	54,000.00	37,163.41
WCB Assessment (Premiums)	0.00	385.48	1,890.14	1,504.66
Office - Rent	7,466.07	24,801.95	77,000.00	52,198.05
Equipment Lease	0.00	0.00	10,000.00	10,000.00
Equipment/Furniture Purchases	977.20	8,296.04	7,000.00	(1,296.04)
Total Equip & Office Maintenance	873.60	4,207.32	30,340.00	26,132.68
Office Supplies & Printing	2,267.61	6,807.62	14,761.84	7,954.22
Library Materials	0.00	0.00	3,000.00	3,000.00
Postage & Courier	2,363.69	10,172.64	14,000.00	3,827.36
Office - Other	8,904.93	11,514.99	2,500.00	(9,014.99)
Telephone and Fax	2,491.54	5,616.06	12,000.00	6,383.94
Interest, Bank & Finance Charges	160.39	808.45	3,000.00	2,191.55
Office Insurance	0.00	80.34	10,000.00	9,919.66
Accounting/Audit & Legal	0.00	0.00	15,000.00	15,000.00
Bookkeeping Contract	410.00	1,845.00	10,000.00	8,155.00
Advertising & Promotion	3,045.69	11,095.53	18,000.00	6,904.47
Total Prof Dev & Memberships	2,301.87	8,064.64	12,000.00	3,935.36
Database Development	512.50	1,537.50	0.00	(1,537.50)
Web Development	4,629.90	5,988.01	7,000.00	1,011.99
Computer Software	142.79	515.40	0.00	(515.40)
Bad Debt	0.00	0.00	300.00	300.00
Total Administration Expenses	115,735.38	366,304.12	998,750.00	632,445.88
<b>Program Development and Training</b>				
Program - Development/Preparation	0.00	0.00	22,000.00	22,000.00
Program - Materials	20,867.76	44,432.75	65,000.00	20,567.25
Total Travel and Facility Rent	21,377.86	57,167.84	128,550.00	71,382.16
Program - Instructor Fees	24,676.82	69,485.33	171,000.00	101,514.67
Partnership Programs	0.00	1,614.37	0.00	(1,614.37)
Total Program Dev and Training	66,922.44	172,700.29	386,550.00	213,849.71
<b>Board Expenses</b>				
Total Board General	2,483.03	2,770.30	11,500.00	8,729.70
Total Board Annual Meeting	307.50	307.50	2,500.00	2,192.50
Total Board Planning Meeting	0.00	0.00	4,700.00	4,700.00
Total Board Expenses	2,790.53	3,077.80	18,700.00	15,622.20
<b>Other Expenses</b>				
GST Paid on Purchases (Exp)	0.00	0.00	30,000.00	30,000.00
<b>TOTAL EXPENSE</b>	<b>185,448.35</b>	<b>542,082.21</b>	<b>1,434,000.00</b>	<b>891,917.79</b>
<b>TOTAL INCOME/LOSS</b>	<b>98,226.53</b>	<b>27,500.55</b>	<b>0.00</b>	<b>(27,500.55)</b>
<b>SUMMARY:</b> G/L Bank Account Balance	196,955.44	Accounts Receivable		95,391.87
Actual Bank Account Balance	287,379.14	GIC Term Deposit (Contingency)		129,248.15
<b>NOTES:</b> For project allocations, please see attached project reports.		GIC Term Deposit (special projects)		151,748.67

## 2011 Project Income Summary (as of April 2011)

Alberta Municipal Health & Safety Association				
Project Income Summary				
APRIL 2011 (YTD)				
Project		Revenue	Expense	Net
<b>WCB SD07 - Project 1 - Online Audit Tool</b>	Balance forward	35,000.00	35,996.96	
		35,000.00	35,996.96	(996.96)
<b>WCB SD07 - Project 2 - Geographical Contacts</b>	Balance forward	25,000.00	22,391.79	
		25,000.00	22,391.79	2,608.21
<b>WCB SD07 - Project 3 - Online Depository</b>	Balance forward	70,000.00	71,143.51	
		70,000.00	71,143.51	(1,143.51)
<b>WCB SD07 - Project 4 - Leasehold Improvements</b>	Balance forward	70,000.00	90,073.18	
		70,000.00	90,073.18	(20,073.18)
<b>WCB SD08 - ATV Course Development</b>	Balance forward	15,000.00	14,091.47	
		15,000.00	14,091.47	908.53
<b>WCB SD08 - Chainsaw Course Development</b>	Balance forward	13,946.38	3,394.98	
	Cupboards for bathroom		7,687.47	
		13,946.38	11,082.45	2,863.93
<b>WCB SD08 - Fall Protection Course Development</b>	Balance forward	15,000.00	24,023.29	
	Furniture for new office		1,389.80	
		15,000.00	24,023.29	(9,023.29)
<b>WCB SD08 - Furniture/Equipment Purchase</b>	Balance forward	22,500.00	27,830.44	
		22,500.00	27,830.44	(5,330.44)
<b>WCB SD08 - Grader/Backhoe Intro Course Dev.</b>	Balance forward	25,000.00	625.15	
		25,000.00	625.15	24,374.85
<b>WCB SD08 - Health &amp; Safety Course Development</b>	Balance forward	15,000.00	329.70	
		15,000.00	329.70	14,670.30
<b>WCB SD08 - Online Enhancement Project</b>	Balance forward	35,000.00	2,031.98	
		35,000.00	2,031.98	32,968.02
<b>WCB SD08 - Regional Safety Committees</b>	Balance forward	20,000.00	20,337.00	
	County of Lethbridge		177.59	
		20,000.00	20,514.59	(514.59)
<b>WCB SD08 - Video Production</b>	Balance forward	100,000.00	87,193.64	
		100,000.00	87,193.64	12,806.36
<b>WCB SD08 - Website FAQs Project</b>	Balance forward	25,000.00	21,554.36	
		25,000.00	21,554.36	3,445.64
<b>WCB SD10- SafetyNet</b>	Alentus Corporation		198.89	
			198.89	(198.89)
<b>TOTAL SPECIAL PROJECT MONEY REMAINING</b>		486,446.38	428,882.51	\$ 57,563.87

## 2012 Budget

The AMHSA Board of Directors approved the 2012 budget at the June 9, 2011 Board of Directors meeting. The motion regarding budget approval follows. The 2012 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 2012 is \$976,000.

***“MOTION: Moved by Director Henderson and seconded by Director Woolgar that the Board accept the 2012 Operating Budget in principal.***

*Carried”*

## 2012 Operating Budget

Allocation from Contingency	\$ 85,000
GST Refund	20,000
<b>REVENUES</b>	
WCB Grant	976,000
Program Registrations	320,000
Associate Membership Fees	10,000
Interest Revenue	2,000
Sale of Materials	35,000
Shipping	2,000
Other	1,000
<b>Total Revenues</b>	<b>\$1,451,000</b>
<b>EXPENSES</b>	
Administrative	
Salaries and Benefits	771,501
Travel and Subsistence	43,000
WCB Premiums	2,110
Office Rent	83,000
Equipment Purchase, Lease and Maintenance; Office Maintenance; Office Supplies and Printing	62,590
Library Materials	3,000
Postage and Courier, and Office Other	16,500
Telephone and Fax	12,000
Bank Charges and Insurance	8,000
Accounting, Legal and Bookkeeping	14,000
Advertising & Promotions	20,000
Professional Development & Memberships	12,000
Bad Debt	300
<b>Total Administrative Expenses</b>	<b>\$1,048,000</b>
Program Development and Training	\$ 365,000
Board of Directors	\$ 18,000
GST	\$ 20,000
<b>TOTAL EXPENSES</b>	<b>\$1,451,000</b>
<b>TOTAL REVENUE</b>	<b>\$1,451,000</b>
<b>BALANCE</b>	<b>\$0</b>

# ADMINISTRATION

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Board of Directors meetings will be held:

- September 7, 2011 - Leduc
- November 30, 2011 – Red Deer
- April 4, 2012 – Leduc

(In accordance with AMHSA by-laws, section 4.3 – a schedule for the remaining 2012 meetings will be established at the April meeting.)

The 2012 Annual General Meeting will be held on Wednesday, April 4, 2012 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 2011.

# STAKEHOLDER SUPPORT

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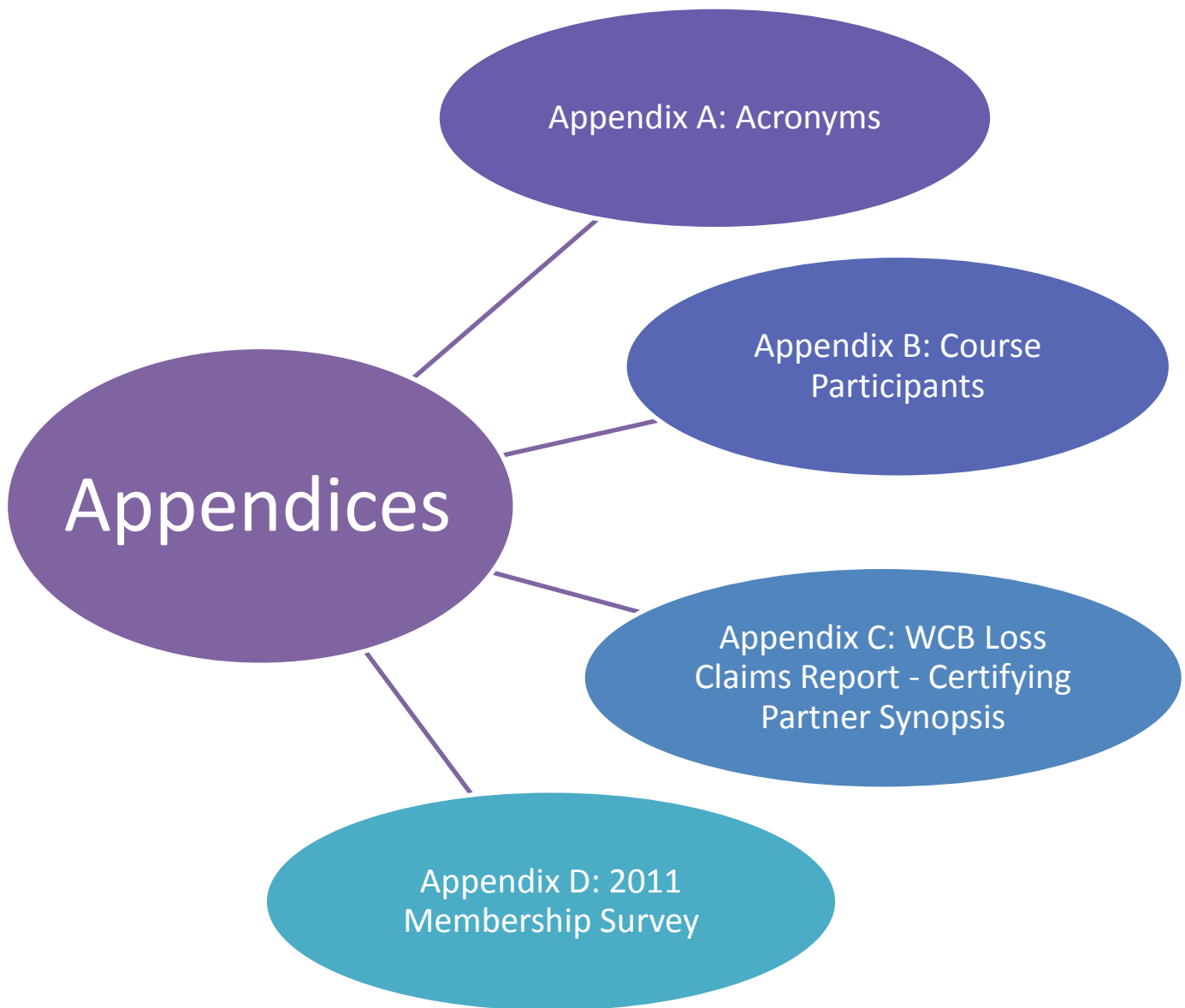
## MEMBERS

In May 2011 a membership survey was sent to all AMHSA members. The results will be tabulated and published on our website, [www.amhsa.net](http://www.amhsa.net), early in the fall.

Respondents are asked to indicate their level of satisfaction with our products and services, and have historically always rated their satisfaction from Extremely Satisfied to Satisfied (no Dissatisfied or Very Dissatisfied responses).

## 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 2011 Business Plan were received from both associations in 2011.





# 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

2010

COURSE	2007	2008	2009	2010
Auditor Update/Recertification	52	137	23	53
Confined Space Entry	110	235	287	135
Defensive Driving	894	723	780	526
Fall Protection	---	---	---	29
Flag Person: Train-the-Trainer	46	21	32	34
Formal Workplace Inspections	258	370	374	572
Hazard Identification, Assessment & Control	382	473	432	570
Health & Safety Management Systems	116	108	63	126
Health & Safety Management Systems – Audit	96	111	67	82
Health & Safety Management Systems – Overview	45	121	32	---
Health & Safety Management Systems – Small Employer	8	9	11	2
Incident Investigation	192	261	255	384
Joint Health & Safety Committees	136	254	184	355
Leadership for Safety Excellence	871	444	307	282
LSE – Customized	---	---	43	102
LSE – Modules 1 & 2*	266	126	187	109
LSE – Modules 3 & 4*	161	105	172	71
Musculoskeletal Injury Prevention Program*	---	---	---	60
MSI Prevention (Office Environment)	50	47	104	100
MSI Prevention (Physically Demanding)	57	79	111	74
Operator Safety - ATV Safety	---	---	4	---
Operator Safety - Chainsaw Safety Awareness	---	---	---	26
Operator Safety - Backhoe/Loader	56	18	52	11
Operator Safety - Front End Loader	53	75	81	34
Operator Safety - Plow Truck Sander	---	8	82	152
Operator Safety - Road Grader	68	52	68	73
Operator Safety - Skid Steer Loader	28	112	138	167
Orientation: Train-the-Trainer	---	37	47	172
Overview of OHS Act, Code & Regulation	77	238	144	8
Prime Contractor	98	176	199	20
Supervisor's Role	31	108	259	167

Ground Disturbance, Trenching and Excavating Safely	50	129	147	288
WHMIS: Train-the-Trainer	94	82	45	70
WHMIS Overview	33	43	28	52
Working Alone Safely	131	162	95	---
Workplace Violence Prevention (Edmonton Workshop)	161	143	186	228
Workplace Violence Prevention	414	217	270	253
<b>SUB-TOTAL 1</b>	<b>5,046</b>	<b>5,399</b>	<b>5,309</b>	<b>5,387</b>
Flag Person: Worker	717	548	455	407
WHMIS: Worker	2,052	2,541	2,150	2,211
<b>SUB-TOTAL 2</b>	<b>2,859</b>	<b>3,149</b>	<b>2,647</b>	<b>2,618</b>
<b>TOTAL</b>	<b>7,905</b>	<b>8,388</b>	<b>7,956</b>	<b>8,005</b>

--- Not offered

Note: As of 2010, the total number of participants for each course includes both members and associate members.

## 2011

As of June 1st, 2011, there have been over 280 courses scheduled and over 2,400 participants reported (there will be more once instructors have handed in recent roster sheets).

Top 5 courses to date:

Course	# of offerings	# of participants
Hazard Identification, Assessment and Control	28	276
Defensive Driving	21	233
Formal Workplace Inspections	18	230
Leadership for Safety Excellence	15	166
Joint Health and Safety Committees	14	141

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

## Certifying Partner Synopsis

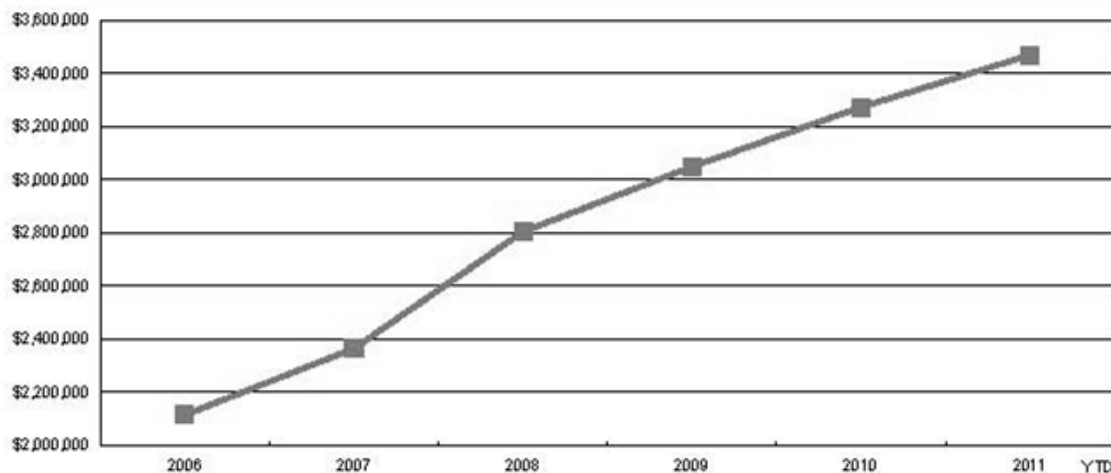


**Certifying Partner:** ALBERTA MUNICIPAL HEALTH AND SAFETY ASSOCIATION

Insurable Earnings and Premiums – for Years: 2006 to 2011

Rate Year	Number of Employers with Insurable Earnings	Newly Opened Accounts	Total Insurable Earnings	Total Workers	Total Premium
2006	162	1	\$2,114,615,120	46,356	\$22,196,635
2007	167	1	\$2,364,554,464	48,455	\$24,624,938
2008	171	0	\$2,804,048,762	56,619	\$27,143,286
2009	177	0	\$3,048,608,167	60,581	\$32,108,887
2010	180	0	\$3,272,124,035	60,549	\$36,456,010
2011 YTD	179	0	\$3,467,892,361	61,006	\$39,416,025

**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*
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	\$1,820,273
2008	16	\$4,434	19	\$13,341	84	\$227,689	40	\$370,425	12	\$2,188,160
2009	17	\$5,167	18	\$13,061	84	\$234,580	43	\$377,937	15	\$2,417,863
2010	19	\$5,796	16	\$11,788	83	\$231,677	46	\$397,416	16	\$2,625,447
2011 YTD	18	\$5,894	14	\$10,138	81	\$229,882	50	\$448,384	16	\$2,773,595

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: 5/10/2011

## Certifying Partner Synopsis



### Certifying

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

**Claim Costs – for Years: 2006 to 2011**

### 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
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	1765	1,345	2285
2009	3,153	\$10,601,454	1,556	\$9,375,461	25,606	1518	1,597	2318
2010	2,945	\$9,649,411	1,453	\$8,491,073	25,300	1464	1,492	2123
2011 YTD	920	\$1,983,697	488	\$1,759,255	5,683	426	432	699

### 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
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	680	145	357	190	81	1,453
2011 YTD	247	51	139	42	9	488

### Total Claims Costs

Accident Year	Compensation	Medical Aid	Rehabilitation	Economic Loss	Total
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	\$4,629,292	\$4,968,126	\$51,993	\$0	\$9,649,411
2011 YTD	\$1,072,994	\$910,703	\$0	\$0	\$1,983,697

### 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
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	57	3.9%	\$2,121,018	25.0%
2011 YTD	2	0.4%	\$164,109	9.3%

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

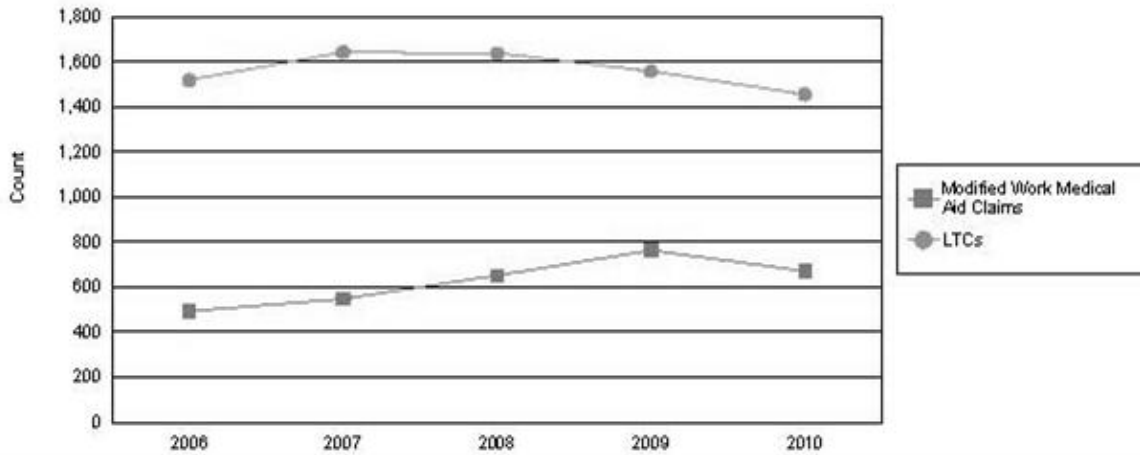
Run Date: 5/10/2011

# Certifying Partner Synopsis

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

**Claim Costs – for Years:** 2006 to 2010

## Disabling Claims Components



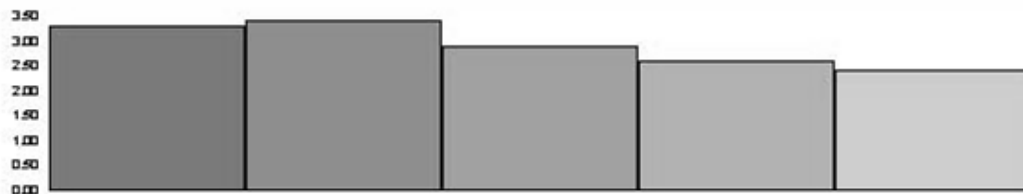
Disabling Claims include Lost Time Claims or Medical Aid Claims with Modified Work

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.

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

**Claim Costs – for Years: 2006 to 2010**

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



	2006	2007	2008	2009	2010
Frequency Rate	3.27	3.38	2.89	2.57	2.40

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)



	2006	2007	2008	2009	2010
Severity Rate	16.00	17.48	16.64	16.46	17.41

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

## Average Cost Per LTC



	2006	2007	2008	2009	2010
Avg Cost / Claim	\$4,373.75	\$4,803.40	\$5,118.41	\$6,025.36	\$5,843.82

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

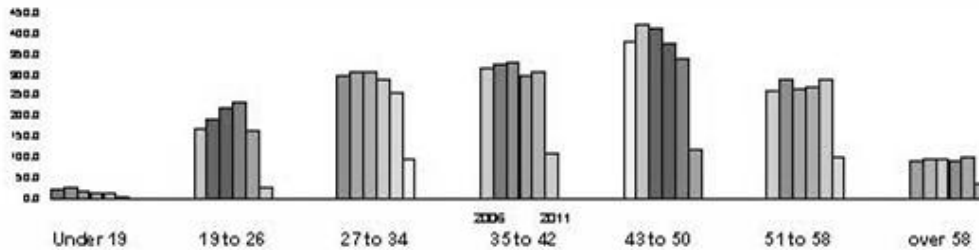


## Certifying Partner:

**ALBERTA MUNICIPAL HEALTH AND SAFETY ASSOCIATION**

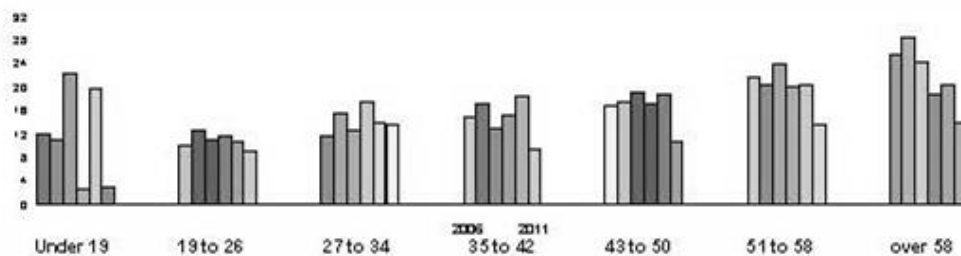
Injured Worker's Age – for Years: 2006 to 2011

### 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>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</b>	12	163	254	303	338	284	99
<b>2011 YTD</b>	2	27	93	110	119	101	36

### 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>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</b>	19.67	10.75	13.87	18.48	18.69	20.55	20.57
<b>2011 YTD</b>	3.00	9.15	13.47	9.31	10.76	13.55	14.00

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: 2006 to 2011**

Type of Accident							
Top 5 by Total LTC's							
Type of Accident	2006	2007	2008	2009	2010	2011 YTD	Totals
Overexertion	324	335	324	322	293	82	1,680
Falls	247	261	295	319	231	119	1,472
Bodily Reaction and Exertion	220	274	279	239	291	61	1,364
Highway/Non-Highway M.V. Accident	160	157	167	154	146	64	848
Struck by Object	111	115	116	95	105	31	573

Type of Accident	Total LTC's (2006 to date)	Percentage of LTC's	Average Duration	Total TTD	Average LTC Costs	Total LTC Costs
Overexertion	1,680	20.3%	15.3	25,758	\$4,789	\$8,044,919
Falls	1,472	17.8%	19.8	29,095	\$5,519	\$8,123,768
Bodily Reaction and Exertion	1,364	16.5%	15.9	21,703	\$5,110	\$6,969,862
Highway/Non-Highway M.V. Accident	848	10.2%	16.8	14,241	\$5,455	\$4,625,547
Struck by Object	573	6.9%	11.9	6,842	\$3,230	\$1,850,760
All Others	2,352	28.4%	16.6	39,104	\$5,481	\$12,892,081
Totals:	8,289	100.0%	16.5	136,743	\$5,128	\$42,506,937

Part of Body							
Top 5 by Total LTC's							
Part of Body	2006	2007	2008	2009	2010	2011 YTD	Totals
Back	438	424	427	403	385	119	2,196
Foot(Feet)/Ank(s)/Toe(s)	124	180	192	189	170	45	900
Trunk	144	164	149	148	160	56	821
Multiple Parts	143	136	151	139	123	64	756
Knee(s)	139	141	141	151	139	39	750

Part of Body	Total LTC's (2006 to date)	Percentage of LTC's	Average Duration	Total TTD	Average LTC Costs	Total LTC Costs
Back	2,196	26.5%	12.5	27,499	\$3,964	\$8,705,778
Foot(Feet)/Ank(s)/Toe(s)	900	10.9%	16.5	14,868	\$4,024	\$3,621,210
Trunk	821	9.9%	22.1	18,123	\$7,099	\$5,828,035
Multiple Parts	756	9.1%	17.4	13,178	\$6,975	\$5,273,418
Knee(s)	750	9.0%	23.3	17,441	\$7,527	\$5,644,890
All Others	2,866	34.6%	15.9	45,634	\$4,687	\$13,433,606
Totals:	8,289	100.0%	16.5	136,743	\$5,128	\$42,506,937

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: 2006 to 2011

### Nature of Injury

#### Top 5 by Total LTC's

Nature of Injury	2006	2007	2008	2009	2010	2011	YTD	Totals
Sprains/Strain	915	1,006	1,008	956	927		315	5,127
Superficial Wounds	149	135	177	166	123		46	796
Fracture/Dislocation/Nerve Damage	97	120	108	123	105		44	597
Oth Traumatic Injuries	64	115	119	89	78		23	488
Open Wound	68	88	58	60	70		17	361

Nature of injury	Total LTC's (2006 to date)	Percentage of LTC's	Average Duration	Total TTD	Average LTC Costs	Total LTC Costs
Sprains/Strain	5,127	61.9%	15.8	80,773	\$4,909	\$25,170,466
Superficial Wounds	796	9.6%	9.1	7,213	\$2,626	\$2,090,004
Fracture/Dislocation/Nerve Damage	597	7.2%	33.0	19,714	\$8,479	\$5,062,034
Oth Traumatic Injuries	488	5.9%	16.4	7,995	\$5,393	\$2,631,637
Open Wound	361	4.4%	10.1	3,645	\$3,224	\$1,163,883
All Others	920	11.1%	18.9	17,403	\$6,944	\$6,388,914
Totals:	8,289	100.0%	16.5	136,743	\$5,128	\$42,506,937

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: 5/10/2011

# 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: 2011 MEMBERSHIP SURVEY

---

The annual membership survey was sent to all municipal CAOs in May (see below). Results will be posted on AMHSA's website in the fall.

## 2011 AMHSA Membership Survey

The purpose of this survey is to gather information to help us determine if we are meeting your needs and to assist us in our annual planning.

Name (optional) \_\_\_\_\_  
Phone Number (optional) \_\_\_\_\_  
Position/Title (optional) \_\_\_\_\_

Municipality Name and Address:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Number of Employees: Permanent \_\_\_\_\_ Seasonal \_\_\_\_\_

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

- Extremely Satisfied
- Very Satisfied
- Satisfied
- Dissatisfied
- Very Dissatisfied

**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 No

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

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

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

- |  |  |
|--|--|
| <input type="checkbox"/> Unaware of training | <input type="checkbox"/> Too costly                |
| <input type="checkbox"/> Not relevant        | <input type="checkbox"/> Not enough time to attend |
| <input type="checkbox"/> Poor location       | <input type="checkbox"/> Other (please specify)    |

Comments:

\_\_\_\_\_  
\_\_\_\_\_

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

\_\_\_\_\_  
\_\_\_\_\_

3. Are you aware of our Certification Programs? Yes No

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

- ❖ Recognized Municipal Health and Safety Advisor Yes No
- ❖ Municipal Supervisor in Health and Safety Yes No
- ❖ Municipal Joint Health and Safety Committee Representative Yes No

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

Yes No

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

Yes No Working Towards

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

Yes Not Interested

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

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---

---

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

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8. 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 No

... If yes, would you like to continue receiving it by mail? Yes No

B. Have you subscribed to receive the newsletters via email? Yes No

... To subscribe, provide email address: \_\_\_\_\_

C. Do you access the newsletter via our website? Yes No  
(www.amhsa.net/Municipal-Safety-News)

D. Do you read our newsletter? Yes No

... If no, why not? \_\_\_\_\_

E. Is the information in MUNICIPAL SAFETY NEWS useful? Yes No

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

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9. If you participate in any of the following meetings and would like to receive agenda, etc. by email, please indicate so below:

NASC (Northern Alberta Safety Council)

SASC (Southern Alberta Safety Council)

ACSC (Alberta Cities Safety Council)

Email Address: \_\_\_\_\_

*Thank you for your feedback!*

***Please return completed survey by mail, fax or email  
by August 12, 2011.***

Address: Alberta Municipal Health and Safety Association  
#160, 2833 Broadmoor Boulevard  
Sherwood Park, Alberta T8H 2H3

Fax: (780) 417-3940

Email: safety@amhsa.net

## **AMHSA SOUTH**

**#17, 5720 Silver Springs Blvd.  
Calgary, Alberta  
T3B 4N7**

**Phone: (587) 952-2268**

**Toll-Free: 1 (877) 537-9063**

## **AMHSA NORTH**

**#160, 2833 Broadmoor Blvd.  
Sherwood Park, Alberta  
T8H 2H3**

**Phone: (780) 417-3900**

**Toll-Free: (1 800) 267-9764**

**Fax: (780) 417-3940**

**Email: [safety@amhsa.net](mailto:safety@amhsa.net)**

**[www.amhsa.net](http://www.amhsa.net)**



***Reducing the human & financial costs of workplace illness,  
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