

AMHSA

Alberta Municipal Health and Safety Association



Business Plan 2014

Preventing workplace injury & illness since 1990

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VISION, MISSION AND GOALS

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 Alberta Human Services – Partnerships.

MANDATE

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

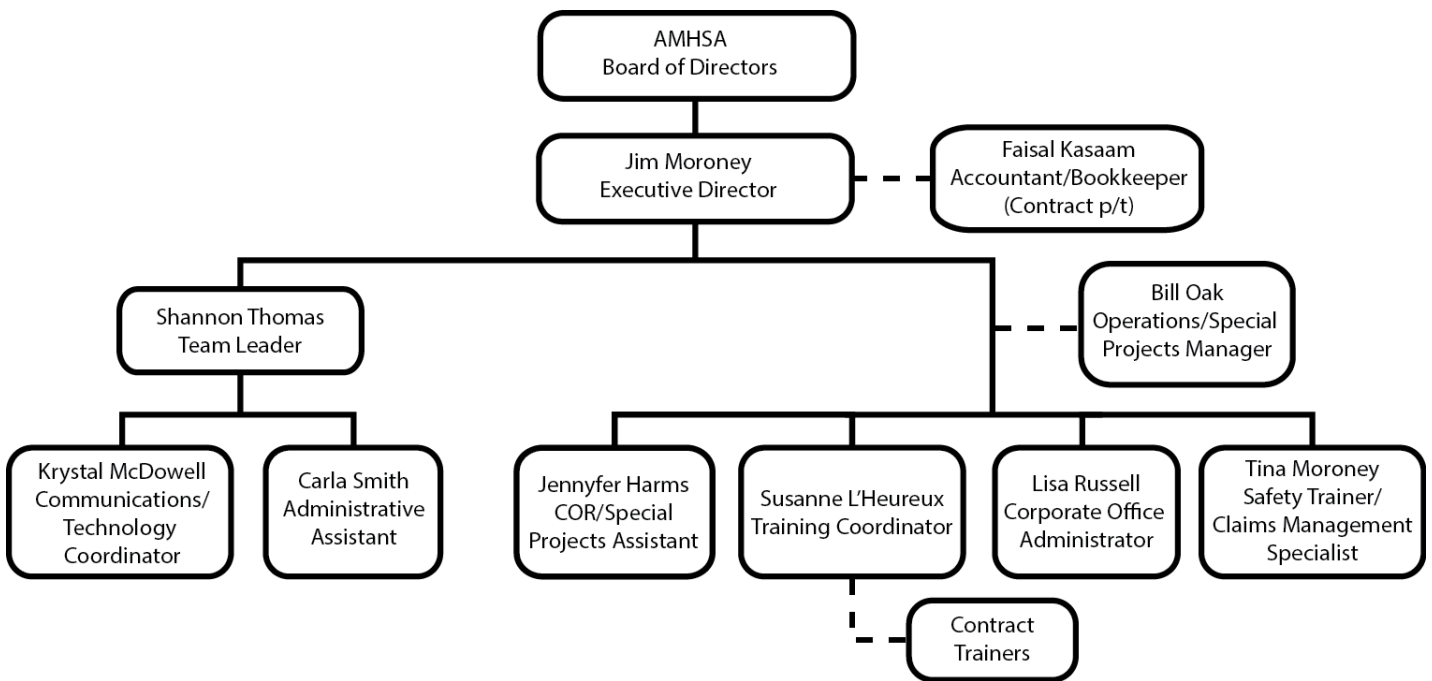
ORGANIZATIONAL STRUCTURE

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 57,000 municipal workers in Alberta.

* Special Areas



AMHSA BOARD OF DIRECTORS

Executive

- Dr. Mircea Fagarasanu City of Edmonton Chair
- Darren Aldous AUMA (Village of Breton) Vice-Chair
- George Beally CUPE Local 38 (City of Calgary) Secretary/Treasurer

Directors

- Darren Demchuk AWWOA
- Jeremy Wickson AMSA (M.D. of Taber)
- Brad Mason LGAA (Town of Nanton)
- Carolyn Kolebaba AAMD&C
- Jody Sallans CUPE Local 37 (City of Calgary)
- Sharon Young City of Calgary
- Rhonda deVos Other City - Employer (City of Leduc)
- Denise Isbister Other City – Worker (City of St. Albert)
- Charlie Cutforth ARMAA (Ponoka County)
- Kim Woolgar CSU 52 (Edmonton Police Service)
- Lorne Jacobsen CUP Local 30 (City of Edmonton)



Figure 1 Executive Director Moroney

2013 Association Staff

- | | |
|-------------------|---|
| Jim Moroney | Executive Director |
| Shannon Thomas | Team Leader |
| Susanne L’Heureux | Training Coordinator |
| Tina Moroney | Safety Trainer/Claims Management Specialist |
| Krystal McDowell | Communications/Technical Coordinator |
| Jennyfer Harms | COR/Special Projects Assistant |
| Lisa Russell | Corporate Office Administrator |
| Carla Smith | Administrative Assistant |

Plus Contract Accountant/Bookkeeper, Operations Manager, Instructors

WCB PREMIUM RATES (2009 – 2013)

	2009	2010	2011	2012	2013
Cities	\$1.26	\$1.31	\$1.26	\$1.33	\$1.20
Towns	\$1.27	\$1.32	\$1.27	\$1.34	\$1.20
Villages	\$1.27	\$1.32	\$1.27	\$1.34	\$1.20
Municipal Districts and Counties	\$1.42	\$1.25	\$1.27	\$1.37	\$1.21
Provincial Premium Rate	\$1.32	\$1.32	\$1.22	\$1.22	\$1.12

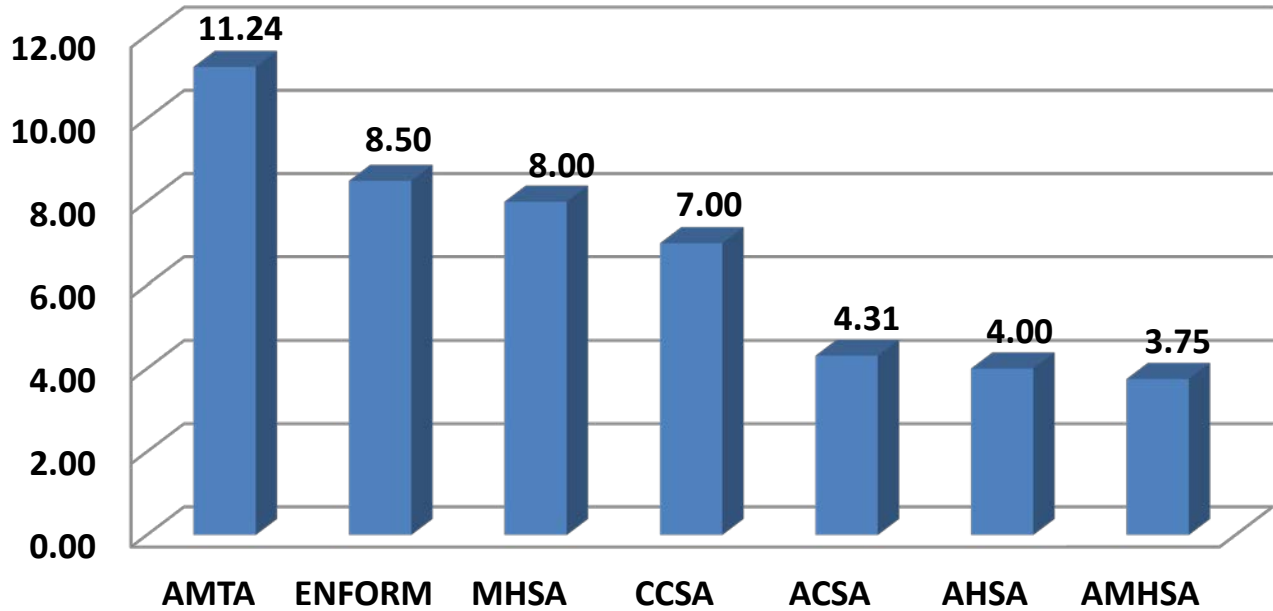
All rates are per \$100 of insurable earnings.

The premium rates for 2014 were not available at the time of creating this business plan.

2014 WCB GRANT LEVY

Funding for AMHSA is provided by a levy that was approved by the Board in 2013. It is based on 3.75 cents per \$100 dollars of payroll for all municipalities.

It is estimated that AMHSA will continue to have the lowest WCB levy of all funded safety associations in 2014.



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

2013 OBJECTIVES: STATUS UPDATE

Progress to August 1, 2013 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. Both the Core and Targeted objectives are achieved through with the Association's core operating budget.

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 Continue to offer health and safety courses, defensive driving courses and equipment operator courses that range from ½ day to 2 days.

AMHSA offered three 2-day courses, 16 one-day courses, and 12 half-day courses. Descriptions and schedule were kept updated on the website and offerings promoted in each monthly newsletter as well as the Northern and Southern bi-weekly training updates emails to subscribers.

- 1.2 Develop customized training programs and support offerings (supply course materials, certificates, etc.).

Customized Leadership for Safety Excellence training was offered for the City of Calgary, City of Lethbridge, City of Edmonton Edmonton, and the Edmonton Police Service.

- 1.3 Deliver on-site training courses as requested.

470 on-site training courses have been scheduled to date in 2013 with over 4,480 participants from 119 municipalities, associate members, AMHSA staff, and non-member employers. The most participation has been from the City of Edmonton (673) and the City of Calgary (376). The Defensive Driving course was the most popular course, hosted by 25 municipalities. The most popular hosted operator safety course is Skid Steer Loader, which was scheduled 20 times.

- 1.4 Deliver the following scheduled courses twice a year: Health and Safety Management Systems, Audit, Audit Refresher Training, SECOR and Leadership for Safety Excellence (LSE).

Audit Refresher has been offered once in the north, Health and Safety Management Systems, Auditing and LSE have been offered once in both the north and south, the Small Employer course has been offered twice in the south. Total participation in these scheduled courses to date in 2013 is 97 students.

- 1.5 Provide access to AMHSA training programs to both members and non-members.

All programs have been made available at both member and non-member rates. The member rate applies to all employers who pay the WCB levy to AMHSA and to those who join as associate members. Non-member rates are 50% higher than member prices. Almost 400 Associate Member and non-member employees have participated to date in 2013.

- 1.6 Promote AMHSA's certificate programs and offer specific courses that will help ensure the completion of these certificate programs.

The certification programs were highlighted in the February 2013 Municipal Safety Newsletter and at the spring meetings of the Southern and Northern Alberta Safety Councils.

Targeted/Strategic Objectives:

- 1.7 Offer a municipal WCB claims management course.

This objective is being evaluated for the fall of 2013.

- 1.8 Strive to keep the number of cancelled courses below 3%.

20 of 500 courses scheduled to date in 2013 have been cancelled, a total of 4%. Many of these were due to the flooding in southern Alberta, several were weather-related and 8 were for a non-member organization.

2. COURSE MATERIALS

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

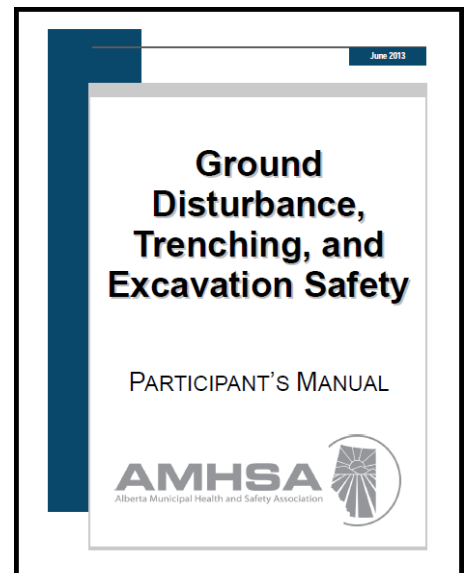
Work has continued on this objective in 2013. The Auditing material has been revised several times, and the new exam will be approved by Partnerships in the fall. The Ground Disturbance manual was revised including improved illustrations.

- 2.2 Use professional printing services for course materials, and upgrade format of course materials.

AMHSA has continued to utilize Ion and Capital Colour printers this year. Almost all of the participant manuals are now in the new format and printed with a coil binding.

- 2.3 Review videos that are used in AMHSA courses to ensure quality, relevancy and applicability.

This was completed in April 2013.



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).

The Association continues to use experienced, currently certified instructors.

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

Mandatory instructor meetings have been scheduled for September 2013 in both Calgary and Sherwood Park. A number of instructors expressed concerns at last year's meetings, which will be brought forward to the board.

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

Evaluations continue to be completed by participants of all courses and by any Association staff in attendance. Any issues raised are addressed in a timely manner with the instructor in question.

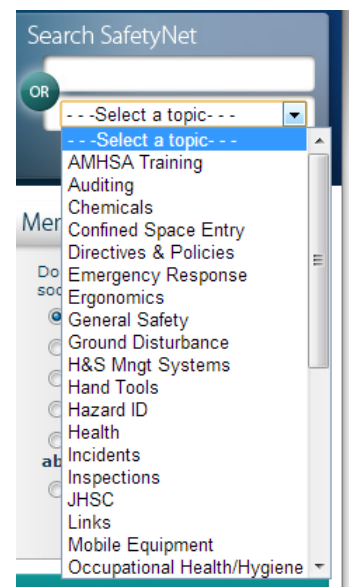
4. TECHNOLOGY

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

The database has been maintained but no improvements made, as work has begun on creation of a replacement data management application through the use of special projects funds secured in 2013 through the WCB's Special Dividends.

- 4.2 Continue to maintain and expand the Association's website (e.g. SafetyNet resources, meeting minutes, job postings, event listings).

Additional documents and links were added to the SafetyNet online library, links were checked bi-weekly, course descriptions and calendars updated, events and news items posted, FAQs and information was updated and Association documents and publications were made available online. Online services were also expanded by the addition of LinkedIn groups for members of the three safety councils and the creation of AMHSA's Facebook page.



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.

AMHSA provided updates at its Board of Directors meeting and Annual General Meeting in May, the Alberta Cities Safety Council meeting in Red Deer, the Northern Alberta Safety Council meeting in Two Hills, and the Southern Alberta Safety Council meeting in Banff. We participated in conference trade fairs in Calgary, Edmonton and Red Deer. Descriptions of services and resources have been kept up-to-date on the website and highlighted in monthly newsletters. A Facebook page was created this spring and used to answer questions, promote Association services, and create dialogue.

- 5.2 Share promotional pieces and publications on AMHSA’s website.

The current Business Plan, Catalogue, and Annual Report have all been available online in the website’s Publications section.

- 5.3 Communicate via the monthly Municipal Safety News, Auditor Updates, Instructor Newsletters and sending PIR Requirements to CAOs.

The AMHSA newsletter is distributed on a monthly basis to over 454 recipients of the printed version and there are 707 email recipients on average. Auditor Updates were distributed to all active auditors in March and September 2013 and the PIR requirements were distributed to all CAOs early in the new year.



- 5.4 Publish an Annual Report and Business Plan, distribute and make available online.

The 2012 Annual Report was published, printed, and distributed at the May 2013 Annual General Meeting and via mail to CAOs, as well as being posted on the website. The 2014 Business Plan will be developed based on the results of this Planning Meeting.

Targeted/Strategic Objectives:

- 5.5 Develop a marketing strategy.

In preparation for the development of a marketing strategy, AMHSA reviewed the course fee structure in comparison with other safety associations. Once a new structure is in place the marketing strategy will be developed.

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.

Questions and inquiries from smaller employers have been addressed and safety coordinators received mentoring by Association staff and through the Association's Safety Advisor Mentor Network.

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

The Association's SECOR will be maintained through an internal audit through the Alberta Safety Council this fall. Health and safety has continued to be a part of every staff meeting held at each AMHSA office, fire extinguishers maintained annually and first aid kits stocked, inspections are conducted quarterly, and hazard assessments and controls were reviewed with staff annually. New staff received orientations and safety training was offered for all staff.

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

AMHSA continued to support its smaller members and associate members in 2013.

Targeted/Strategic Objectives:

- 6.4 Review and update the Association's small employer resources and course materials to reflect recent Partnerships changes to the Standards.

AMHSA's Small Employer audit tool will be replaced in the coming months with the newly approved Partnerships SECOR audit tool, training will be updated, and auditors will be re-trained on the new tool.

- 6.5 Explore financial incentives (i.e., grant programs) to support smaller municipalities building their health and safety management systems.

AMHSA's spring 2013 application to the WCB's special dividends funds secured funding for a course development project that will include small employers' obligations, the role of supervisors, and how to create and implement a health and safety management system. Resources created as part of this project will be shared with small municipal employers across the province.

7. MEMBER NETWORKING

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

The Northern Alberta Safety Council group met in Two Hills on April 10th (hosted by the County of Two Hills), the Southern Alberta Safety Council group met in Banff on March 12th, and the Alberta Cities Safety Council met on May 14th in Red Deer.



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

AMHSA hasn't received any requests for committees from member employers to date in 2013. The Association will be exploring the possibility of standardizing contractor safety management for cities if so directed by the board.

- 7.3 Develop network of volunteer safety advisory members.

Volunteer inventories were distributed to select highly engaged member safety advisors. These were completed and returned if they were interested in acting as a municipal safety mentor. When questions were received that would be suitable for other municipalities to assist with, the person asking for assistance was given contact information for several suitable mentors. So far the response to the program has been very positive.

- 7.4 Participate in the conference planning committees for North American Occupational Safety and Health (NAOSH), the Rural Utilities Safety Association (RUSA), and the Health and Safety Conference Society of Alberta (HSCSA).

AMHSA has been an active participant in the planning committees for both the RUSA and HSCSA conferences, which will be held in the fall.

8. INCREASE OCCUPATIONAL HEALTH AND SAFETY AWARENESS

- 8.1 Review and update the video lending library and videos used in training programs.

This was completed in April 2013.

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

The Association continued to participate in the AUMA, LGAA and AAMDC convention trade shows. The AUMA and AAMDC will be asked for letters of support for the 2014 Business Plan.

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

AMHSA staff have participated in several members' annual safety functions to date in 2013, including the Town of Stony Plain, Parkland County and the City of Leduc. When unable to attend, promotional items were provided to be used as draws or as part of the safety rewards program for the municipality.

- 8.4 Participate in trade shows and conferences.

In addition to the conferences noted in 8.2, AMHSA will be participating in the trade shows at the October Health and Safety Conference in Calgary and the RUSA Conference in Red Deer in December.

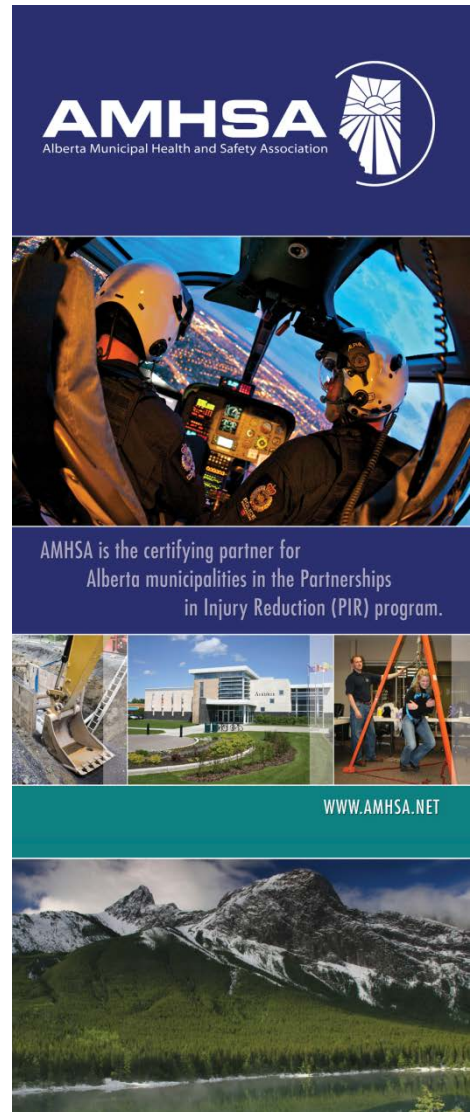
9. IDENTIFY CHAMPIONS

- 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.

At all safety council meetings, members presented updates and were encouraged to present details of any initiatives or innovations they have been involved in. This often leads to sharing of resources and information amongst members, where the leaders assist others whose programs are not as sophisticated. A formal recognition program is currently being developed.

- 9.2 Promote and administer the training awards program.

At the end of the year, training records will be reviewed and AMHSA's awards distributed and promoted. They will be based on training participation per capita in each industry code (city, county, municipal district, town, village) and for major training initiatives conducted.



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.

AMHSA has been in discussion with the BC Municipal Safety Association about collaborating on sponsoring and organizing a joint conference. We have also provided the ACSA with our Hazard Identification course materials.

- 10.2 Liaise with Alberta Human Services - Partnerships and integrate AMHSA's activities with their strategic objectives.

AMHSA invited representatives from Alberta Human Services – Partnerships to attend all board of directors and safety council meetings.

- 10.3 Liaise with the Workers' Compensation Board – Alberta.

AMHSA invited representatives from the Workers' Compensation Board – Alberta to all board and member meetings in 2013. AMHSA attended the PIR luncheon and the WCB's Annual General Meeting in Calgary.

11. COMMUNICATION

- 11.1 Use "Municipal Safety News" to inform subscribers about new or revised legislation and government policies.

The following articles appeared between January and August 2013:

- WCB – Annual Report
- WCB – Policy Questionnaires
- Annual OHS Code Review
- New Safety Bulletins
- WCB Voluntary Pricing
- WCB Industry Custom Pricing
- WCB What's New in Policy?
- AHS – Work Safe Alberta Awards
- Asbestos Project Notification Change
- WCB Premiums – Towns and Villages

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

These sections have been kept up-to-date consistently. 15 news items have appeared and 11 events have been highlighted.



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

As members have submitted resources to share, they have been added to the online library, this includes numerous safe work practices. Resources are searchable or can be found through topic-related drop-down menus.

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 HUMAN SERVICES – 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.

Almost 80 new auditors have been certified so far this year, including recertifications. External COR certification audits were arranged through the peer system and via consultant auditors. All audits completed were reviewed through the quality assurance process. Communication with Partnerships continued about the CORRS database, limited scope and regular audit process issues, and to request deadline extensions for members with special circumstances (e.g. Calgary-area flooding).

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

The QA Team conducted an audit of AMHSA's quality assurance reviews and processes in May and an action plan was developed. All items will be addressed in the fall.

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

AMHSA has participated in the general CP meetings, as well as the Audit standard sub-committee.

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

Staff continue to help guide new and returning COR-holders through the attainment process, which includes assisting with program building, making recommendations for training, and providing mentoring services.

12.5 Support auditors and auditors-in-training.

An Auditor Update was published and distributed to all active auditors, and posted on the website in March and September 2013. Inquiries and questions about auditing process and report writing were addressed. Auditing and refresher training was conducted in the northern and southern parts of the province.

Targeted/Strategic Objectives:

12.6 Review Municipal Audit Tool, and gather member feedback regarding their programs and needs.

AMHSA completed a review of training program related to the municipal audit tool and compiled feedback from the instructors. Auditors' feedback is received through regular communication and will be taken into consideration when the tool is revised.

2014 OBJECTIVES

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. Both the Core and Targeted objectives are achieved through support in the Association's operating budget.

Projects funded outside of the WCB levy on municipalities are detailed under the heading of Special Projects.

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 Continue to offer the following classroom-based courses to members, associate members, and non-members:

Two-day

- Leadership for Safety Excellence
- Health and Safety Management Systems
- Health and Safety Auditing

One-day

- Audit Refresher Training
- Health and Safety Management Systems – Small Employer
- Prime Contractor
- Workplace Violence Prevention
- Defensive Driving
- Fall Protection

1/2 day

- Confined Space
- Formal Workplace Inspections
- Hazard Identification, Assessment and Control
- Incident Investigation
- Joint Health and Safety Committees
- MSD Prevention (Office Environment)
- MSD Prevention (Physically Demanding)
- OHS Act, Regulation and Code Overview
- Return to Work (WCB)
- Supervisor's Role
- Working Alone
- WHMIS - General Training

Operator Safety

- ATV Rider
- Backhoe/Loader
- Front End Loader
- Plow Truck Sander
- Road Grader
- Skid Steer Loader

Train-the-Trainer

- Flag Person
- Orientation
- WHMIS

- 1.2 Develop customized training programs and support offerings (supply course materials, certificates, etc.) when sufficient training levels are anticipated.
- 1.3 Deliver on-site training courses as requested.
- 1.4 Deliver the following scheduled courses twice a year in the north and south: Health and Safety Management Systems, Auditing, Audit Refresher, SECOR and Leadership for Safety Excellence.
- 1.5 Promote AMHSA's certificate programs and offer specific courses that will help students complete these programs.

Targeted/Strategic Objectives:

- 1.6 Strive to keep the number of cancelled courses below 3%.
- 1.7 Offer pilot sessions - MSD Prevention Workshop for Supervisors.
- 1.8 Offer pilot sessions - Fatigue Management Strategies for Employees.
- 1.9 Offer pilot sessions – Critical Incident Stress Debriefing.
- 1.10 Offer pilot session – Occupational Diseases workshop.
- 1.11 Implement new pricing model for members and non-members.
- 1.12 Offer WCB's Return to Work seminar for municipalities in several locations across the province.

Special Projects:

- 1.13 Develop several online training programs – this may include WHMIS, TDG, Leadership for Safety Excellence, Health and Safety Management Systems, Contractor Safety, Defensive Driving, Working Alone, Flag Person and MSI Prevention.
- 1.14 Make existing online training programs available – this may include courses such as bear awareness, chainsaw safety, ladder safety, first aid recertification, winter driving, electrical safety, etc.

- 1.15 Develop two new courses: MSD Prevention for Industrial, Field and Shop Workers; and MSD Prevention for Office Workers.
- 1.16 Develop course on small employer health and safety management program building.

2. COURSE MATERIALS

- 2.1 Continue to revise and update existing training programs including print materials, videos, and exams in-house.
- 2.2 Use professional printing services for course materials.
- 2.3 Review videos that are used in AMHSA courses to ensure quality, relevancy and applicability.

Special Projects:

- 2.4 Retain adult education/editor to revise selected course materials.

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.

Targeted/Specific:

- 3.4 Retain legal counsel to update trainer contracts.
- 3.5 Establish qualification standards for instructors.

4. TECHNOLOGY

- 4.1 Maintain the online data management system which tracks training programs, members, customers, requests, attendance, instructors, audits, and auditors.
- 4.2 Continue to maintain and expand the Association's website (e.g. SafetyNet resources, meeting minutes, event listings, etc.).

Special Projects:

- 4.3 Redesign and overhaul current website.
- 4.4 Redesign and overhaul current database application.

GOAL #2: PROMOTE EFFECTIVE HEALTH AND SAFETY MANAGEMENT TO ALBERTA MUNICIPALITIES, ASSOCIATE MEMBERS AND OTHERS.

Core/Fundamental Objectives:

5. COMMUNICATION

- 5.1 Promote the Association's services and resources through the catalogue, brochure, website, trade fairs, newsletters, advertisements, safety council meetings, and social media.
- 5.2 Share promotional pieces and publications on AMHSA's website.
- 5.3 Communicate via the monthly Municipal Safety News, Auditor Updates, Instructor Newsletters and sending PIR Requirements to CAOs annually.
- 5.4 Publish an Annual Report and Business Plan, distribute and make available online.
- 5.5 Promote AMHSA's success and services to Councils.

Targeted/Strategic Objectives:

- 5.6 Develop a marketing strategy.

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

Targeted/Strategic Objectives:

- 6.4 Review and update the Association's small employer resources and course materials to reflect recent Partnerships changes to the Standards.
- 6.5 Explore financial incentives (i.e., grant programs, creative sentencing) to support smaller municipalities building their health and safety management systems.
- 6.6 Adopt the new Partnerships Small Employer audit tool, update training materials, and retrain current auditors.

Special Projects:

- 6.7 Develop online version of the Small Employer audit tool.

7. MEMBER NETWORKING

- 7.1 Coordinate and participate in the Northern Alberta Safety Council, Southern Alberta Safety Council and the Alberta Cities Safety Council.
- 7.2 Coordinate any member-requested committees (e.g., Contractor Safety).
- 7.3 Grow the network of volunteer safety advisory members and continue to respond to requests for support/information from members.
- 7.4 Participate in the conference planning committees for the Rural Utilities Safety Association (RUSA) and the Health and Safety Conference Society of Alberta (HSCSA).
- 7.5 Support the LinkedIn groups for Northern and Southern Safety Councils and Cities.
- 7.6 Post items of interest and respond to inquiries via Facebook.

8. INCREASE OCCUPATIONAL HEALTH AND SAFETY AWARENESS

- 8.1 Review and update the video lending library and videos used in training programs.
- 8.2 Promote OH&S awareness at four levels: (i) Elected Officials (ii) Administrators, (iii) Public Works Supervisors, and (iv) workers.
- 8.3 Participate in members' health and safety functions to promote OH&S and the Association.
- 8.4 Participate in trade shows and conferences, including AAMD&C, AUMA, NAOSH, and the AHSC.

Special Projects:

- 8.5 Create an online compliance audit tool.
- 8.6 Replace VHS format videos in lending library with DVDs.

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 and share their innovations with their peers.
- 9.2 Promote and administer the AMHSA training awards program.
- 9.3 Promote the Work Safe Awards.

GOAL #3: MONITOR AND DISSEMINATE GOVERNMENT OCCUPATIONAL HEALTH AND SAFETY LEGISLATION AND POLICIES WHICH IMPACT ALBERTA MUNICIPALITIES AND ASSOCIATE MEMBERS.

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 Human Services - Partnerships and integrate AMHSA's activities with their strategic objectives.
- 10.3 Liaise with the Workers' Compensation Board – Alberta.
- 10.4 Partner with the British Columbia Municipal Safety Association to coordinate a joint health and safety conference.

11. COMMUNICATION

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

GOAL #4: ACT AS CERTIFYING PARTNER IN THE PIR/PARTNERSHIPS IN INJURY REDUCTION PROGRAM IN COOPERATION WITH WORKERS' COMPENSATION BOARD – ALBERTA HUMAN SERVICES – 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 Contribute to the development, periodic review and maintenance of the PIR Standards.
- 12.4 Support members and associate members working towards attaining their COR.
- 12.5 Support auditors and auditors-in-training.

Targeted/Strategic Objectives:

- 12.6 Develop and pilot an online version of the large employer Municipal Audit Tool.
- 12.7 Research the effect of increased audit requirements on member auditors.

FINANCIAL

2013 Monthly Financial Reports

The unaudited Operating and Project reports for the first half of 2013 follow. These reports have been adopted by the AMHSA Board of Directors.

ALBERTA MUNICIPAL HEALTH & SAFETY ASSOCIATION MONTHLY OPERATING FINANCIAL REPORT JANUARY 2013					
	CURRENT MTH	YTD	BUDGET	BALANCE	
1	ALLOCATION FROM CONTINGENCY	0.00	0.00	0.00	0.00
2	GST REFUND (2012)	0.00	0.00	20,000.00	20,000.00
	REVENUE				
3	WCB Grant	350,000.00	350,000.00	1,400,000.00	1,050,000.00
4	Total Program Registrations	310.00	310.00	400,000.00	399,690.00
5	Associate Memberships	0.00	0.00	6,500.00	6,500.00
6	Interest Revenue	0.00	0.00	3,000.00	3,000.00
7	Total Sale of Materials	1,105.00	1,105.00	48,000.00	46,895.00
8	Shipping Revenue	62.21	62.21	2,000.00	1,937.79
9	Other Revenues	(162.75)	(162.75)	3,000.00	3,162.75
10	TOTAL REVENUE (includes contingency/GST refund)	351,314.46	351,314.46	1,882,500.00	1,531,185.54
	EXPENSE				
11	Total Wages	70,001.17	70,001.17	743,959.00	673,957.83
12	Total Employee Benefits	14,498.53	14,498.53	164,765.00	150,266.47
13	Total Office Travel & Subsistence	3,424.62	3,424.62	44,000.00	40,575.38
14	WCB Assessment (Premiums)	21.09	21.09	3,000.00	2,978.91
15	Office - Rent	7,062.04	7,062.04	121,000.00	113,937.96
16	Equipment Lease	1,938.64	1,938.64	10,000.00	8,061.36
	Vehicle Maintenance	105.54	105.54	4,000.00	3,894.46
17	Equipment/Furniture Purchases	0.00	0.00	11,000.00	11,000.00
18	Total Equip & Office Maintenance	300.42	300.42	12,000.00	11,699.58
19	Office Supplies & Printing	2,647.16	2,647.16	21,000.00	18,352.84
20	Library Materials	0.00	0.00	3,000.00	3,000.00
21	Postage & Courier	1,001.39	1,001.39	16,500.00	15,498.61
22	Office - Other	165.43	165.43	2,500.00	2,334.57
23	Telephone and Fax	1,080.36	1,080.36	16,000.00	14,919.64
24	Interest, Bank & Finance Charges	722.70	722.70	6,000.00	5,277.30
25	Office Insurance	0.00	0.00	5,000.00	5,000.00
	Contract Services	4,199.02	4,199.02	78,240.00	74,040.98
26	Accounting/Audit & Legal	0.00	0.00	8,000.00	8,000.00
27	Bookkeeping Contract	1,110.17	1,110.17	12,000.00	10,889.83
28	Advertising & Promotion	7,074.54	7,074.54	20,000.00	12,925.46
29	Total Prof Dev & Memberships	8,212.14	8,212.14	15,600.00	7,387.86
*	IT, Web, Database Development, Maintenance, Hosting	2,417.71	2,417.71	28,136.00	25,718.29
30	Bad Debt	0.00	0.00	1,800.00	1,800.00
31	Total Administration Expenses	125,982.67	125,982.67	1,347,500.00	1,221,517.33
32	Program Development and Training				
33	Program - Development/Preparation	0.00	0.00	0.00	0.00
34	Program - Materials	0.00	0.00	103,000.00	103,000.00
35	Total Travel and Facility Rent	11,049.10	11,049.10	166,000.00	154,950.90
36	Program - Instructor Fees	11,200.00	11,200.00	231,000.00	219,800.00
37	Partnership Programs	0.00	0.00	0.00	0.00
38	Total Program Dev and Training	22,249.10	22,249.10	500,000.00	477,750.90
	Board Expenses				
39	Total Board General	0.00	0.00	15,000.00	15,000.00
40	Total Board Annual Meeting	0.00	0.00	0.00	0.00
41	Total Board Planning Meeting	0.00	0.00	0.00	0.00
42	Total Board Expenses	0.00	0.00	15,000.00	15,000.00
	Other Expenses				
43	GST Paid on Purchases (Exp)	0.00	0.00	20,000.00	20,000.00
44	TOTAL EXPENSE	148,231.77	148,231.77	1,882,500.00	1,734,268.23
45	TOTAL INCOME/LOSS	203,082.69	203,082.69	0.00	(203,082.69)
	SUMMARY: G/L Bank Account Balance	463,470.87	Actual Bank Account Balance		505,787.37
	Contingency Portion of G/L Balance	96,136.41	Accounts Receivable		49,149.67
	NOTES: For project allocations, please see attached project reports.		Special Projects Account Balance		335,260.14

**ALBERTA MUNICIPAL HEALTH & SAFETY ASSOCIATION
MONTHLY OPERATING FINANCIAL REPORT
FEBRUARY 2013**

	CURRENT MTH	YTD	BUDGET	BALANCE
ALLOCATION FROM CONTINGENCY	0.00	0.00	0.00	0.00
GST REFUND (2010)	0.00	0.00	20,000.00	20,000.00
REVENUE				
WCB Grant	0.00	350,000.00	1,400,000.00	1,050,000.00
Total Program Registrations	720.00	1,030.00	400,000.00	398,970.00
Associate Memberships	0.00	0.00	6,500.00	6,500.00
Interest Revenue	0.00	0.00	3,000.00	3,000.00
Total Sale of Materials	1,560.00	2,665.00	48,000.00	45,335.00
Shipping Revenue	84.17	146.38	2,000.00	1,853.62
Other Revenues	60.89	(101.86)	3,000.00	3,101.86
TOTAL REVENUE (includes contingency/GST refund)	2,425.06	353,739.52	1,882,500.00	1,528,760.48
EXPENSE				
Total Wages	24,190.34	94,191.51	743,959.00	649,767.49
Total Employee Benefits	6,655.19	21,153.72	164,765.00	143,611.28
Total Office Travel & Subsistence	1,039.21	4,463.83	44,000.00	39,536.17
WCB Assessment (Premiums)	0.00	21.09	3,000.00	2,978.91
Office - Rent	7,212.65	14,274.69	121,000.00	106,725.31
Equipment Lease	140.97	2,079.61	10,000.00	7,920.39
Vehicle Maintenance	0.00	105.54	4,000.00	3,894.46
Equipment/Furniture Purchases	0.00	0.00	11,000.00	11,000.00
Total Equip & Office Maintenance	875.34	1,175.76	12,000.00	10,824.24
Office Supplies & Printing	1,032.11	3,679.27	21,000.00	17,320.73
Library Materials	0.00	0.00	3,000.00	3,000.00
Postage & Courier	874.78	1,876.17	16,500.00	14,623.83
Office - Other	0.00	165.43	2,500.00	2,334.57
Telephone and Fax	1,227.29	2,307.65	16,000.00	13,692.35
Interest, Bank & Finance Charges	219.02	941.72	6,000.00	5,058.28
Office Insurance	0.00	0.00	5,000.00	5,000.00
Contract Services	0.00	4,199.02	78,240.00	74,040.98
Accounting/Audit & Legal	0.00	0.00	8,000.00	8,000.00
Bookkeeping Contract	1,373.66	2,483.83	12,000.00	9,516.17
Advertising & Promotion	2,979.00	10,053.54	20,000.00	9,946.46
Total Prof Dev & Memberships	(465.00)	7,747.14	15,600.00	7,852.86
IT, Web, Database Development, Maintenance, Hosting	1,023.04	3,440.75	28,136.00	24,695.25
Bad Debt	0.00	0.00	1,800.00	1,800.00
Total Administration Expenses	48,377.60	174,360.27	1,347,500.00	1,173,139.73
Program Development and Training				
Program - Development/Preparation	0.00	0.00	0.00	0.00
Program - Materials	12,838.58	12,838.58	103,000.00	90,161.42
Total Travel and Facility Rent	13,777.28	24,826.38	166,000.00	141,173.62
Program - Instructor Fees	21,500.00	32,700.00	231,000.00	198,300.00
Partnership Programs	150.00	150.00	0.00	(150.00)
Total Program Dev and Training	48,265.86	70,514.96	500,000.00	429,485.04
Board Expenses				
Total Board General	0.00	0.00	15,000.00	15,000.00
Total Board Annual Meeting	0.00	0.00	0.00	0.00
Total Board Planning Meeting	0.00	0.00	0.00	0.00
Total Board Expenses	0.00	0.00	15,000.00	15,000.00
Other Expenses				
GST Paid on Purchases (Exp)	0.00	0.00	20,000.00	20,000.00
TOTAL EXPENSE	96,643.46	244,875.23	1,882,500.00	1,637,624.77
TOTAL INCOME/LOSS	(94,218.40)	108,864.29	0.00	(108,864.29)
SUMMARY: G/L Bank Account Balance	388,949.01	Actual Bank Account Balance		417,319.16
Contingency Portion of G/L Balance	96,136.41	Accounts Receivable		36,852.58
NOTES: For project allocations, please see attached project reports.		Special Projects Account Balance		335,260.14

**ALBERTA MUNICIPAL HEALTH & SAFETY ASSOCIATION
MONTHLY OPERATING FINANCIAL REPORT
MARCH 2013**

	CURRENT MTH	YTD	BUDGET	BALANCE
1 ALLOCATION FROM CONTINGENCY	0.00	0.00	0.00	0.00
2 GST REFUND (2012)	0.00	0.00	20,000.00	20,000.00
REVENUE				
3 WCB Grant	0.00	350,000.00	1,400,000.00	1,050,000.00
4 Total Program Registrations	49,565.00	50,595.00	400,000.00	349,405.00
5 Associate Memberships	500.00	500.00	6,500.00	6,000.00
6 Interest Revenue	0.00	0.00	3,000.00	3,000.00
7 Total Sale of Materials	1,770.00	4,435.00	48,000.00	43,565.00
8 Shipping Revenue	119.05	265.43	2,000.00	1,734.57
9 Other Revenues	439.16	337.30	3,000.00	2,662.70
10 TOTAL REVENUE (includes contingency/GST refund)	52,393.21	406,132.73	1,882,500.00	1,476,367.27
EXPENSE				
11 Total Wages	72,571.02	166,762.53	743,959.00	577,196.47
12 Total Employee Benefits	10,955.39	32,109.11	164,765.00	132,655.89
13 Total Office Travel & Subsistence	5,683.79	11,458.95	44,000.00	32,541.05
14 WCB Assessment (Premiums)	791.21	812.30	3,000.00	2,187.70
15 Office - Rent	7,290.28	21,564.97	121,000.00	99,435.03
16 Equipment Lease	15.00	2,109.61	10,000.00	7,890.39
Vehicle Maintenance	0.00	105.54	4,000.00	3,894.46
17 Equipment/Furniture Purchases	1,469.90	1,469.90	11,000.00	9,530.10
18 Total Equip & Office Maintenance	315.59	1,491.35	12,000.00	10,508.65
19 Office Supplies & Printing	2,330.10	6,751.66	21,000.00	14,248.34
20 Library Materials	0.00	0.00	3,000.00	3,000.00
21 Postage & Courier	944.43	2,826.43	16,500.00	13,673.57
22 Office - Other	0.00	165.43	2,500.00	2,334.57
23 Telephone and Fax	1,447.59	3,755.24	16,000.00	12,244.76
24 Interest, Bank & Finance Charges	477.83	1,431.55	6,000.00	4,568.45
25 Office Insurance	0.00	0.00	5,000.00	5,000.00
Contract Services	625.00	4,824.02	78,240.00	73,415.98
26 Accounting/Audit & Legal	0.00	0.00	8,000.00	8,000.00
27 Bookkeeping Contract	723.06	3,206.89	12,000.00	8,793.11
28 Advertising & Promotion	474.45	10,527.99	20,000.00	9,472.01
29 Total Prof Dev & Memberships	964.85	9,687.70	15,600.00	5,912.30
* IT, Web, Database Development, Maintenance, Hosting	6,765.46	10,206.21	28,136.00	17,929.79
30 Bad Debt	0.00	0.00	1,800.00	1,800.00
31 Total Administration Expenses	113,844.95	291,267.38	1,347,500.00	1,056,232.62
32 Program Development and Training				
33 Program - Development/Preparation	0.00	0.00	0.00	0.00
34 Program - Materials	12,883.13	25,828.41	103,000.00	77,171.59
35 Total Travel and Facility Rent	13,426.64	38,260.80	166,000.00	127,739.20
36 Program - Instructor Fees	22,750.00	55,450.00	231,000.00	175,550.00
37 Partnership Programs & Safety Council Mtg	898.45	1,048.45	0.00	(1,048.45)
38 Total Program Dev and Training	49,958.22	120,587.66	500,000.00	379,412.34
39 Board Expenses				
40 Total Board General	0.00	0.00	15,000.00	15,000.00
41 Total Board Annual Meeting	0.00	0.00	0.00	0.00
42 Total Board Planning Meeting	0.00	0.00	0.00	0.00
43 Total Board Expenses	0.00	0.00	15,000.00	15,000.00
44 Other Expenses				
45 GST Paid on Purchases (Exp)	0.00	0.00	20,000.00	20,000.00
TOTAL EXPENSE	163,803.17	411,855.04	1,882,500.00	1,470,644.96
TOTAL INCOME/LOSS	(111,409.96)	(5,722.31)	0.00	5,722.31
SUMMARY: G/L Bank Account Balance	221,684.85	Actual Bank Account Balance		260,724.54
Contingency Portion of G/L Balance	96,136.41	Accounts Receivable		75,832.28
NOTES: For project allocations, please see attached project reports.		Special Projects Account Balance		335,260.14

ALBERTA MUNICIPAL HEALTH & SAFETY ASSOCIATION
MONTHLY OPERATING FINANCIAL REPORT
APRIL 2013

	CURRENT MTH	YTD	BUDGET	BALANCE
1 ALLOCATION FROM CONTINGENCY	0.00	0.00	0.00	0.00
2 GST REFUND (2012)	0.00	0.00	20,000.00	20,000.00
REVENUE				
3 WCB Grant	350,000.00	700,000.00	1,400,000.00	700,000.00
4 Total Program Registrations	6,445.00	57,040.00	400,000.00	342,960.00
5 Associate Memberships	0.00	500.00	6,500.00	6,000.00
6 Interest Revenue	0.00	0.00	3,000.00	3,000.00
7 Total Sale of Materials	950.00	5,385.00	48,000.00	42,615.00
8 Shipping Revenue	0.00	265.43	2,000.00	1,734.57
9 Other Revenues	2.25	339.55	3,000.00	2,660.45
10 TOTAL REVENUE (includes contingency/GST refund)	357,397.25	763,529.98	1,882,500.00	1,118,970.02
EXPENSE				
11 Total Wages	48,380.68	215,143.21	743,959.00	528,815.79
12 Total Employee Benefits	10,721.54	42,830.65	164,765.00	121,934.35
13 Total Office Travel & Subsistence	6,530.51	17,989.46	44,000.00	26,010.54
14 WCB Assessment (Premiums)	0.00	812.30	3,000.00	2,187.70
15 Office - Rent	7,212.65	28,777.62	121,000.00	92,222.38
16 Equipment Lease	1,599.43	3,709.04	10,000.00	6,290.96
Vehicle Maintenance	0.00	105.54	4,000.00	3,894.46
17 Equipment/Furniture Purchases	347.81	1,817.71	11,000.00	9,182.29
18 Total Equip & Office Maintenance	1,727.00	3,218.35	12,000.00	8,781.65
19 Office Supplies & Printing	6,208.99	12,960.65	21,000.00	8,039.35
20 Library Materials	0.00	0.00	3,000.00	3,000.00
21 Postage & Courier	1,423.68	4,250.11	16,500.00	12,249.89
22 Office - Other	1,399.00	1,564.43	2,500.00	935.57
23 Telephone and Fax	1,248.61	5,003.85	16,000.00	10,996.15
24 Interest, Bank & Finance Charges	420.37	1,851.92	6,000.00	4,148.08
25 Office Insurance	(1,039.27)	(1,039.27)	5,000.00	6,039.27
Contractor Services	10,948.64	15,772.66	78,240.00	62,467.34
26 Accounting/Audit & Legal	0.00	0.00	8,000.00	8,000.00
27 Bookkeeping Contract	667.44	3,874.33	12,000.00	8,125.67
28 Advertising & Promotion	280.95	10,808.94	20,000.00	9,191.06
29 Total Prof Dev & Memberships	1,104.00	10,791.70	15,600.00	4,808.30
* IT, Web, Database Development, Maintenance, Hosting	1,020.47	11,226.68	28,136.00	16,909.32
30 Bad Debt	0.00	0.00	1,800.00	1,800.00
31 Total Administration Expenses	100,202.50	391,469.88	1,347,500.00	956,030.12
32 Program Development and Training				
33 Program - Development/Preparation	0.00	0.00	0.00	0.00
34 Program - Materials	16,624.42	42,452.83	103,000.00	60,547.17
35 Total Travel and Facility Rent	19,491.01	57,751.81	166,000.00	108,248.19
36 Program - Instructor Fees	35,094.00	90,544.00	231,000.00	140,456.00
37 Partnership Programs & Safety Council Mtg	480.00	1,528.45	0.00	(1,528.45)
38 Total Program Dev and Training	71,689.43	192,277.09	500,000.00	307,722.91
Board Expenses				
39 Total Board General	0.00	0.00	15,000.00	15,000.00
40 Total Board Annual Meeting	0.00	0.00	0.00	0.00
41 Total Board Planning Meeting	0.00	0.00	0.00	0.00
42 Total Board Expenses	0.00	0.00	15,000.00	15,000.00
Other Expenses				
43 GST Paid on Purchases (Exp)	0.00	0.00	20,000.00	20,000.00
44 TOTAL EXPENSE	171,891.93	583,746.97	1,882,500.00	1,298,753.03
45 TOTAL INCOME/LOSS	185,505.32	179,783.01	0.00	(179,783.01)
SUMMARY: G/L Bank Account Balance	485,520.25	Actual Bank Account Balance		524,938.71
Contingency Portion of G/L Balance	96,136.41	Accounts Receivable		37,959.00
NOTES: For project allocations, please see attached project reports.		Special Projects Account Balance		335,260.14

**ALBERTA MUNICIPAL HEALTH & SAFETY ASSOCIATION
MONTHLY OPERATING FINANCIAL REPORT
MAY 2013**

	CURRENT MTH	YTD	BUDGET	BALANCE
ALLOCATION FROM CONTINGENCY	0.00	0.00	0.00	0.00
GST REFUND (2012)	0.00	0.00	20,000.00	20,000.00
REVENUE				
WCB Grant	0.00	700,000.00	1,400,000.00	700,000.00
Total Program Registrations	43,954.00	100,994.00	400,000.00	299,006.00
Associate Memberships	0.00	500.00	6,500.00	6,000.00
Interest Revenue	0.00	0.00	3,000.00	3,000.00
Total Sale of Materials	22,590.00	27,975.00	48,000.00	20,025.00
Shipping Revenue	1,061.82	1,327.25	2,000.00	672.75
Other Revenues	(0.01)	339.54	3,000.00	2,660.46
TOTAL REVENUE (includes contingency/GST refund)	67,605.81	831,135.79	1,882,500.00	1,051,364.21
EXPENSE				
Total Wages	48,380.68	263,523.89	743,959.00	480,435.11
Total Employee Benefits	16,937.68	59,768.33	164,765.00	104,996.67
Total Office Travel & Subsistence	4,430.43	22,419.89	44,000.00	21,580.11
WCB Assessment (Premiums)	(439.49)	372.81	3,000.00	2,627.19
Office - Rent	7,212.65	35,990.27	121,000.00	85,009.73
Equipment Lease	155.97	3,865.01	10,000.00	6,134.99
Vehicle Maintenance	894.75	1,000.29	4,000.00	2,999.71
Equipment/Furniture Purchases	833.19	2,650.90	11,000.00	8,349.10
Total Equip & Office Maintenance	227.00	3,445.35	12,000.00	8,554.65
Office Supplies & Printing	2,178.48	15,139.13	21,000.00	5,860.87
Library Materials	0.00	0.00	3,000.00	3,000.00
Postage & Courier	1,448.17	5,698.28	16,500.00	10,801.72
Office - Other	6.99	1,571.42	2,500.00	928.58
Telephone and Fax	1,203.87	6,207.72	16,000.00	9,792.28
Interest, Bank & Finance Charges	543.47	2,395.39	6,000.00	3,604.61
Office Insurance	(379.04)	(1,418.31)	5,000.00	6,418.31
Contractor Services	11,206.57	26,979.23	78,240.00	51,260.77
Accounting/Audit & Legal	9,922.55	9,922.55	8,000.00	(1,922.55)
Bookkeeping Contract	656.00	4,530.33	12,000.00	7,469.67
Advertising & Promotion	1,450.00	12,258.94	20,000.00	7,741.06
Total Prof Dev & Memberships	925.00	11,716.70	15,600.00	3,883.30
IT, Web, Database Development, Maintenance, Hosting	1,106.43	12,333.11	28,136.00	15,802.89
Bad Debt	0.00	0.00	1,800.00	1,800.00
Total Administration Expenses	108,901.35	500,371.23	1,347,500.00	847,128.77
Program Development and Training				
Program - Development/Preparation	0.00	0.00	0.00	0.00
Program - Materials	7,601.04	50,053.87	103,000.00	52,946.13
Total Travel and Facility Rent	19,916.82	77,668.63	166,000.00	88,331.37
Program - Instructor Fees	30,250.00	120,794.00	231,000.00	110,206.00
Partnership Programs & Safety Council Mtg	0.00	1,528.45	0.00	(1,528.45)
Total Program Dev and Training	57,767.86	250,044.95	500,000.00	249,955.05
Board Expenses				
Total Board General	2,911.41	2,911.41	15,000.00	12,088.59
Total Board Annual Meeting	0.00	0.00	0.00	0.00
Total Board Planning Meeting	0.00	0.00	0.00	0.00
Total Board Expenses	2,911.41	2,911.41	15,000.00	12,088.59
Other Expenses				
GST Paid on Purchases (Exp)	0.00	0.00	20,000.00	20,000.00
TOTAL EXPENSE	169,580.62	753,327.59	1,882,500.00	1,129,172.41
TOTAL INCOME/LOSS	(101,974.81)	77,808.20	0.00	(77,808.20)
SUMMARY: G/L Bank Account Balance	313,849.67	Actual Bank Account Balance		368,287.53
Contingency Portion of G/L Balance	96,136.41	Accounts Receivable		94,816.71
NOTES: For project allocations, please see attached project reports.		Special Projects Account Balance		427,760.14

ALBERTA MUNICIPAL HEALTH & SAFETY ASSOCIATION
MONTHLY OPERATING FINANCIAL REPORT
JUNE 2013

	CURRENT MTH	YTD	BUDGET	BALANCE	
1	ALLOCATION FROM CONTINGENCY	0.00	0.00	0.00	0.00
2	GST REFUND (2012)	0.00	0.00	20,000.00	20,000.00
	REVENUE				
3	WCB Grant	0.00	700,000.00	1,400,000.00	700,000.00
4	Total Program Registrations	98,155.00	199,149.00	400,000.00	200,851.00
5	Associate Memberships	0.00	500.00	6,500.00	6,000.00
6	Interest Revenue	0.00	0.00	3,000.00	3,000.00
7	Total Sale of Materials	1,965.50	29,940.50	48,000.00	18,059.50
8	Shipping Revenue	62.38	1,389.63	2,000.00	610.37
9	Other Revenues	14.58	354.12	3,000.00	2,645.88
10	TOTAL REVENUE (includes contingency/GST refund)	100,197.46	931,333.25	1,882,500.00	951,166.75
	EXPENSE				
11	Total Wages	48,380.68	311,904.57	743,959.00	432,054.43
12	Total Employee Benefits	10,043.64	69,811.97	164,765.00	94,953.03
13	Total Office Travel & Subsistence	2,779.89	25,199.78	44,000.00	18,800.22
14	WCB Assessment (Premiums)	559.71	932.52	3,000.00	2,067.48
15	Office - Rent	7,913.98	43,904.25	121,000.00	77,095.75
16	Equipment Lease	15.00	3,880.01	10,000.00	6,119.99
	Vehicle Maintenance	0.00	1,000.29	4,000.00	2,999.71
17	Equipment/Furniture Purchases	0.00	2,650.90	11,000.00	8,349.10
18	Total Equip & Office Maintenance	257.85	3,703.20	12,000.00	8,296.80
19	Office Supplies & Printing	1,146.26	16,285.39	21,000.00	4,714.61
20	Library Materials	0.00	0.00	3,000.00	3,000.00
21	Postage & Courier	2,314.15	8,012.43	16,500.00	8,487.57
22	Office - Other	76.50	1,647.92	2,500.00	852.08
23	Telephone and Fax	1,191.44	7,399.16	16,000.00	8,600.84
24	Interest, Bank & Finance Charges	383.32	2,778.71	6,000.00	3,221.29
25	Office Insurance	0.00	(1,418.31)	5,000.00	6,418.31
	Contractor Services	11,618.50	38,597.73	78,240.00	39,642.27
26	Accounting/Audit & Legal	0.00	9,922.55	8,000.00	(1,922.55)
27	Bookkeeping Contract	1,047.90	5,578.23	12,000.00	6,421.77
28	Advertising & Promotion	300.00	12,558.94	20,000.00	7,441.06
29	Total Prof Dev & Memberships	(604.00)	11,112.70	15,600.00	4,487.30
*	IT, Web, Database Development, Maintenance, Hosting	775.00	13,108.11	28,136.00	15,027.89
30	Bad Debt	0.00	0.00	1,800.00	1,800.00
31	Total Administration Expenses	88,199.82	588,571.05	1,347,500.00	758,928.95
32	Program Development and Training				
33	Program - Development/Preparation	375.00	375.00	0.00	(375.00)
34	Program - Materials	930.07	50,983.94	103,000.00	52,016.06
35	Total Travel and Facility Rent	19,915.01	97,583.64	166,000.00	68,416.36
36	Program - Instructor Fees	24,040.00	144,834.00	231,000.00	86,166.00
37	Partnership Programs	0.00	1,528.45	0.00	(1,528.45)
38	Total Program Dev and Training	45,260.08	295,305.03	500,000.00	204,694.97
	Board Expenses				
39	Total Board General		2,911.41	15,000.00	12,088.59
40	Total Board Annual Meeting	0.00	0.00	0.00	0.00
41	Total Board Planning Meeting	0.00	0.00	0.00	0.00
42	Total Board Expenses	0.00	2,911.41	15,000.00	12,088.59
	Other Expenses				
43	GST Paid on Purchases (Exp)	0.00	0.00	20,000.00	20,000.00
44	TOTAL EXPENSE	133,459.90	886,787.49	1,882,500.00	995,712.51
45	TOTAL INCOME/LOSS	(33,262.44)	44,545.76	0.00	(44,545.76)
	SUMMARY: G/L Bank Account Balance	237,497.46	Actual Bank Account Balance		247,577.43
	Contingency Portion of G/L Balance	96,136.41	Accounts Receivable		127,394.56
	NOTES: For project allocations, please see attached project reports.		Special Projects Account Balance		427,759.94

ALBERTA MUNICIPAL HEALTH & SAFETY ASSOCIATION
MONTHLY OPERATING FINANCIAL REPORT
JULY 2013

	CURRENT MTH	YTD	BUDGET	BALANCE	
1	ALLOCATION FROM CONTINGENCY	0.00	0.00	0.00	0.00
2	GST REFUND (2012)	0.00	0.00	20,000.00	20,000.00
	REVENUE		0.00		
3	WCB Grant	350,000.00	1,050,000.00	1,400,000.00	350,000.00
4	Total Program Registrations	49,380.00	248,529.00	400,000.00	151,471.00
5	Associate Memberships	0.00	500.00	6,500.00	6,000.00
6	Interest Revenue	0.00	0.00	3,000.00	3,000.00
7	Total Sale of Materials	1,700.00	31,640.50	48,000.00	16,359.50
8	Shipping Revenue	48.40	1,438.03	2,000.00	561.97
9	Other Revenues	0.01	354.13	3,000.00	2,645.87
10	TOTAL REVENUE (includes contingency/GST refund)	401,128.41	1,332,461.66	1,882,500.00	550,038.34
	EXPENSE				
11	Total Wages	72,571.02	384,475.59	743,959.00	359,483.41
12	Total Employee Benefits	13,715.27	83,527.24	164,765.00	81,237.76
13	Total Office Travel & Subsistence	5,088.62	30,288.40	44,000.00	13,711.60
14	WCB Assessment (Premiums)	0.00	932.52	3,000.00	2,067.48
15	Office - Rent	7,212.65	51,116.90	121,000.00	69,883.10
16	Equipment Lease	1,560.55	5,440.56	10,000.00	4,559.44
	Vehicle Maintenance	0.00	1,000.29	4,000.00	2,999.71
17	Equipment/Furniture Purchases	0.00	2,650.90	11,000.00	8,349.10
18	Total Equip & Office Maintenance	337.00	4,040.20	12,000.00	7,959.80
19	Office Supplies & Printing	1,739.57	18,024.96	21,000.00	2,975.04
20	Library Materials	0.00	0.00	3,000.00	3,000.00
21	Postage & Courier	632.04	8,644.47	16,500.00	7,855.53
22	Office - Other	80.22	1,728.14	2,500.00	771.86
23	Telephone and Fax	1,046.91	8,446.07	16,000.00	7,553.93
24	Interest, Bank & Finance Charges	852.31	3,631.02	6,000.00	2,368.98
25	Office Insurance	0.00	(1,418.31)	5,000.00	6,418.31
	Contractor Services	10,304.60	48,902.33	78,240.00	29,337.67
26	Accounting/Audit & Legal	2,863.44	12,785.99	8,000.00	(4,785.99)
27	Bookkeeping Contract	1,123.76	6,701.99	12,000.00	5,298.01
28	Advertising & Promotion	0.00	12,558.94	20,000.00	7,441.06
29	Total Prof Dev & Memberships	195.00	11,307.70	15,600.00	4,292.30
*	IT, Web, Database Development, Maintenance, Hosting	520.47	13,628.58	28,136.00	14,507.42
30	Bad Debt	0.00	0.00	1,800.00	1,800.00
31	Total Administration Expenses	119,843.43	708,414.48	1,347,500.00	639,085.52
32	Program Development and Training				
33	Program - Development/Preparation	0.00	375.00	0.00	(375.00)
34	Program - Materials	6,246.07	57,230.01	103,000.00	45,769.99
35	Total Travel and Facility Rent	7,038.45	104,622.09	166,000.00	61,377.91
36	Program - Instructor Fees	12,375.00	157,209.00	231,000.00	73,791.00
37	Partnership Programs	0.00	1,528.45	0.00	(1,528.45)
38	Total Program Dev and Training	25,659.52	320,964.55	500,000.00	179,035.45
	Board Expenses				
39	Total Board General	0.00	2,911.41	15,000.00	12,088.59
40	Total Board Annual Meeting	0.00	0.00	0.00	0.00
41	Total Board Planning Meeting	0.00	0.00	0.00	0.00
42	Total Board Expenses	0.00	2,911.41	15,000.00	12,088.59
	Other Expenses				
43	GST Paid on Purchases (Exp)	0.00	0.00	20,000.00	20,000.00
44	TOTAL EXPENSE	145,502.95	1,032,290.44	1,882,500.00	850,209.56
45	TOTAL INCOME/LOSS	255,625.46	300,171.22	0.00	(300,171.22)
	SUMMARY: G/L Bank Account Balance	1,075,621.27	Actual Bank Account Balance		1,101,806.63
	Contingency Portion of G/L Balance	96,136.41	Accounts Receivable		115,597.57
	NOTES: For project allocations, please see attached project reports.		Special Projects Account Balance		427,759.94

2013 Project Income Summary (as of July 2013)

Alberta Municipal Health & Safety Association					
Project Income Summary					
JULY 2013 (YTD)					
Project			Revenue	Expense	Net
To be allocated 233,728.03 (reallocations) and 699,000.00 (July special WCB Dividend Grant)					
WCB SD11 - Leasehold Improvements and Equipment	WCB Special Dividend Grant		110,000.00	9,464.85	
	Walker Lawson			8,718.75	
	Walker Lawson			1,969.07	
	Xemex Contracting Inc.			44,441.83	
	Walker Lawson			657.30	
	Xemex Contracting Inc.			49,621.92	
	Walker Lawson			623.95	
	REALLOCATION		90,000.00		
			200,000.00	115,497.67	84,502.33
WCB SD11 - SECOR Audit Tool Development	WCB Special Dividend Grant Reallocation		10,000.00	-	
			10,000.00	-	10,000.00
WCB SD11 - Online Audit Tool Member Training	WCB Special Dividend Grant Reallocation		8,000.00	-	
			8,000.00	-	8,000.00
WCB SD11 - MSD Physical Demanding Course	WCB Special Dividend Grant Reallocation		15,000.00	-	
			15,000.00	-	15,000.00
WCB SD11 - Online Course Development	WCB Special Dividend Grant Reallocation		90,728.03	-	
			90,728.03	-	90,728.03
WCB SD11 - Project Administrative Support	WCB Special Dividend Grant Reallocation		20,000.00	-	
			20,000.00	-	20,000.00
ABJ SP13 - Online Learning Project	McLennon Ross		92,500.00	-	
	William J. Oak			100.00	
	BIS Training Solutions			7,205.00	
	BIS Training Solutions			7,768.00	
			92,500.00	15,073.00	77,427.00
WCB SP13 - Online Course Development	WCB Special Dividend Grant		450,000.00	-	
			450,000.00	-	450,000.00
WCB SP13 - MSD Inside Worker	WCB Special Dividend Grant		15,000.00	-	
			15,000.00	-	15,000.00
WCB SP13 - Database	WCB Special Dividend Grant		90,000.00	-	
			90,000.00	-	90,000.00
WCB SP13 - Website	WCB Special Dividend Grant		25,000.00	-	
	Pixel Army			5,714.29	
			25,000.00	5,714.29	19,285.71
WCB SP13 - Course Revisions	WCB Special Dividend Grant		15,000.00	-	
			15,000.00	-	15,000.00
WCB SP13 - SECOR Online Development	WCB Special Dividend Grant		15,000.00	-	
			15,000.00	-	15,000.00
WCB SP13 - Compliance Audit Tool	WCB Special Dividend Grant		29,000.00	-	
			29,000.00	-	29,000.00
WCB SP13 - Video Lending Library	WCB Special Dividend Grant		10,000.00	-	
			10,000.00	-	10,000.00
WCB SP13 - COR Audit Tool Online Development	WCB Special Dividend Grant		50,000.00	-	
			50,000.00	-	50,000.00
SPECIAL PROJECTS 2011			343,728.03	136,284.96	228,230.36
SPECIAL PROJECTS ALBERTA JUSTICE 2013			92,500.00	15,073.00	77,427.00
SPECIAL PROJECTS 2013			699,000.00	5,714.29	693,285.71
Totals			1,135,228.03	157,072.25	998,943.07

2014 Budget

The AMHSA Board of Directors approved the 2014 budget at the September 11, 2013 Board of Directors meeting. The motion regarding budget approval follows. The 2014 budget is based on a premium rate levy of 3.75 cents/\$100 of insurable earnings for all municipalities. The WCB grant request for 2014 is \$1,400,000.

“Motion: Moved by Director Woolgar and seconded by Director Sallans that the board of directors adopt the draft 2014 Budget as presented.

Carried Unanimously”

2014 Operating Budget

REVENUES	
WCB Grant	\$ 1,400,000
Program Registrations	445,000
Associate Membership Fees	6,500
Interest	3,000
Sale of Materials	48,000
Shipping	2,000
GST Refund	20,000
Other	3,000
Total Revenues	\$ 1,927,500
EXPENSES	
Administrative	
Salaries and Benefits	\$ 835,634
Contract Services	112,000
Travel and Subsistence	50,000
WCB Premiums	3,000
Office Rent	127,000
Equipment & Furniture Purchase, Lease & Maintenance	26,500
Vehicle Maintenance	3,000
Hardware & Software	14,000
Office Supplies and Printing	25,466
Library Materials	3,000
IT/Computer, Online Support	23,500
Postage and Courier, Office Other	20,500
Telephone and Fax	17,000
Bank Charges, Office Insurance	11,000
Advertising, Promotions & Memberships	33,100
Professional Development	15,000
Bad Debt	1,800
Program Development and Training	\$ 570,000
Board of Directors	\$ 16,000
GST	\$ 20,000
TOTAL EXPENSES	\$ 1,927,500
TOTAL REVENUE	\$ 1,927,500
BALANCE	\$ 0

ADMINISTRATION

Board of Directors meetings will be held:

- December 12, 2013 – Banff
- May 8, 2014 – Leduc

(In accordance with AMHSA by-laws, section 4.3 – a schedule for the remaining 2013 meetings will be established at the May meeting.)

The 2014 Annual General Meeting will be held on Thursday, May 8, 2014 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 2013.

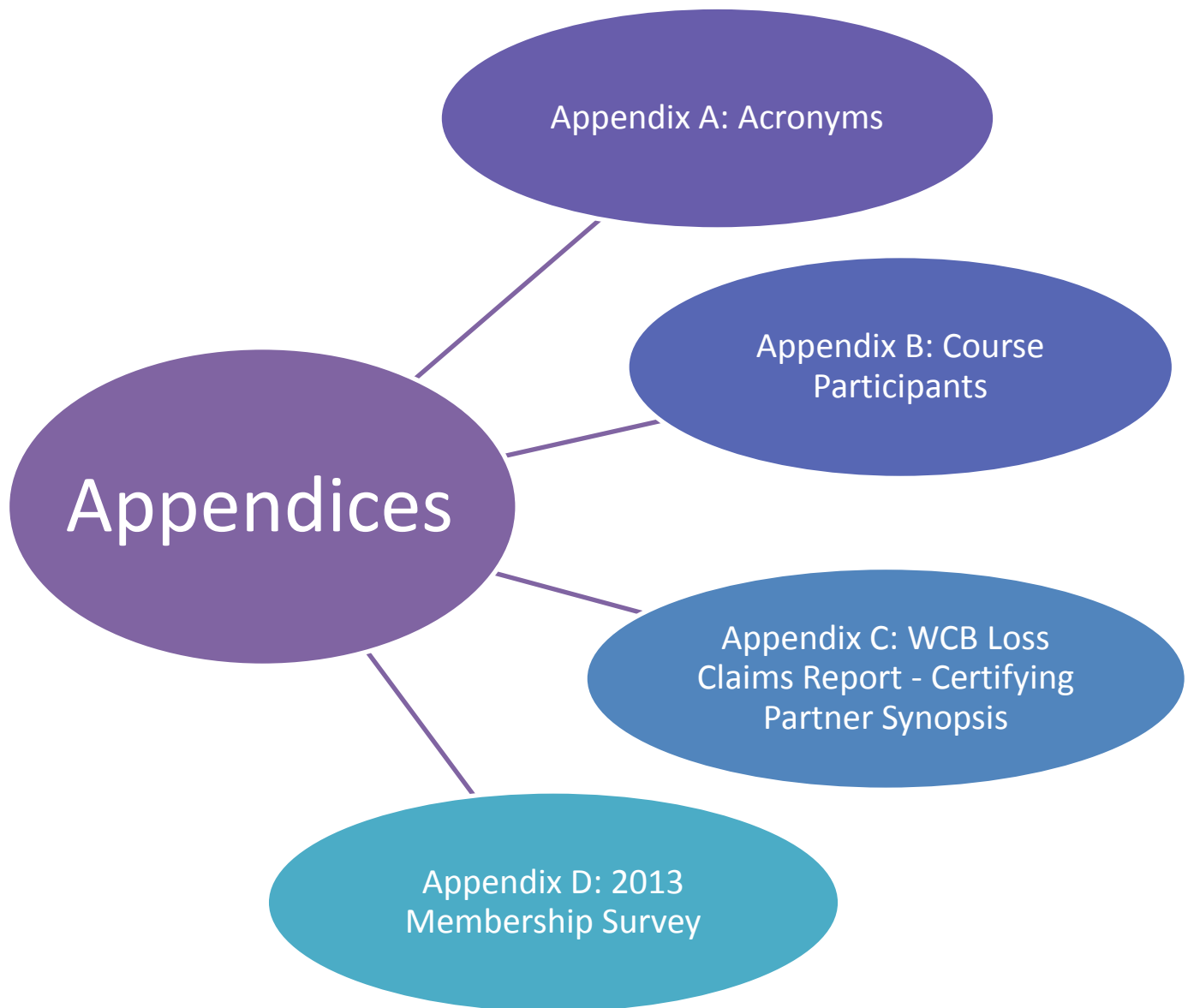
STAKEHOLDER SUPPORT

MEMBERS

In May 2013 a membership survey was sent to all AMHSA members, and made available online. The results were overwhelmingly positive and highlights will be published on our website and in our newsletter in October. 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 Very Dissatisfied responses were received again this year).

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 2013 Business Plan were received from both associations last year.



APPENDIX A: ACRONYMS

AHSA	Alberta Hotel Safety Association
AAMD&C	Alberta Association of Municipal Districts and Counties
ACSC	Alberta Cities Safety Council
ACSA	Alberta Construction Safety Association
AHS	Alberta Human Services
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
HSCSA	Health and Safety Conference Society of Alberta
LGAA	Local Government Administration Association
LTC	Lost Time Claims
MHSA	Manufacturers Health and Safety Association
NAOSH	North American Occupational Safety and Health
NASC	Northern Alberta Safety Council
PIR	Partnerships in Injury Reduction
RUSA	Rural Utilities Safety Association
SASC	Southern Alberta Safety Council
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

COURSE	2009	2010	2011	2012
Audit Refresher (formerly Auditor Update/Recertification)	23	53	86	49
Cargo Securement: Train-the-Trainer	---	---	---	13
Confined Space Entry	287	135	196	422
Defensive Driving	780	526	611	856
Fall Protection	---	29	75	78
Flag Person: General Training	---	---	---	22
Flag Person: Train-the-Trainer	32	34	99	68
Formal Workplace Inspections	374	572	325	343
Ground Disturbance, Trenching and Excavation	147	288	285	246
Hazard Identification, Assessment & Control	432	570	519	673
Health & Safety Management Systems	63	126	118	173
Health & Safety Management Systems – Audit	67	82	132	102
Health & Safety Management Systems – Overview	32	---	---	---
Health & Safety Management Systems – Small Employer	11	2	13	---
Incident Investigation	255	384	248	305
Joint Health & Safety Committees	184	355	329	284
Leadership for Safety Excellence	307	282	437	632
LSE – Customized	43	102	556	335
LSE – Modules 1 & 2*	187	109	25	7
LSE – Modules 3 & 4*	172	71	---	3
MSI Prevention (Office Environment)	104	100	120	79
MSI Prevention (Physically Demanding)	111	74	105	161
Operator Safety - ATV Safety	4	---	---	12
Operator Safety - Chainsaw Safety Awareness	---	26	---	---
Operator Safety - Backhoe/Loader	52	11	18	68
Operator Safety - Front End Loader	81	34	29	115
Operator Safety - Plow Truck Sander	82	152	23	29
Operator Safety - Road Grader	68	73	44	58
Operator Safety - Skid Steer Loader	138	167	91	98
Orientation: Train-the-Trainer	47	172	90	47
Overview of OHS Act, Code & Regulation	144	8	184	133

Prime Contractor	199	20	183	179
Supervisor's Role	259	167	227	180
WCB's Return to Work	---	---	---	7
WHMIS General Training	---	---	31	58
WHMIS: Train-the-Trainer	45	70	86	53
WHMIS Overview	28	52	12	---
Working Alone Safely	95	---	39	65
Workplace Violence Prevention (Edmonton Workshop)	186	228	133	192
Workplace Violence Prevention	270	253	309	463
SUB-TOTAL 1	5,309	5,387	5,778	6,608
Flag Person: Worker	455	407	369	907
WHMIS: Worker	2,150	2,211	2,419	3,983
SUB-TOTAL 2	2,647	2,618	2,788	4,890
TOTAL	7,956	8,005	8,566	11,498

--- Not offered

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

2013

As of August 1, 2013, there have been 476 courses scheduled and 5,5480 participants reported (there will be more once instructors have handed in recent roster sheets). This total number of participants includes in-house WHMIS and Flag Person training conducted by AMHSA-certified trainers.

Top 5 courses to date:

Course	# of offerings	# of participants
Defensive Driving	51	715
Leadership for Safety Excellence	44	475
Hazard Identification, Assessment, & Control	52	469
Formal Workplace Inspections	37	307
Prime Contractor	20	248

APPENDIX C: WCB LOSS CLAIMS REPORT – CERTIFYING PARTNER SYNOPSIS

AMHSA's Certifying Partner Synopsis follows, which covers:

- Insurable Earnings and Premiums: 2008 – 2013 (year to date)

- Claim Costs: 2007 – 2013:
 - Total Claims
 - Duration Bands
 - Total Claims Costs
 - Most Expensive LTC Analysis
 - Disabling Claims Components
 - Frequency Rates
 - Severity Rates
 - Average Cost Per LTC

- Injured Worker's Age: 2008 – 2013:
 - Number of LTCs
 - Average Severity of a Claim

- Top 5 Comparison: 2008 – 2013:
 - Type of Accident
 - Part of Body
 - Nature of Injury

Safety Association Synopsis - Funded



ALBERTA MUNICIPAL HEALTH AND SAFETY ASSOCIATION (Based On Industry)

Insurable Earnings and Premiums - for Years: 2008 to 2013

Rate Year	Number of Employers with Insurable Earnings	Newly Opened Account	Total Insurable Earnings	Estimated Total Workers*	Net Premium**
2008	385	4	\$2,618,177,415	50,844	\$27,397,029
2009	387	4	\$2,856,855,458	54,803	\$32,381,827
2010	390	6	\$3,058,881,772	55,259	\$36,252,962
2011	388	3	\$3,305,252,597	56,667	\$37,577,758
2012	386	2	\$3,485,337,384	56,984	\$43,669,515
2013 YTD	380	0	\$3,614,766,885	54,068	\$42,954,493

* Estimated number of full time equivalent workers based on average industry wage

** Net premium is premium paid by employers after pricing adjustments for experience rating plus Poor Performance Surcharge and PIR, where applicable

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	Total Ins Earn	Accts	Total Ins Earn	Accts	Total Ins Earn	Accts	Total Ins Earn	Accts	Total Ins Earn
2008	194	\$26,006	43	\$28,535	102	\$273,727	34	\$276,046	12	\$2,013,864
2009	195	\$26,966	41	\$28,353	99	\$273,608	39	\$323,992	13	\$2,203,937
2010	197	\$27,128	39	\$27,507	97	\$265,765	43	\$347,436	14	\$2,391,046
2011	188	\$25,732	45	\$31,740	97	\$279,572	44	\$384,804	14	\$2,583,405
2012	186	\$27,112	43	\$30,611	94	\$270,185	50	\$456,697	13	\$2,700,732
2013 YTD	178	\$26,636	44	\$31,665	90	\$264,094	54	\$494,674	14	\$2,797,698

Note: The current year insurable earnings are based on estimates.

N/A columns indicate there are not enough employers available to display the information

- Based on industries that have had a levy added to the rate to fund ALBERTA MUNICIPAL HEALTH AND SAFETY ASSOCIATION

- Claims are recorded based on the year of occurrence. For each occurrence year, transactions on claim costs and TTDs are based on a 15 month period. For example, for claims occurring in 2012, the transaction period would be from January 1, 2012 to March 31, 2013

- YTD is January to current month of the current calendar year

Report ID: LR000032039

Data As Of: 2013-08-03

Run Date: 2013-08-09

Page 1 of 8

Safety Association Synopsis - Funded

ALBERTA MUNICIPAL HEALTH AND SAFETY ASSOCIATION (Based On Industry)

Claim Costs - for Years: 2008 to 2013

Total Claims								
Accident Year	Number of Claims	Claim Costs	Number of LTCs	Total LTC Costs	TTD Days	Modified Work Ever Performed Claims	Medical Aid Claims	Disabling Injury Claims
2008	2,871	\$9,444,433	1,624	\$8,350,434	27,779	1,706	1,247	2,234
2009	3,047	\$10,625,984	1,549	\$9,288,282	25,392	1,474	1,498	2,284
2010	2,896	\$10,117,658	1,465	\$8,807,188	26,024	1,447	1,431	2,119
2011	3,100	\$11,012,453	1,489	\$9,552,096	24,332	1,460	1,611	2,171
2012	3,683	\$12,341,282	1,431	\$10,623,873	26,406	1,420	2,252	2,106
2013 YTD	2,142	\$4,584,286	742	\$3,782,087	10,953	854	1,400	1,214

Duration Bands - Total LTCs					
Accident Year	<= 8 Days	> 8 Days and <= 30 Days	> 30 Days and <= 60 Days	> 60 Days	Total Lost Time Claims
2008	922	375	150	108	1,555
2009	838	345	135	96	1,414
2010	796	352	183	85	1,416
2011	843	374	141	92	1,450
2012	827	349	146	103	1,425
2013 YTD	462	174	71	35	742

Total Claims Costs					
Accident Year	Compensation	Medical Aid	Rehabilitation	Economic Loss	Total
2008	\$4,636,587	\$4,768,105	\$39,741	\$0	\$9,444,433
2009	\$4,456,260	\$6,103,239	\$66,485	\$0	\$10,625,984
2010	\$4,830,459	\$5,236,613	\$50,586	\$0	\$10,117,658
2011	\$5,178,163	\$5,462,415	\$98,201	\$273,674	\$11,012,453
2012	\$5,720,911	\$5,905,263	\$62,234	\$652,875	\$12,341,282
2013 YTD	\$2,302,136	\$2,205,014	\$13,821	\$63,315	\$4,584,286

N/A columns indicate there are not enough employers available to display the information

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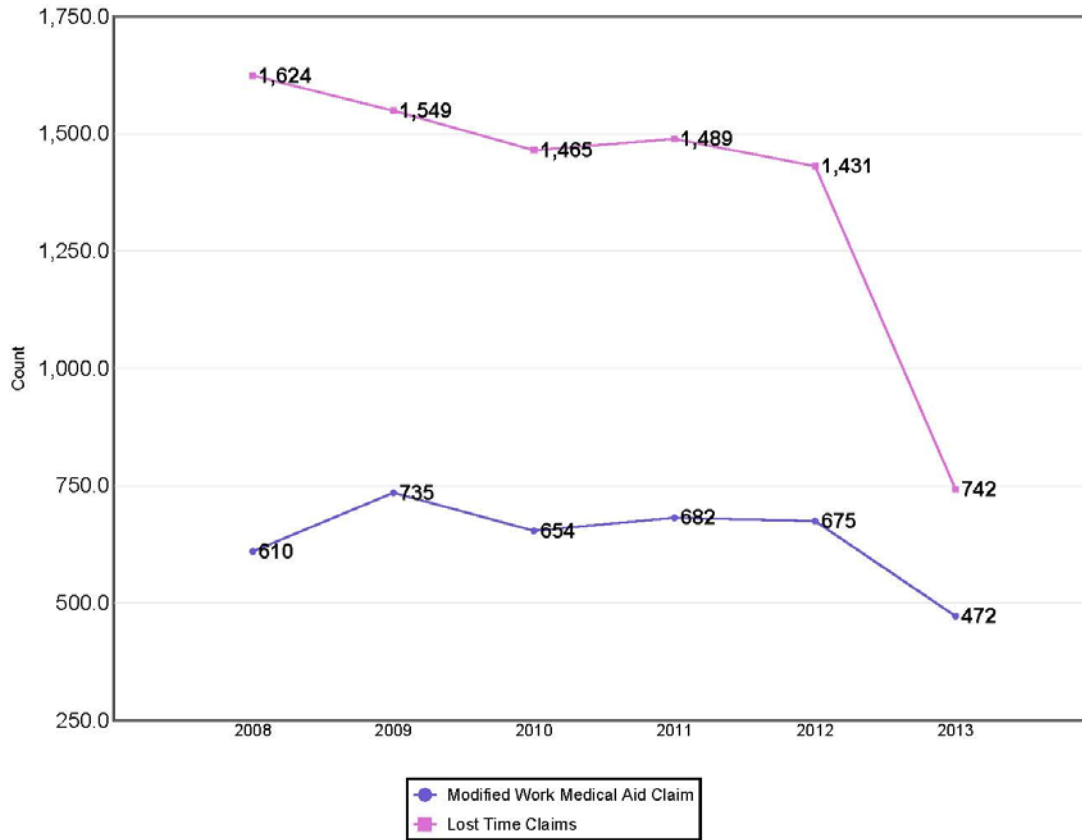
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Safety Association Synopsis - Funded

ALBERTA MUNICIPAL HEALTH AND SAFETY ASSOCIATION
(Based On Industry)

Claim Costs - for Years: 2008 to 2013

Disabling Claims Components



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

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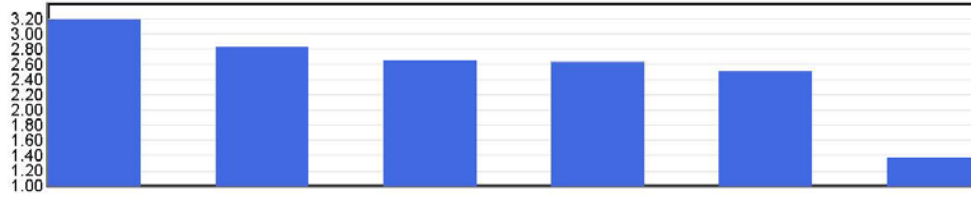
Safety Association Synopsis - Funded

ALBERTA MUNICIPAL HEALTH AND SAFETY ASSOCIATION (Based On Industry)

Claim Costs - for Years: 2008 to 2013

Frequency Rates

(Lost Time Claims per 100 Workers)



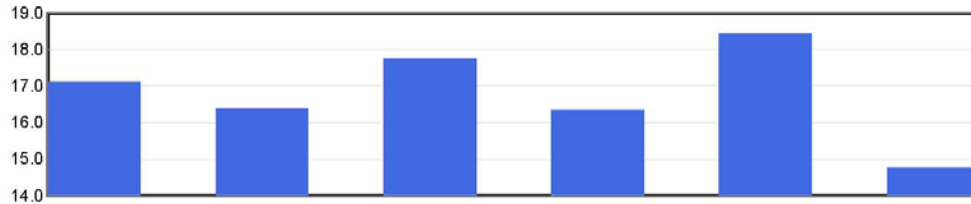
Frequency Rate	2008	2009	2010	2011	2012	2013 YTD
	3.19	2.83	2.65	2.63	2.51	1.37

Frequency Rate = (Total Lost Time Claims * 100) / Person Years

Person Years = Total Insurable Earnings / (Avg Hourly Wage * 2000 Hours)

Severity Rates

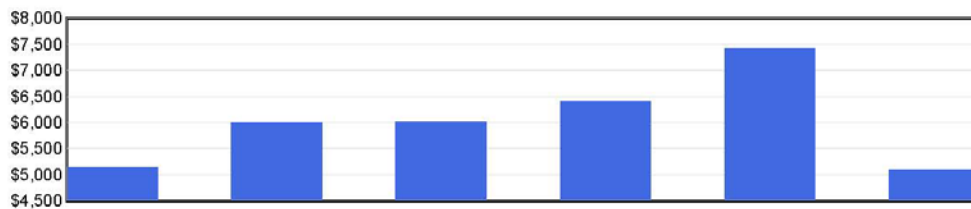
(Temporary Total Disability Days per Lost Time Claim)



Severity Rate	2008	2009	2010	2011	2012	2013 YTD
	17.1	16.4	17.8	16.3	18.5	14.8

Severity Rate = Total TTDs / Total LTCs

Average Cost Per LTC



Avg Cost / Claim	2008	2009	2010	2011	2012	2013 YTD
	\$5,142	\$5,996	\$6,012	\$6,415	\$7,424	\$5,097

Average Cost Per LTC = Total LTC Costs / Total LTCs

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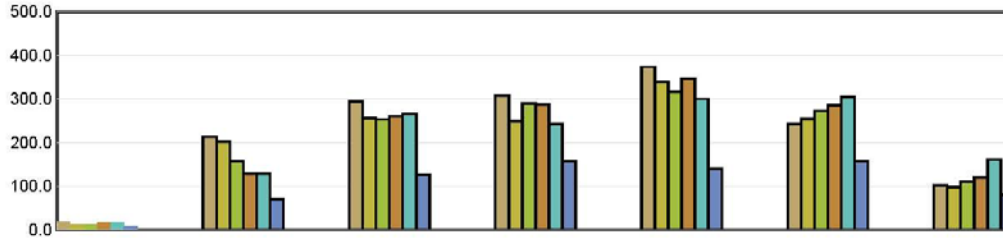
Safety Association Synopsis - Funded

ALBERTA MUNICIPAL HEALTH AND SAFETY ASSOCIATION (Based On Industry)

Injured Worker's Age - for Years: 2008 to 2013

Number of LTCs

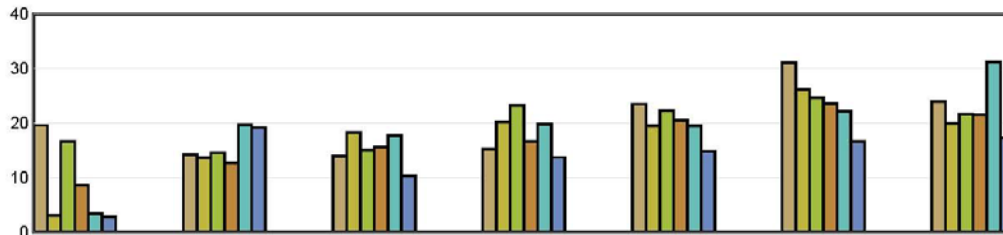
(by age of injured worker and by occurrence year)



	Under 19	19 to 26	27 to 34	35 to 42	43 to 50	51 to 58	Over 58
2008	19	214	295	308	374	243	102
2009	12	203	256	250	339	255	99
2010	12	158	254	290	318	273	111
2011	17	129	261	288	347	286	121
2012	18	129	266	243	301	306	162
2013 YTD	8	71	127	157	140	158	81

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
2008	19.58	14.24	13.96	15.19	23.48	31.10	23.97
2009	3.08	13.63	18.29	20.18	19.55	26.15	19.96
2010	16.58	14.59	15.07	23.28	22.27	24.60	21.68
2011	8.59	12.73	15.63	16.55	20.48	23.58	21.54
2012	3.39	19.61	17.74	19.79	19.55	22.20	31.18
2013 YTD	2.88	19.18	10.32	13.73	14.84	16.59	17.31

LTCs with no birthdate recorded are not included in band subtotals

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Safety Association Synopsis - Funded

ALBERTA MUNICIPAL HEALTH AND SAFETY ASSOCIATION (Based On Industry)

Top 5 Comparison - for Years: 2008 to 2013

Type of Accident							
Top 5 by Total LTCs							
Type of Accident	2008	2009	2010	2011	2012	2013 YTD	Totals
Overexertion	325	275	282	292	240	122	1,536
Falls	286	294	236	256	274	151	1,497
Bodily Reaction and Exertion	261	228	283	239	259	121	1,391
Highway/Non-Highway M.V. Accident	107	95	100	127	131	82	642
Struck by Object	121	97	105	121	106	48	598

Type of Accident	Total LTCs (2008 to date)	Percentage of LTCs	Average Duration	Total TTD	Average LTC Costs	Total LTC Costs
Overexertion	1,536	19.2 %	17.13	26,310	\$5,680	\$8,725,216
Falls	1,497	18.7 %	20.61	30,853	\$6,754	\$10,110,151
Bodily Reaction and Exertion	1,391	17.4 %	16.75	23,294	\$6,018	\$8,371,247
Highway/Non-Highway M.V. Accident	642	8.0 %	19.38	12,440	\$7,262	\$4,662,438
Struck by Object	598	7.5 %	11.11	6,644	\$3,858	\$2,307,250
All Others	2,338	29.2 %	16.27	38,048	\$6,464	\$15,113,188
Totals	8,002	100.0 %	17.19	137,589	\$6,160	\$49,289,491

Part of Body							
Top 5 by Total LTCs							
Part of Body	2008	2009	2010	2011	2012	2013 YTD	Totals
Back	405	341	376	333	300	158	1,913
Foot(Feet)/Ank(s)/Toe(s)	189	180	166	138	163	84	920
Trunk	144	130	166	166	150	76	832
Knee(s)	134	147	132	117	151	57	738
Multiple Parts	118	121	103	141	122	80	685

Part of Body	Total LTCs (2008 to date)	Percentage of LTCs	Average Duration	Total TTD	Average LTC Costs	Total LTC Costs
Back	1,913	23.9 %	13.67	26,154	\$4,710	\$9,009,594
Foot(Feet)/Ank(s)/Toe(s)	920	11.5 %	17.17	15,794	\$5,064	\$4,659,233
Trunk	832	10.4 %	21.79	18,129	\$8,138	\$6,771,109
Knee(s)	738	9.2 %	24.23	17,883	\$8,671	\$6,399,401
Multiple Parts	685	8.6 %	18.83	12,900	\$8,398	\$5,752,637
All Others	2,914	36.4 %	16.04	46,729	\$5,730	\$16,697,518
Totals	8,002	100.0 %	17.19	137,589	\$6,160	\$49,289,491

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Safety Association Synopsis - Funded

ALBERTA MUNICIPAL HEALTH AND SAFETY ASSOCIATION (Based On Industry)

Top 5 Comparison - for Years: 2008 to 2013

Nature of Injury							
Top 5 by Total LTCs							
Nature of Injury	2008	2009	2010	2011	2012	2013 YTD	Totals
Sprains/Strain	928	844	879	858	842	448	4,799
Superficial Wounds	173	150	123	152	152	54	804
Fracture/Dislocation/Nerve Damage	105	108	107	106	99	67	592
Oth Traumatic Injuries	110	80	73	84	72	37	456
Open Wound	63	61	70	74	64	33	365

Nature of Injury	Total LTCs (2008 to date)	Percentage of LTCs	Average Duration	Total TTD	Average LTC Costs	Total LTC Costs
Sprains/Strain	4,799	60.0 %	16.53	79,324	\$5,783	\$27,752,591
Superficial Wounds	804	10.0 %	10.43	8,387	\$3,450	\$2,773,971
Fracture/Dislocation/Nerve Damage	592	7.4 %	33.77	19,994	\$9,930	\$5,878,343
Oth Traumatic Injuries	456	5.7 %	14.48	6,602	\$6,610	\$3,014,076
Open Wound	365	4.6 %	9.76	3,562	\$3,432	\$1,252,850
All Others	986	12.3 %	20.00	19,720	\$8,740	\$8,617,659
Totals	8,002	100.0 %	17.19	137,589	\$6,160	\$49,289,491

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Safety Association Synopsis - Funded

ALBERTA MUNICIPAL HEALTH AND SAFETY ASSOCIATION
(Based On Industry)

Industry	Industry Description
95100	VILLAGES
95101	TOWNS
95102	MUNICIPAL DISTRICTS
95104	CITIES

N/A columns indicate there are not enough employers available to display the information

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APPENDIX D: 2013 MEMBERSHIP SURVEY

Municipality:	Number of Employees	
	Permanent:	Seasonal:
Airdrie	450	150
Athabasca County	80	40
Barrhead	45	15
Baumont	130	50
Beaver County	45	20
Bonnyville Beach	1	0
Brazeau County	62	30
Cardston	29	12
Chestermere	150	40
City of Calgary	14000/12000/600/1000	2500/2000/750/200
City of Canmore	200	100
City of Edmonton	12000	2000
City of Grande Prairie	498/750	350/150
City of Lloydminster	295	95
City of Medicine Hat	981	328
City of Wetaskiwin	n/a	n/a
Clearwater County	80	40
County of Barrhead No. 11	29/36	18/11
County of Grande Prairie	210	270
County of Minburn	38	9
County of Northern Lights	33	12
County of Paintearth	50	10
County of St. Paul	60	50
County of Stettler	56	13
Crossfield	17	7
Eckville	3	2
Hanna	20	20
Kneehill County	55/40	13/15
Lac La Biche County	165	60
Lacombe County	100	30
Lac Ste Anne County	62	35
Lamont County	60	20
Leduc County	200	30
Lethbridge	1152	619
Mackenzie County	65	15
Macdonald Island Park	275	50
MD of Bighorn	21	2
MD of Big Lakes	50	10
MD of Foothills	200	85
MD of Pincher Creek	30	15

MD of Taber	75	15
MD of Willow Creek	45/44	22/20
Medicine Hat	100	20
Municipality of Jasper	76	46
Northern Sunrise County	60	20
Parkland County	210	50
Ponoka	31/35/45	15/25/30
Redcliff	20	6
Red Deer	200/192/25/1300	0/0/2/1500
Red Deer – Collicut Centre	11	8
Red Deer County	83	17
Red Deer- Parks	19	134
Regional Municipality of Wood Buffalo	1160	172
Special Areas Board	105/100	120/150
Starland County	25	35
Strathcona	1146	
Sturgeon County	148/1200	77/200
Town of Athabasca	53	13
Town of Bashaw	6	2
Town of Bon Accord	12	4
Town of Bonnyville	80	20
Town of Canmore	225	25
Town of Castor	12	11
Town of Chestermere	88	50
Town of Claresholm	35	5
Town of Coronation	10	17
Town of Devon	68	26
Town of Drumheller	70	20
Town of High River	200	15
Town of Hinton	135	15
Town of Innisfail	94	30
Town of Mayerthorpe	8	10
Town of Morinville	62	15
Town of Nanton	24	10
Town of Okotoks	165	100
Town of Penhold	6	5
Town of Rocky Mountain House	50	25
Town of Slave Lake	67	21
Town of Smoky Lake	10/9	5/35
Town of Stony Plain	67/100	105/30
Town of Taber	100	25
Town of Three Hills	43	4
Town of Wembley	7	

Town of Valleyview	32	20
Town of Westlock	94	11
Turner Valley	31	13
Village of Breton	4	5
Village of Consort	11	14
Village of Delia	2	4
Village of Donnelly	3	1
Village of Elnora	3	1
Village of Forestburg	7	4
Village of Gadsby	2	
Village of Hines Creek	6	2
Village of Holden	4	2
Village of Hussar	3	1
Village of Irma	2	4
Village of Marwayne	5	1
Village of Ryley	5	4
Village of Rochon Sands	3	9
Village of Vilna	2	2
Wheatland County	80/85	30/50
Wetaskiwin	149	25
Woodland County	50	13
Yellowhead County	80	30
	112	35
	47	15
	200	
	30	10
	3000	
	250	40
	9	1

Did your municipality participate in any AMHSA training courses?

Yes	119
No	29
Don't Know	3

**Comments not requested in print version*

- All the training from AMHSA has been well received.
- AMHSA always runs excellent courses and they are very reasonably priced. thanks
- AMHSA training courses are excellent.
- As required
- Attended Health & Safety Management Systems, Health & Safety Auditing, and Auditor Refresher Training courses

- *Great course trench rescue/ confined space in Smoky Lake*
- *Greatly appreciated the modified Violence in the workplace course.*
- *Have had training here at the county. Attended some with the town and have been to train the trainer courses*
- *Heavy Equipment Operator Training*
- *Mainly LSE*
- *Not that I am aware of, but I could be wrong*
- *We did not host any but I attended courses hosted by other municipalities.*
- *We had Formal Workplace Inspections this year. Wanted to have a trainer come out for cargo securement but the course was not provided after all.*

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

Comments:

- *15 responses of "yes"*
- *I believe it will - still to early to tell! It's really helped me learn and understand my role better (as the newly appointed Safety Advisor)*
- *Increased awareness of health & safety*
- *It helped to maintain our health and safety program at an acceptable level.*
- *Many years ago*
- *Reinforced what we are doing well and what areas we need to improve.*
- *The town is finally having weekly safety meetings and is starting to provide training to new hires summer staff as well as regular staff. Eg Whimis Flag training, fire extinguisher training*
- *the training continues to help us with the development and implementation of our health and safety program*
- *train the trainer very beneficial*
- *We ran MSI courses for both office and physical and had lots of good feedback and I see employees applying what they learned.*
- *will be requesting more for this fall/winter season*
- *Yes Definitely*
- *Somewhat*
- *Yes. We use AMHSA as our certifying partner, and have based our Occupational Health Safety Management Systems Manual on standards set by AMHSA and OHS.*
- *Yes we do confined spaces & the course helps our employees.*
- *Yes, Hazard Ident*
- *Yes, leadership for safety excellence, prime contractor, continue to be a part of our program*
- *Yes it is helping to point us in the right direction*
- *Yes it provided an in depth understanding to employees who were new to the Joint Health & Safety Committee*
- *Yes, Very Helpful*
- *Have scheduled training in prior years. Workloads heavy and difficult to get employee to commit to training.*
- *WHIMIS Train the trainer and Ground disturbance, as well as Municipal Audit Training, H/S Management Systems*
- *Yes the course helped our Public Works officer learn proper techniques operating equipment and how to work safely.*

- *Training is always beneficial to health & safety. Not development as our program is in place but ongoing maintenance.*
- *Gave staff a much better understanding of health & safety*
- *Yes, Secor-Refresher course was required.*
- *Confined Space-assisted Public works training*
- *Yes-two recerts and one new auditor.*
- *Yes absolutely*
- *Yes courses have been used to achieve COR and gain knowledge for staff.*
- *Yes, very much!*
- *Yes-however really struggling to create time to implement.*
- *Of course, affordable courses make it easier for us to send or host courses. Training dollars can go further*
- *Yes. We are planning more future training which we have found instrumental in assisting employees to understand basic concepts.*
- *Yes-GROUND DISTURBANCE. VERY INFORMATIVE FOR WORKERS.*
- *We had made some changes to our 2013-2014 safety training provided by AMHSA. I anticipate we will see the improvements in our 2013 internal safety audit.*

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

Comments:

- *91 responses of "Yes"*
- *3 responses of "No"*
- *Unsure*
- *Yes the quality of info provided attributed to bettering safety awareness of those attending as well as through the spin off effect*
- *Somewhat*
- *Yes, in particular it has helped our Supervisors be more aware of their responsibilities in safety*
- *It did improve their awareness.*
- *Yes, good comments from participants*
- *Yes, all Supervisors and Managers now have a basic understanding of their OHS responsibilities.*
- *Yes, Helped them understand why our program is structured the way it is*
- *Yes, very much so.*
- *Training a great reminder to work safe and knowledge for one improves knowledge for many as they pass on to others*
- *Somewhat work in progress on that topic*
- *Yes they received many valuable tips.*
- *See above*
- *Yes proven during the audit*
- *Yes, knowledge was gained and shared with other staff.*
- *Yes, and it also made them aware of the Managers commitment to our Safety Program.*
- *It has raised awareness*
- *Yes. Employees seem to look at Health and Safety in broader terms-from work to home and also beyond their individual positions.*
- *TRAINING IMPROVED SAFETY AWARENESS.*
- *Feedback received from participants has been positive.*

- *Educated on what is required in a health & safety program as well as informed of what has changed over the years and what changes might be coming.*
- *employees who participate in AMHSA's courses have a better understanding of their roles in safety - particularly the Leadership for Safety Excellence course*
- *Great course and the instructor (Brad Bruneau) was excellent!*
- *hope so. Tough to implement a change of attitude*
- *To a point, I think those that want to get something out of it will.*

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

Unaware of training	4
Too costly	6
Not relevant	6
Poor location	8
Not Enough time to attend	15
Other (please specify)	2

Comments:

- *By "too costly" m- it's not the cost of the course but the costs related to sending the employees.*
- *We should host more so not as costly + not as much time spent travelling.*
- *N/A*
- *Working on getting staff there but we are a small municipality & training budgets are not real large so we have to manage the balance*
- *Please send some information*
- *Previous CAO retired this year, very new at this position started in Feb 2013*
- *Difficult to schedule training-AMHSA is flexible-Town is difficult.*
- *No one took the time to take a course.*
- *N/A*
- *Current staff all have training*
- *New management in Public Works and time constraints with that department did not allow the opportunity to access the training! Tried hard in February and March 2013, but it did not work out. Watch out for the fall and the spring coming up though.*
- *Brought people on site to do inhouse training*

What other courses would you like AMHSA to offer your employees?

Comments:

- *I would like to see basic courses on fall protection rescue, H2S Alive for sewer and other confined spaces, and confined space rescue.*
- *Health & Safety Management Systems*
- *Incident Investigations*
- *Advanced Supervisor Training, Advanced OHS Code.*
- *Transportation of Dangerous Goods*
- *HAND SIGNALS*
- *UTV-Train the Trainer*
- *Hazard Identification for Inside worker and associated SWP's.*
- *Crane and hoist operations.*
- *Farm Tractor used in Municipal conditions is pulling pro Equipment such as mowers.*

- *Basic Hand tools-include proper use of PPE-re Grinders, Jacks, Power Saws, impact tools*
- *Hew Hire Course-all the basics-OHS, Why safety etc possibly-By computer*
- *None*
- *This is a very comprehensive listing-Congrats!*
- *NO ANSWER*
- *N/A*
- *Over head crane, Reporting of Incidents & its importance through WCB*
- *Back care*
- *Heavy Equip. safety basics*
- *No IDEAS For NEW COURSES AT THIS TIME.*
- *The courses beefing offered meet our organizational needs*
- *a course for general safety responsibilities for middle and senior management. Supervisor's role is geared more to field supervisors than middle to upper management, with a focus on OH&S act, regs, code and responsibilities and LIABILITIES.*
- *A course that instructs managers to lead by example and not by micromanagement*
- *Accident Investigation on its own with greater detail*
- *Better understanding between AMHSA Audit (reason for it) and the health and Safety program at the municipality*
- *Cannot think of any - we do not use any other trainers then AHMSA :)*
- *Chainsaw Training*
- *Contract Management Field Safety*
- *Defensive Driving-hands on training*
- *Drill legal obligations into management's heads*
- *Emergency Response Planning*
- *Emergency worker safety and driver training*
- *fall protection, Aerial Platform, H2S Alive, First Aid*
- *First Aid*
- *Full regulation Confined space and confined space rescue Overhead Crane operation Chainsaw Safety Forklift Safety*
- *GHS*
- *Good Lord - Can't think of any others. You have such a wide offering for the organization.*
- *H2S Alive and Chainsaw training*
- *Hazard Assessment: how to create, fill out properly and the importance of it. This could be aimed towards foreman and field staff*
- *How to make the safety concern more appropriate*
- *Lift Truck training*
- *Mental Health, Illness and Stress and how it affects the employees and the workplace*
- *Might be interested in some courses geared toward more senior leaders.*
- *more train the trainer courses*
- *NA*
- *NCSO Designation or equivalent, arena operators*
- *not sure*
- *not sure*
- *Online WHIMS course*
- *operator safety ---chainsaw operation and small equipment operator (ie lawn mowers, weed eaters etc*
- *Operator Safety: UTV Rider*
- *Over Head Crane, Forklift*
- *Personal Responsibility for Workplace Health & Safety aimed at employees*

- picker truck
- professional driver's improvement course, UTV
- Root Cause Analysis. More in-depth training than the half day incident investigation.
- Safe Work Procedure Development
- TDG
- The confined space is in a classroom setting - all of our Public Works staff have expressed a desire to have someone come out and actually do an hands on confined space course (the same with defensive driving).
- The course selection is good, but for some courses we don't have enough people to host a course and they aren't offered very often (prime contractor, ground disturbance, confined space) it would be nice if there were more courses put on by AMHSA at their Calgary office.
- TRAINING SAFETY OFFICER BECAUSE MOST DO NOT KNOW ANYTHING
- Transportation of Dangerous Goods
- Vac Truck Operator Safety
- Vehicle Inspections and Documentation Trailer Hook ups and inspections.
- We usually arrange through AMHSA to hold Supervisors Role, Incident Investigation, Formal workplace inspections, Defensive Driving, Hazard Assessment, MSI prevention for office and physically demanding, Prime Contractor and OHS act reg and code
- WHMIS online

Are you aware of these AMHSA Training Certification Programs?

	Yes	No
Recognized Municipal Health and Safety Advisor	102	38
Municipal Supervisor in Health and Safety	102	38
Municipal Joint Health and Safety Committee Representative	105	36

Comments:

- *as per answer on question 6, would like to get my safety advisor finished up but the course i need are rarely offered. will look into the supervisor certificates as well. really appreciate these certificates. only would like to see global ground disturbance and confined space accepted as well.*
- *Comments*
- *due to the size of the municipality, it isn't practical to attend courses for certifications*
- *Have taken all*
- *I am an RMHSA*
- *I hold all three, it would be great if any/some would be recognized by other associations and also the U of C for credit towards some safety courses.*
- *one of the Auditors*
- *THEY SHOULD BE MANDATORY FOR SAFETY PERSONEL WITH ANNUAL C.E.U'S NEEDED*

** Comments not requested in print version*

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

	Yes	No
Recognized Municipal Health and Safety Advisor	15	33
Municipal Supervisor in Health and Safety	13	35
Municipal Joint Health and Safety Committee Representative	14	34

Comments:

- *Did not know about them*
- *Difficult to get staff to commit to H&S training. Employer needs to reduce workload for one position and include it as part of current position. Has been discussed within organization but not yet happened.*
- *I am a recognized Municipal Health and Safety Advisor*
- *I believe one of my staff has achieved all three (Darren Price)*
- *I don't know*
- *I have no clue if any has*
- *I started to take the certification, and have taken all courses, but not within the time frame necessary. Some of the courses I have had several times- it has been too difficult to take them all within the time frame, so far- kind of made me lose interest.*
- *I would be interested in achieving these certifications*
- *Likely due to lack of awareness of programs*
- *Not sure*
- *Not to the best of my knowledge... at this time*
- *Not yet - just learned of this recently*
- *Unsure*
- *Unsure if anyone has expressed a desire to achieve any of these certificates.*
- *Where's the not sure circle.*
- *Work in progress. Attitudes are slow to change .hope to work toward C O R E certification.*

** Comments not requested in print version*

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

Yes	98
No	39

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

Yes	89
No	6
Working towards COR	13

If no, do you need help with the process?

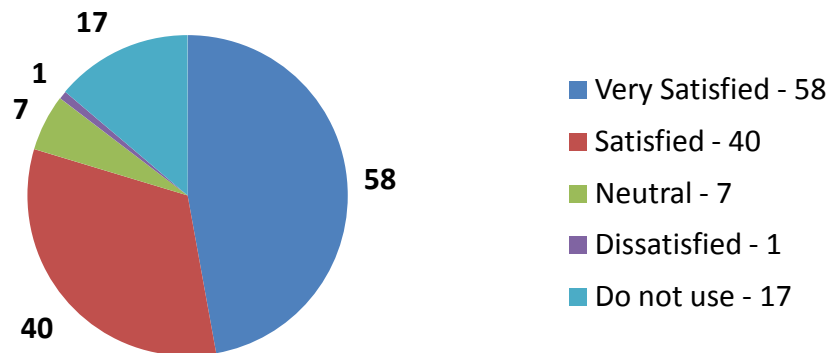
Yes	2
Not interested	8

Comments:

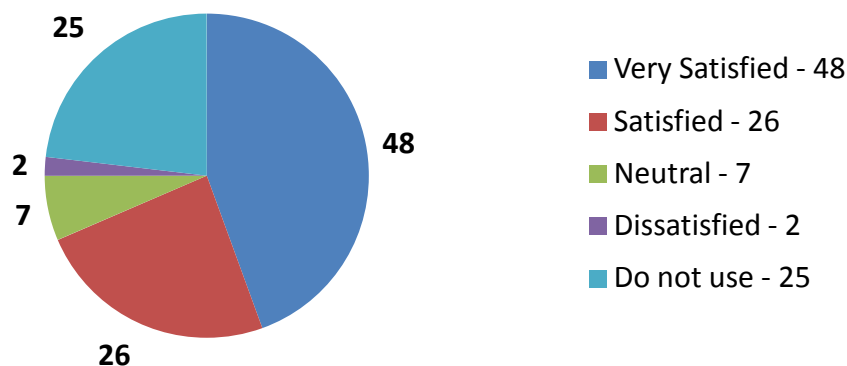
- *Not large enough/lack of time*
- *Not at this time*

Please rate your overall satisfaction with the customer service received from AMHSA

North Office



South Office



Are there ways you felt we exceeded your expectations or areas where improvement is needed?

Comments:

- *Have not used, other than to register for the odd course*
- *Don't change anything. You're doing great.*
- *Good assistance with Audits & courses.*
- *Have not used this service yet*
- *EXCEEDED: FAST RESPONSE TIME HELPFUL*
- *IMPROVEMENT: ONLINE COURSES FLEXIBLE FORMAT*
- *Town is working on which courses to schedule for fall of 2013.*
- *Always helpful, patient and resourceful. Very friendly too!*
- *Distance to & availability of courses could be improved although we understand a certain number of people are required to hold courses.*
- *Thank you for more Training opportunities in our area. (east-central AB)*
- *Very good @ responding to emails & other inquiries! Good job*
- *Course offerings are slim I would like to get the courses promoted more so more courses are offered.*
- *Great service and advice*

- *Communication about events/courses is excellent.*
- *Staff is always pleasant and helpful*
- *Training offered in the "North" should be held in the north....for example Peace River or Grande Prairie*
- *Thank you to Shannon for Audit-related support and assistance. - Find opportunities to support peer auditors by educating/informing municipal executive/senior management teams on how rigorous and time consuming the Audit process is for peer auditors. Purpose would be to increase their (sr.mgmt) awareness.*
- *A good job on audit program evaluations, assessments etc.*
- *All of the courses we have taken were great with the exception of Load Securement. it was also the only course with no evaluation form. More hands on training or pictures of loads properly secured would have benefitted the county employees.*
- *All staff are always pleasant when I speak to them on the phone.*
- *Always very helpful and very flexible to our special training requests.*
- *Always very helpful with any questions we may have. Go out of your way to help us.*
- *Are there ways you felt we exceeded your expectations or areas where improvement is needed?*
- *Courses were very well prepared and instructors very knowledgeable*
- *Customer service is amazing.*
- *Everyone responds within a reasonable time and always get an answer to whatever i am looking for. great service*
- *Extra assistance for Audit reviewers during the fall, so the results come back earlier. More fair number of auditors required for large organizations where the number of auditors according to a formula may not be enough.*
- *have always accommodated us for courses conducted on site.*
- *How to get information out of the book which is meaningful*
- *I am a new employee and would like to be more aware of safety conferences and services offered. Also, would like to see legislation change notifications on a quick link on the website home page.*
- *I am always thoroughly impressed with the service provided by AMHSA. Booking a course is always made easy by Susan and the courses are very well taught by the likes of Tina, Rick etc. All the instructors that we have had are a wealth of knowledge and are willing to go the extra mile for us. We are very lucky to have a certifying partner like AMHSA. Thank you all*
- *I have no clue what group this is.*
- *Improvement on the COR training. It needs to be longer we zoomed through it and it doesn't seem like we got enough information out of it to do a COR audit. Yes you can't do an external right out of it which is good but it is hard to even think about doing a COR by yourself even if it is internal.*
- *more course availability*
- *Not today, but I know how to find you when I do*
- *Prompt, prompt, prompt responses to any concerns! Bravo as always.*
- *Providing in house training is very good.*
- *Response to training needs, by that I mean supplying qualified instructors.*
- *Responses to requests and questions are always very prompt.*
- *sending us the course evaluations - it is nice to get employee feedback on a course without having to track them all down*
- *Service has been great!!!!*
- *Shannon and all staff are always great to work with.*
- *Staff are always polite and courteous and willing to assist with all requests*

- *Thank your staff from South office who came and made a presentation to council and staff*
- *The customer service, shared knowledge and enthusiasm from Tina Moroney has been invaluable in taking the MD's safety program to new heights. Her willingness and understanding to assist in presenting information tailored to our MD has been a critical component! We are hoping to jointly present the MD's new safety manual along with a version of the supervisor's role to middle and senior management (one full day). Her suggestions and shared information was a key factor in restructuring the safety dept within the MD. Thanks to AMHSA for letting her assist us and create projects to fit our needs. Keep up the great work!*
- *The speed of responses from any of the AMHSA employees is excellent. During our recent catastrophe Susanne's compassion and willingness to help/reschedule were very much appreciated.*
- *They provide courses available for both North and South*
- *training courses, training info and materials, assistance by AMHSA staff for our staff*
- *Usually request WHMIS course workbooks late and staff have got them out to me on time.*
- *Very helpful with questions regarding both internal and external auditing; love the networking through NASC and SASC.*
- *Very knowledgeable with great service to all of our inquires.*
- *Yes the handouts at the A.G.M. and regional meetings are stellar!*
- *You are excellent at trying to help members and in scheduling courses.*
- *You guys are doing a great job with your selection of instructors.*
- *Your instructors are very professional and easy to work with, they provide good business.*

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

Comments:

- *More training courses in South*
- *I would suggest that the Audit system be adjusted to include inspecting for informal hazard assessments, currently during an audit we only look at Formal H.A.*
- *Try and have more courses in Grande Prairie, it is closer for people living in the North*
- *None, good choice of course offerings*
- *No*
- *Improve more communication about where AMHSA is going strategically, and what role AMHSA has provincially. What are the current initiatives strategically of the organization?*
- *Create awareness of what you offer.*
- *Very satisfied*
- *ONLINE COURSES*
- *I would like to see more train the trainer courses*
- *Less mail to CAO*
- *No*
- *No*
- *It can be a dry subject so quality of instructors is very important & Quality of information ie: up to date videos & handouts.*
- *Promoting hosting courses ensure ppl know that the minimum attendance is staff of municipality or overall attendance. I believe this decreases the # of courses people want to host.*
- *None: Happy with the job being done by AMSHA.*

- *More on line training for some courses that are book only. Like WHMIS. Self study as well.*
- *Would like to see more online or teleconference training, especially with Alberta's crazy winters.*
- *NO SUGGESTIONS.*
- *There seems to be difficulty amongst many municipalities as to how to gain interest in becoming certified as an auditor Is there anything AMHSA can do to assist employers such as recommend initiatives, etc. The city of MH currently has 5 auditors- 4 of which have indicate they will not recertify aft the 2013 audit.*
- *Standardize the required OHS forms for municipalities so that peer auditors are looking at the same format in all municipalities - for consistency of review and scoring. - Allow for electronic submission of the entire Audit submission if not already done*
- *3 level tier system for workplace violence a) 90 min (file clerks etc) b) 1/2 day (receptionist, tax clerks etc) c) full day - Protective Services etc Middle/Senior management responsibilities and liabilities course. Wildlife awareness course also a page with as many of the safety links that you can locate and a brief description of what they are and samples of safety manuals' content, SOPs etc.*
- *Don't teach so your covered teach so we can use the information.*
- *Due to travel distances more online training would be nice.*
- *Get some information out about yourself*
- *Hire more staff in Edmonton north area.*
- *I believe your products and services are good, and am happy that you work towards bettering and simplifying the work sheets for Auditors each year.*
- *I found it was sometimes difficult to get in touch with some people and it took awhile for them to get back to me. Also seem to be redirected with questions I have. "You should call the other office for that. Here is there number."*
- *I like the idea of the "discussions" section on your website, however, I think this has been under utilized.*
- *I would like to see the auditors course offered 2 months before the Nov 15 deadline for audit completion*
- *I'm working on my H & S Advisor certificate. It is sometimes difficult to get the courses.*
- *Increase Incident Investigation training to a level between what you have and high end training (Taproot)*
- *It has been a while since taking the WHMIS train the trainer course. Are there any updates to the material? When /IS the Globally Harmonized Standard for MSDS sheets still in the works? et cetra*
- *It would be nice if some of the courses ran more often*
- *It's all good no issues!*
- *Just make sure courses are up to date.*
- *Keep up the good work*
- *more courses in fort mcmurray, or online*
- *More in depth training but other than that good stuff.*
- *More on-line training courses would be great for when you just can't schedule time.*
- *More opportunities to attend the training at a centralized location in the north, north-central part of the province.*
- *NA*
- *no*
- *No very happy.*
- *None at this time*
- *None that I can think of.*
- *Not today, but I know how to find you when I do*

- *please review the audit questions....some of them are tough to explain or to understand for both the auditor and the interviewee I don't have an example right now, but felt that way and received that feedback when I was doing my audit. Sometimes its the wording, sometimes the contents.*
- *PUSH GOVERNMENT FOR MANDATORY LEGISLATION ON TRAINING FOR SAFETY OFFICERS JUST LIKE ENVIROMENT DOES*
- *refer to question 6/7 in regards to certain courses either offered more or use equivalentents to become certified*
- *The Audit Tool needs to be changed so that the questions are worded better*
- *The office seems to be understaffed and while everyone is very helpful when you talk to them, it sometimes seems quite slow.*
- *Very interested in improvements in contractor management and having a coordinated approach across municipalities would be helpful.*
- *Would like AMHSA to have software that guides and monitors the process of all employees and their required training to keep everyone up to date for audit and COR. AMHSA should change the process in audits and have it more streamline with more online training process.*

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

Comments:

- *18 responses of "Training"*
- *health & safety support*
- *I read your bulletin and use parts of it at our safety meetings. We would like to utilize more of your services but are short on time and money.*
- *Audit and training courses and support.*
- *Safety Auditors*
- *Courses*
- *AMHSA NEWSLETTTER. TRAINING COURSES.*
- *Training.*
- *The onsite training and website*
- *N/A*
- *Courses when offered in our area*
- *All-one contact location for information*
- *CONNECTING WITH OTHER ORGANIZATIONS*
- *Accessibility-Shannon gets back to me on enquiries quickly and is very helpful.*
- *Posting of information such as SWP of other municipalities.*
- *Audit assistance*
- *Courses and assistance with audit process*
- *Email news info*
- *Operating and working alone courses*
- *Newsletter keeps us current even if we are unable to get out to courses.*
- *N/A*
- *For Implementation of Health & Safety Systems-guidance on internal audit/supplying forms/providing template online*
- *Auditor information*
- *None*

- *Courses cheap & effective. Not like some courses which are very expensive but effective*
- *Courses,*
- *Safety Audit*
- *The training courses available for the employees to take and the offers from other municipalities to join their training*
- *Training/information*
- *Courses*
- *TRAINING, AUDIT INFORMATION*
- *Assistance in auditing-offering clarification & coaching as required.*
- *Training initiatives have been modified to better meet the needs of our organization. Appreciate Brad's willingness to assist us by following our SMS & utilizing the associated forms for training purposes.*
- *The training courses and newsletter*
- *We are trying to get PIR/COR started*
- *Affordable cost*
- *affordable training, peer auditing, amhsa support when needed*
- *All*
- *AMHSA service overall is very well done, and the commitment shown by its employees is a great reflection of this organization.*
- *audit tool*
- *Auditing and training*
- *Auditor courses.*
- *auditor municipal training*
- *Auditor training, Auditor certification, Audit review, training courses for various employees.*
- *Being able to call with questions and receive "workable" solutions. Being available during/after a serious incident or fatality - (many do not know about this)*
- *Cheap courses.*
- *COR audit training, program review and assessments of external audits.*
- *Courses*
- *Course*
- *Courses, One on one coaching*
- *Courses, Training,*
- *Courses; information found on the AMHSA website (e.g. safe work procedures, safety manual forms, etc.)*
- *Help with the audit and the professionals/instructors we can contact when we require information.*
- *I have no clue what you are involved in*
- *In house services.*
- *in house training.*
- *Knowledgeable instructors, and great customer service dealing with AMHSA*
- *Knowledge of staff that work in both offices.*
- *Monthly newsletters.*
- *Newsletters*

- *On site courses and library, however we have not used it much lately.*
- *on site training competitive rates*
- *Peer audit- courses and information.*
- *Pir Audit and Training*
- *safe operations of large equipment*
- *the course offerings that are available and our ability to organize them as required - very flexible*
- *The courses. They are offered at a great price and use very knowledgeable instructors.*
- *the ease of arranging training and great customer service - everyone is really helpful*
- *The expertise available when safety-related questions arise; the cost-effective training opportunities; people with a passion for safety!*
- *The opportunity to have a problem, issue, question, etc. discussed among peers by allowing conversations to happen through e-mails. Also utilize the supplies for safety training EVERY year!*
- *The training courses that are offered*
- *Training Audit Assistance*
- *Training & info sharing between municipalities*
- *Training courses are great - unlike anything else offered*
- *Training courses at a reduced rate*
- *training info and training courses*
- *Using the training videos*
- *WE appreciate the knowledge and experience from the instructors coming to the property.*
- *We have used the video lending library and your training services.*
- *What AMHSA services does your municipality utilize/appreciate the most?*
- *WHMIS I'm Sure but others may beg to differ.*

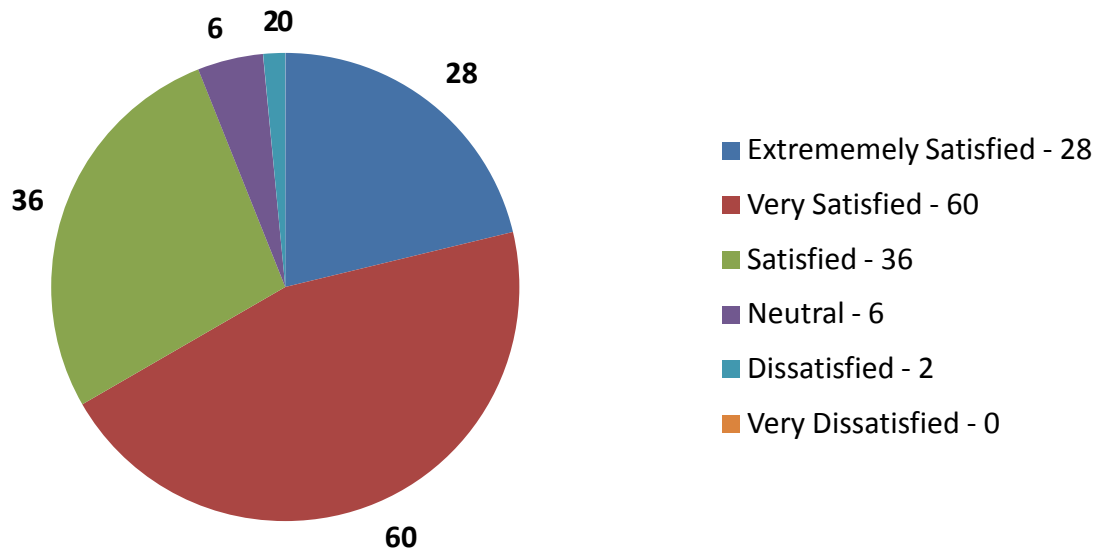
Do you use any of the following forms of social media for work-related communication?

LinkedIn	35
Facebook	55
Twitter	31
No	9

If you would like to receive invitations and agendas, etc. by email for any of the following groups, please indicate below:

	Yes	No	I am already subscribed
NASC (Northern Alberta Safety Council)	42	13	25
SASC (Southern Alberta Safety Council)	38	13	15
ACSC (Alberta Cities Safety Council)	35	17	7

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



Comments:

- *I would probably rate this differently if we used the services more.*
- *Don't know how you could improve unless courses were free! LOL But really, they are very affordable at the current costs in comparison to other external training.*
- *I have no clue what you are involved in so I can have no opinion*

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