



2016 Business Plan

AMHSA

Alberta Municipal Health and Safety Association



VISION

To be the recognized leader of municipal safety excellence and an innovative provider of education programs.

MISSION

Promoting quality health and safety management systems by delivering excellent customer focused safety education and consultation services.

GOALS

- 1. Provide 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 about government occupational health and safety legislation and policies which impact Alberta municipalities and associate members.*
- 4. Act as Certifying Partner in the Partnerships in Injury Reduction (PIR) program in cooperation with Workers' Compensation Board – Alberta and Jobs, Skills, Training, and Labour – Partnerships.*

MANDATE

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

Table of Contents

Organizational Structure	1
Alberta Municipalities	1
Board of Directors	1
Association Staff	2
2016 Association Structure	2
WCB Premium Rates (2011 - 2015)	3
2016 WCB Grant Levy	3
2015 Objectives: Status Update	4
2016 Objectives	16
2016 Operating Budget	20
Administration	21
Stakeholder Support	21
 Appendices	
A. Acronyms	22
B. Training Participants	23
C. 2015 Financial Reports	25
D. WCB Loss Claims Report – Safety Association Synopsis	29
E. 2015 Membership Survey	33

ORGANIZATIONAL STRUCTURE

Alberta Municipalities

Counties and Municipal Districts (MDs)	Cities	Towns	Villages	Summer Villages	Specialized Municipalities
65 (64+1*)	17	109	93	51	5

There are 339 regular members which correspond to approximately 60,100 municipal workers in Alberta.

* *Special Areas*

AMHSA Board of Directors

Executive

Dr. Mircea Fagarasanu	City of Edmonton	Chair
Sharon Young	City of Calgary	Vice-Chair
Mark Langlois	CUPE Local 37	Secretary/Treasurer

Directors

George Wybenga	AWWOA
Jeremy Wickson	AMSA (Municipal District of Taber)
Christine Beveridge	LGAA (Sturgeon County)
Carolyn Kolebaba	AAMD&C
Rhonda deVos	Other City – Employer (City of Leduc)
Charlie Cutforth	ARMAA (County of Ponoka)
Lorne Jacobsen	CUPE Local 30 (City of Edmonton)
Maryann Chichak	AUMA (Town of Whitecourt)
Neil Riley	Other City – Worker (City of Spruce Grove)
Paul Cardiff	CUPE 38 (City of Calgary)
VACANT	CSU 52

2015 ASSOCIATION STAFF

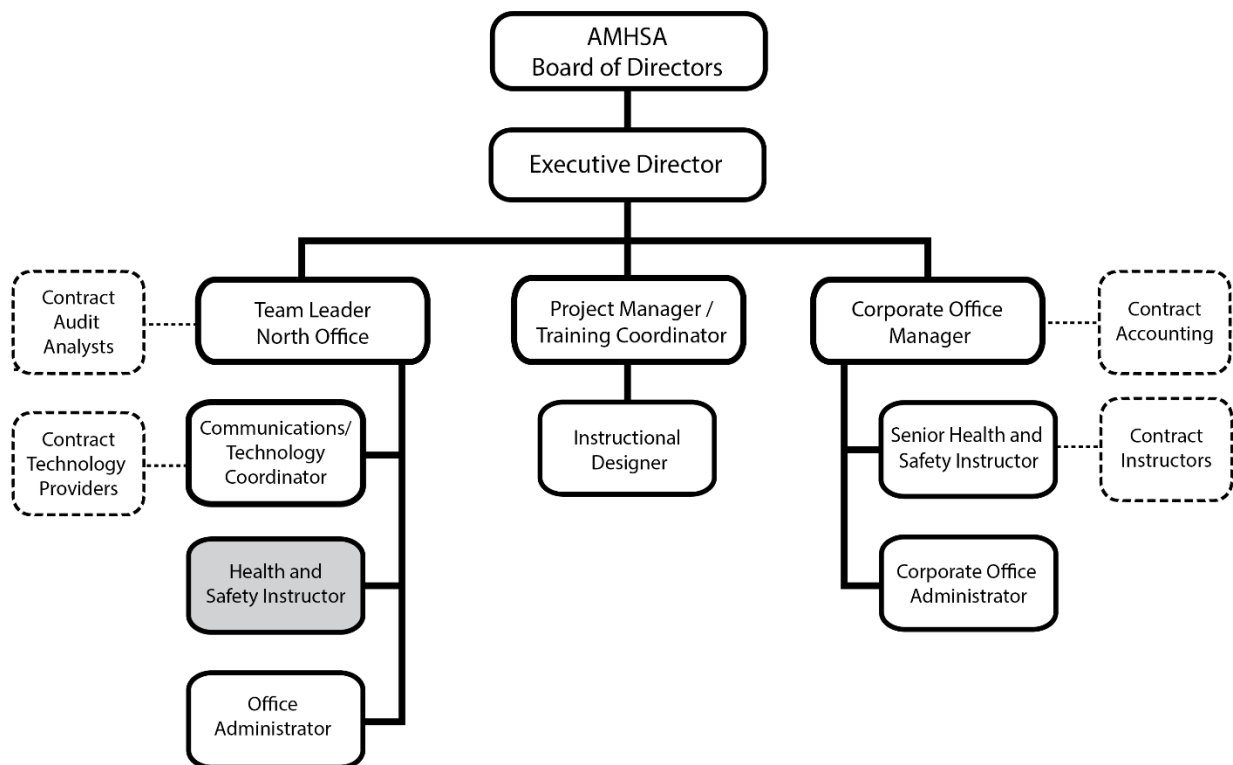
Jim Moroney
Shannon Thomas
Arnold Villanueva
Tina Moroney
Morgan Connell
Krystal McDowell
Tasha Levesque
Eric Dickeson
Carla Smith
Jennyfer Harms

Executive Director
Team Leader
Corporate Office Manager
Senior Safety Trainer
Project Manager
Communications/Technical Coordinator
Instructional Designer
Corporate Office Administrator
Administrative Assistant
COR/Special Projects Assistant (until May)

Plus contract Accountant/Bookkeeper, Instructors, and Audit QA Analysts

2016 ASSOCIATION STRUCTURE

It is anticipated that a staff instructor will be hired for the Sherwood Park office early in 2016.



WCB Premium Rates (2011 – 2015)

	2011	2012	2013	2014	2015
Cities	\$1.26	\$1.33	\$1.20	\$1.14	\$1.14
Towns	\$1.27	\$1.34	\$1.20	\$1.14	\$1.14
Villages	\$1.27	\$1.34	\$1.20	\$1.14	\$1.14
MDs and Counties	\$1.27	\$1.37	\$1.21	\$1.07	\$1.07
Provincial Average Premium Rate	\$1.22	\$1.22	\$1.22	\$1.03	\$0.97

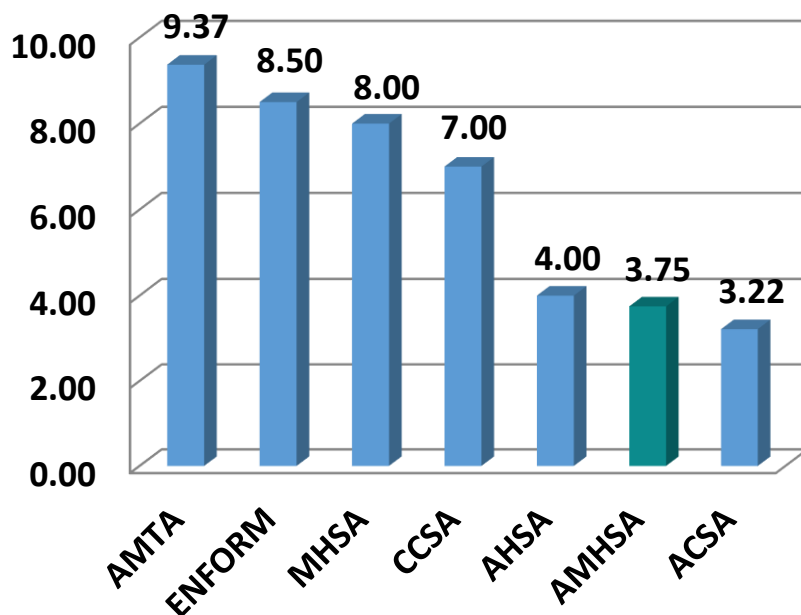
All rates are per \$100 of insurable earnings.

The premium rates for 2016 were not available at the time of this business plan's development.

2016 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¢ per \$100 of payroll for all municipalities.

It is estimated that AMHSA will have the second-lowest WCB levy of all funded safety associations in 2016.



AMTA: Alberta Motor Transport Association

ENFORM: Petroleum

MHSA: Manufacturers Health and Safety Association

CCSA: Continuing Care Safety Association

AHSA: Alberta Hospitality Safety Association

ACSA: Alberta Construction Safety Association

2015 Objectives: Status Update

GOAL #1: Provide cost-effective training and education services in the prevention of occupational injuries and disease.

1. Course Offerings	Status	Comments
1.1	Ongoing	Training is available at AMHSA locations and on-site by request. Course offerings are advertised frequently through various communication channels such as the AMHSA catalogue, social media, bi-weekly training updates, and the monthly e-newsletter. 2 Day Training Courses: • <i>Leadership for Safety Excellence</i> • <i>Health and Safety Management Systems</i> • <i>Health and Safety Auditing</i> 1/2 Day Training Courses: • <i>Confined Space Entry</i> • <i>Cargo Securement</i> • <i>Flag Person: General</i> • <i>Formal Workplace Inspections</i> • <i>Hazard Identification, Assessment, and Control</i> 1 Day Training Courses: • <i>Audit Refresher</i> • <i>Cargo Securement</i> • <i>Defensive Driving</i> • <i>Fall Protection</i> • <i>Ground Disturbance, Trenching and Excavation Safety</i> • <i>Health and Safety Management Systems and Auditing – Small Employer (SECOR)</i> • <i>Prime Contractor</i> • <i>Professional Driver Improvement</i> • <i>Workplace Violence Prevention</i> Operator Training Courses: • <i>ATV</i> • <i>Backhoe/Loader</i> • <i>Front End Loader</i> • <i>Plow Truck Sander</i> • <i>Road Grader</i> • <i>Skid Steer</i> Train-the-Trainer Courses: • <i>Flag Person</i> • <i>Orientation</i> • <i>WHMIS</i>

1. Course Offerings		Status	Comments
1.2	Develop customized training programs and support offerings when sufficient training levels are anticipated.	Ongoing	AMHSA has continued to develop customized training programs for several organizations (e.g., the cities of Edmonton, Calgary, and Lethbridge; Edmonton Police Services; the Federation of Alberta Gas Co-ops; and AWWOA). AMHSA has supports these efforts by coordinating and scheduling instructors, developing and printing materials, and advertising open offerings.
1.3	Deliver on-site training courses as requested.	Ongoing	As of July 31, 2015, over 370 courses have been scheduled with approximately 4,100 participants. During the same time period in 2014, 430 courses were scheduled with 4,097 participants. In addition to on-site training, in-house trainers have trained the following number of participants: 497 <i>Flag Persons</i>, 1,189 <i>WHMIS</i> and 160 <i>Cargo Securement</i>. During the same time period last year there were 235 <i>Flag Persons</i>, and 1,370 <i>WHMIS</i>. Some on-site training is open to participants from outside municipalities and many members have booked on-site training that is only available to internal employees.
1.4	Schedule specific courses twice a year in the north and south (<i>Leadership for Safety Excellence, Health and Safety Management Systems, Health and Safety Auditing, Audit Refresher, and SECOR</i>).	Ongoing	<i>Health and Safety Management Systems, Auditing, and Audit Refresher</i> have been offered in the north and south once this year with over 90 participants attending (37 in the south and 53 in the north). There have been no requests for the SECOR course in 2015. All courses have been scheduled for the fall in both the northern and southern regions of the province.
1.5	Promote AMHSA's certificate programs and offer specific courses to assist students in completing these programs.	Ongoing	AMHSA's certificate programs were promoted in the September Municipal Safety Newsletter as well as on Facebook and the Association's website. Certification programs were also promoted during safety council meetings.
1.6	Strive to keep the number of cancelled courses below 3%.	Ongoing	Only 1.6% (6 of 374 courses) have been cancelled to date in 2015. Major reasons for course cancellation include poor weather conditions and instructor illnesses.
1.7	Offer pilot sessions - <i>MSD Prevention Workshop for Supervisors</i> .	In Planning	This session will be scheduled for the fall of 2015.
1.8	Offer pilot sessions - <i>Fatigue Management Strategies for Employees</i> .	In Planning	Session planning has begun, with staff awaiting quotes from presenters/subject matter experts. Delivery is expected in late 2015. A fatigue-related information session was presented at the joint Southern and Northern Alberta Safety Council in Red Deer in January which was well received by the members in attendance.

1. Course Offerings		Status	Comments
1.9	Offer the WCB's <i>Return to Work</i> seminar for municipalities in several locations across the province.	In Progress	The seminar has been offered in the spring in the north and south. Will be offered again in the fall.
1.10	Research and develop a course on the new global harmonization system (also referred to as WHMIS 2015).	Complete and In Progress	WHMIS 2015 (GHS) is now offered by AMHSA as an online course. The classroom version of the course, along with self-study guides and pocket books, are anticipated to be available in late 2015.
1.11	Update courses to include the changes in the new OH&S Code.	In Planning	AMHSA will begin work on updating courses as soon as the updated Code comes into effect.



Alberta Cities Safety Council Meeting Participants (July 8, 2015, Red Deer)

2. Course Offerings – Online		Status	Comments
2.1	Continue to offer online courses to members, associate members, and non-members.	Ongoing	AMHSA continues to offer the following online courses: • <i>Accident/Incident Investigation*</i> • <i>Aerial and Scissor Lifts</i> • <i>Air Brakes Study Guide</i> • <i>Leadership for Safety Excellence*</i> • <i>Articulated Boom</i> • <i>Asbestos Awareness</i> • <i>Backing Safety Fundamentals</i> • <i>Basic Rigger</i> • <i>Bear Awareness</i> • <i>Boom Truck Awareness</i> • <i>Cargo Securement for Flatbeds</i> • <i>Cargo Securement for Dry Vans</i> • <i>Chainsaw Safety</i> • <i>Compressed Gas Cylinders</i> • <i>Confined Space Entry and Monitoring</i> • <i>Crane Safety – Overhead Cranes</i> • <i>Daily Trip Inspections</i> • <i>Defensive Driving</i> • <i>Defensive Driving – 3 Demerit Reduction</i> • <i>Defensive Driving Fundamentals</i> • <i>Fall Protection</i> • <i>Fatigue Management For Supervisors</i> • <i>Firefighting and Fire Extinguisher Safety</i> • <i>First Aid Basics</i> • <i>Forklift Training – Counterbalanced</i> • <i>Formal Workplace Inspections*</i> • <i>Ground Disturbance for Supervisors 201</i> • <i>Harassment Prevention Training</i> • <i>Hazard Identification, Assessment, and Control*</i> • <i>Heat Stress</i> • <i>Ladder Safety</i> • <i>Lockout/Tag Out In the Workplace</i> • <i>Overhead and Gantry Crane Safety</i> • <i>Radio Communications</i> • <i>Safe Slinging and Rigging</i> • <i>Supervisor's Role*</i> • <i>Transportation of Dangerous Goods</i> • <i>Vehicle Mounted Aerial Lift – Bucket Trucks</i> • <i>WHMIS</i> • <i>WHMIS and TDG</i> • <i>WHMIS 2015 – Global Harmonization System</i> • <i>Winter Driving Fundamentals</i> Most popular to August 31, 2015: • <i>LSE*: 154</i> • <i>Hazard ID*: 85</i> • <i>Backing Safety: 59</i> • <i>Defensive Driving: 42</i> • <i>WHMIS: 34</i> * AMHSA-produced courses
2.2	Promote online course offerings.	Ongoing	Online courses are promoted through the catalogue and are highlighted on the homepage of the website and through AMHSA's Facebook page. They are also promoted at member meetings, in the monthly newsletters, and in bi-weekly training updates.
2.3	Survey members about other online course offerings they would utilize.	Completed	The annual membership survey, distributed in May, included a question on additional online course offerings. Responses included <i>Audit Refresher, JHSC, Flag Person, MSI Prevention, OHS Legislation, Ground Disturbance, Prime Contractor, and Slip/Trip/Fall.</i>

2. Course Offerings – Online		Status	Comments
2.4	Develop online training programs.	In Progress	Our LSE course was launched in 2015 and is priced at \$100. There are several courses presently under development including <i>LSE for Managers (Manager's Role; Accident/Incident Investigations; Hazard Identification, Assessment, and Control; and Workplace Inspections)</i>. Other courses presently in development include: • <i>Dog Bite Avoidance</i> • <i>Behaviour-Based Safety</i> • <i>Incident Command System</i> • <i>Pool Safe (Developed in conjunction with the British Columbia Municipal Safety Association)</i> In the queue: • <i>Working Alone</i> • <i>Workplace Violence</i> • <i>Prime Contractor</i> • <i>Mental Health First Aid</i> • <i>Musculoskeletal Disorders</i>
2.5	Make existing online training programs available.	Ongoing	AMHSA has added a number of new courses in 2015 and these are included in the list referenced in 2.1.
2. Course Offerings – Online: Special Projects			
2.6	Develop new online courses per the 2013 WCB special dividends grant application.	In Progress	<i>Supervisor's Role, Formal Workplace Inspections, Incident Investigation, and Hazard Identification and Control</i> were created as part of the LSE course. The City of Edmonton provided AMHSA with some courses that may go online but priorities shifted to focus on <i>LSE for Managers</i> . As indicated in 2.4 there are a number of courses presently under development.
2.7	Develop new course materials to address the impact of Global Harmonization on WHMIS and TDG.	In Progress	At the time of this report AMHSA has been in discussion with a company that is designing new course materials. The goal is to have materials to address both WHMIS and TDG. It's anticipated that an agreement will be reached by the end of fall 2015.
2.8	Develop a set of <i>Incident Command System</i> courses.	In Progress	An ICS program is currently in development. Testing is underway with a fully completed program anticipated for late 2015.



FATIGUE MANAGEMENT (SUPERVISORS)

\$69.95 + GST

Online at www.amhsa.net



NEW! DOG BITE PREVENTION

Online training at www.amhsa.net



Paws up for **BEAR AWARENESS**

available online at www.amhsa.net

3. Course Materials		Status	Comments
3.1	Continue to revise and update existing training programs, including print materials, videos, and exams.	Ongoing	Materials are continually revised to include new statistics, information, and graphics. The most significant change to materials this year has been the <i>Workplace Violence</i> course which now includes optional modules and the new Instructor's Guide.
3.2	Use professional printing services for course materials.	Ongoing	The Association continues to utilize the services of Ion Print Solutions and Makeda for course materials. 'Green' options for materials, which include supplying downloadable PDF manuals, are being explored for a potential pilot program.
3.3	Review videos that are used in AMHSA courses to ensure quality, relevancy, and applicability.	Complete	This was completed in August 2015. Videos have also been numerically filed and inventories have been updated.

4. Trainers		Status	Comments
4.1	Ensure qualified, quality contract trainers are utilized, including those certified through Alberta Safety Council (<i>Defensive Driving</i> and <i>ATV Rider Safety</i>) and Ives (<i>Heavy Equipment Operator</i> courses).	Complete	AMHSA has continued to use qualified, experienced instructors. AMHSA requires instructors for courses that involve the operation of heavy equipment or motorized vehicles to have all applicable certifications.
4.2	Keep instructors up-to-date regarding AMHSA policies (e.g., billing, insurance, expectations) and current course materials.	Complete	Instructor meetings were held in Calgary and Edmonton in the spring of 2015. All existing contracts were reviewed and contracts were also established for new instructors.
4.3	Conduct quality assurance on, and performance reviews of, instructors per established policy (2014).	Ongoing	To date, AMHSA has completed five quality assurance processes (observations of in-class instruction) on the most popular instructors. New instructors have also been carefully observed as part of plan to coach new instructors to meet AMHSA's expectations.

GOAL #2: Promote effective health and safety management to Alberta municipalities, associate members, and others.

5. Communication		Status	Comments
5.1	Promote the Association's services and resources through: - the catalogue - brochure - website - trade fairs - newsletters - advertisements - safety council meetings - social media	Ongoing	The staff have participated in numerous trade shows including the Alberta Association of Community Peace Officers, Alberta Waste and Water Operator Association, Alberta Association of Municipal Districts and Counties, Local Government Administration Association, Alberta Association Recreation Facilities Personnel, Western Conference on Safety, and the Alberta Rural Municipal Administrators Association. AMHSA has also participated in safety council meetings (Cities, North, and South) in order to provide updates and has used LinkedIn and Facebook to promote services and resources for members. Monthly newsletters highlight upcoming events of interest and bi-weekly north and south emails promote upcoming courses to safety coordinators who opt-into the service. The catalogue and website were updated at the beginning of the year.
5.2	Highlight resources, new courses, and events using the homepage banner.	Ongoing	Website banners to date, in 2015, have highlighted events and topics of interest including auditor updates, safety council meetings, fall auditor training, and WHMIS 2015.
5.3	Hold promotional events – e.g., seminars or 'courses of the month,.	Planning	This is anticipated to be part of the planning for fall and winter. AMHSA is working with the RUSA Conference to deliver special seminars geared towards municipalities (e.g., Chemical Hazards in the Workplace and Cargo Securement).

6. Small Employers		Status	Comments
6.1	Inform and educate smaller municipalities about health and safety management systems, and about services and resources available to small employers.	Ongoing	All inquiries from small employers have been addressed. Support is provided for members and associate members, information is provided about PIR and SECOR, and guidance is given as they develop their health and safety management systems.
6.2	Increase focus on smaller municipalities: promote health and safety training, act as a Certifying Partner, and support networking opportunities.	Ongoing	A small employer strategic plan included the delivery of training programs in 2014. A revision to the plan to provide existing, potential, and new small municipalities with more support was devised in 2015. The plan largely hinges on the allocation of existing resources.
6.3	Explore financial incentives to support smaller municipalities in building their health and safety management systems.	Ongoing	AMHSA is presently awaiting staffing to develop the financial planning to support these initiatives. The completion of this plan is anticipated to be in late 2015.



Northern Alberta Safety Council Meeting Participants (August 5, 2015 Parkland County)

7. Member Networking		Status	Comments
7.1	Coordinate and participate in the Northern Alberta Safety Council (NASC), Southern Alberta Safety Council (SASC), and the Alberta Cities Safety Council.	Ongoing	A joint meeting of the southern and northern councils was held in January (hosted by Red Deer County). The Cities council met in July (hosted by St. Albert), the northern council met in August (hosted by Parkland County) and the southern council meeting took place in September (hosted by the Town of High River).
7.2	Coordinate any member-requested committees.	N/A	AMHSA has not received any member requests for additional committees in 2015.
7.3	Grow the network of volunteer safety advisor members and continue to respond to requests for support and information from members.	In Progress	The invitation to participate will be extended to additional safety coordinators at the joint southern and northern safety council meeting in January 2016.
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).	Ongoing	AMHSA is representing municipal interests and participating in both conference planning committees.
7.5	Support the LinkedIn groups for all Safety Councils.	Ongoing	Members are added and discussions moderated. Items of specific interest, as well as events and job postings, are also added.
7.6	Post items of interest and respond to inquiries via Facebook.	Ongoing	The AMHSA Facebook page is frequently updated with news, events, and advertisements for online and offline training. The Association also shares posts and links from organizations such as WorkSafeBC, CCOHS, CSSE, and various safety magazines. Also highlighted are events and notices from municipal government social media accounts. Viewer reach has increased throughout the year, with recent posts on workplace bullying and workplace mental health reaching 288 and 124 views respectively.

8. Increase OH&S Awareness		Status	Comments
8.1	Review and update the video lending library and videos used in training programs.	Completed	This was completed in May 2015.
8.2	Promote OH&S awareness at four levels: (i) Elected Officials (ii) Administrators, (iii) Public Works Supervisors, and (iv) workers.	Ongoing	AMHSA continues to have contact with these groups at the conferences of LGAA, RUSA, HSCSA, AUMA/AMSC and AAMD&C.

9. Identify Champions		Status	Comments
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.	Ongoing	Each participant in safety council meetings has the opportunity to share innovations during roundtable discussions. Safety awards are promoted to members so they can apply. Winners are advertised in the newsletter, on the website, and on Facebook. Training awards were also distributed and published in the monthly newsletter.
9.2	Promote and administer the AMHSA training awards program.	Completed	Winners were given letters and plaques, and results were also published on the website and in the newsletter.
9.3	Promote government award programs and award programs of other groups – e.g., Work Safe Alberta Awards.	Completed	Information was shared at safety council meetings and via the newsletter.

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

10. Liaison		Status	Comments
10.1	Explore opportunities to partner with other health and safety associations and Certifying Partners.	Ongoing	Work continues with the BC Municipal Safety Association in developing programs. Staff participate in committees with other Certifying Partners in the PIR program. A number of safety associations (including AMHSA) are reviewing their individual Learning Management Systems and course tracking and invoicing systems.

10. Liaison		Status	Comments
10.2	Liaise with Alberta Jobs, Skills, Training and Labour - Partnerships and integrate AMHSA's activities with their strategic objectives.	Ongoing	Partnerships consultants are invited to all Board of Directors meetings, the Annual General Meeting, and all safety council meetings. They are consulted in regards to COR and SECOR programs and auditing.
10.3	Liaise with the Workers' Compensation Board – Alberta.	Ongoing	The WCB is invited to all Board of Directors meetings, the Annual General Meeting, and all safety council meetings. They are consulted in regards to PIR refunds and funding issues. Currently staff are involved in a project with the WCB to assist AMHSA's poor performing employers and have met on several occasions.

11. Communication		Status	Comments
11.1	Use 'Municipal Safety News' to inform subscribers about new or revised legislation and government and WCB policies.	Ongoing	To date, articles have appeared regarding: • <i>PIR Luncheon (June)</i> • <i>WHMIS 2015 (April)</i> • <i>WCB: Online Claims Correspondence (April)</i> • <i>WCB: Annual Return Deadline (February)</i> • <i>WCB: Annual Return Deadline (January)</i> • <i>WCB: Still Time to Move Online (January)</i> • <i>OHS Code Online Survey (January)</i> The following were featured on our Facebook page: • <i>Fatality Reports (Aug 8)</i> • <i>Alberta finds more ways to share emergency alerts (July 30)</i> • <i>WCB-Alberta Modified Work (July 29)</i> • <i>Changes to federal labour code now in effect (July 8)</i> • <i>WHMIS 2015 for Workers (June 11)</i> • <i>New OHS resources for workplace health and safety (June 1)</i> • <i>WHMIS 2015: An Overview (April 14)</i> • <i>WCB Claim Correspondence (March 18)</i> • <i>New OHS Bulletin on WHMIS changes (March 3)</i> • <i>WHMIS Legislation Changes (February 11)</i>
11.2	Populate the SafetyNet resource library with documents and links.	Ongoing	The library of resource documents and links has been incorporated into the new website and the search function had been improved.
11.3	Update the compliance audit to reflect new changes to the OH&S Code.	Ongoing	This will be completed once the changes are confirmed.

GOAL #4: Act as certifying partner in the Partnerships in Injury Reduction (PIR) Program in cooperation with Workers' Compensation Board – Alberta and Alberta Jobs, Skills, Training and Labour – Partnerships.

12. COR and SECOR		Status	Comments
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.	Ongoing	All external, internal, and qualification audits have been reviewed for quality assurance per established timelines.
12.2	Ensure quality assurance systems meet all Partnerships standards and that they comply with any reasonable recommendations from the Partnerships Quality Assurance Team's audits.	Ongoing	AMHSA is adjusting its resources to assist the Quality Assurance Process for COR. A new QA process is being developed for online audits and AMHSA plans to train contractors to assist with those reviews. It's anticipated AMHSA will require someone to help address extraordinary circumstances, limited scope audits, action plans, and so forth. Guidelines for auditors have been developed and are being distributed. All audits conducted on the Excel audit tool are reviewed, processed, and filed per the existing procedure. A contract audit analyst is being utilized to help make up for the loss of the employee who resigned in the spring. The QA Team audited AMHSA's quality assurance reviews and processes at the end of September. The action plan, which will be created as a result of this audit, will be shared with the Board.
12.3	Contribute to the development, periodic review, and maintenance of the PIR Standards.	Ongoing	The AMHSA staff participates in the CP committee and the Audit Standard sub-committee. Our COR Policies and Procedures document will be updated to reflect the adoption of the new online audit tool.
12.4	Support auditors and auditors-in-training.	Ongoing	52 new auditors have been certified to date in 2015.
12.5	Form External Peer Audit Process committee.	Ongoing	During the early stages of preparation for such a committee it became evident that there needed to be a clear picture of the extent of the problem. AMHSA generated a report summarizing the extent of the problem and proposed solutions which were brought to the Board of Directors in September 2015.
12.6	Research the effect of increased audit requirements on member auditors.	On hold	See 12.5 above.

Managing Our Future

Revenue

Objectives	Action Items
Explore funding opportunities outside of the WCB.	- A successful proposal was presented to the AMHSA Board of Directors for the acquisition of additional WCB surplus funds in the amount of \$250,000. - Economic realities resulting from a recent recession in Alberta minimized funding opportunities. - There were no funds available from the judicial resolution process related to fines of employers.
Create strategic plan to increase membership levels.	A draft plan has been completed. Implementation is awaiting appropriate staffing.

Promotion and Communication

Objectives	Action Items
Maintain and expand the Association's website.	This has been done. Comments from the recent survey are mixed. Some suggest the website is wonderful while others find the website difficult to navigate. The website will be reviewed to ensure it is easy to use.
Develop a marketing strategy.	A specific marketing strategy has not been developed. A number of changes made to the organization to better facilitate future activities have delayed development. Once AMHSA has stabilized its internal process, a new marketing strategy will be developed.
Promote AMHSA's success and services.	- The promotion of AMHSA's successes and services was done at the September board meeting. - Other promotional events have been conducted and are listed above.

Data Management

Objectives	Action Items
Maintain the internal online data management system.	The internal online data management system is being maintained; however numerous problems continue to reoccur in the CMS which affect the invoicing and course registration process, creating ongoing challenges. AMHSA is considering solutions to the existing problems, including other databases.

Occupational Health and Safety

Objectives	Action Items
Maintain the AMHSA Small Employer Certificate of Recognition (SECOR) through the Alberta Safety Council.	This was maintained in 2014 and was maintained in 2015 as well.

2016 Objectives

The Strategic Plan will be reviewed in October by the Strategic Planning board sub-committee and includes the following strategic directions:

- Collaboration and liaison with the provincial government
- Developing partnerships
- Raising awareness
- Measuring health and safety initiatives
- Developing and delivering safety education and training
- Meeting customers' needs
- Managing our future

Objectives related to AMHSA's 4 goals with milestones in 2016 have been incorporated into the following pages.

Objectives related to the Association's long-term future have been included at the end of this document.

The objectives that remain relatively constant from year to year are considered core objectives, while others are more targeted in nature and strive to address particular issues identified during strategic planning. Many of these targeted 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 of 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.

1. Course Offerings	
1.1	Continue to offer classroom-based courses to members, associate members, and non-members.
1.2	Develop customized training programs and support offerings (by supplying 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: • <i>Leadership for Safety Excellence</i> • <i>Health and Safety Management Systems</i> • <i>Health and Safety Auditing</i> • <i>Audit Refresher</i> • <i>SECOR</i>.
1.5	Promote AMHSA's certificate programs and offer specific courses to assist students in completing these programs.
Targeted Objectives:	
1.6	Strive to keep the number of cancelled courses below 3%.
1.7	Update courses to include the changes in the new OH&S Code.

2. Course offerings - Online	
2.1	Continue to offer online courses to members, associate members, and non-members.
2.2	Promote online course offerings.
Targeted Objectives:	
2.3	Survey members about other online course offerings they would utilize.
2.4	Develop online training programs based on member needs and changing demands.
2.5	Seek out partnerships to find and offer online training programs and share costs.
Special Projects:	
2.6	Develop new online courses per the 2013 and 2015 WCB special dividends grant application (e.g., AMHSA's <i>Supervisor's Role</i> , <i>Prime Contractor</i> , <i>MSD for Office and Outside Workers</i> , and <i>Workplace Violence Prevention</i>).
2.7	Implement <i>Incident Command System</i> courses to address requests for training in emergency response and planning.

3. Course Materials	
3.1	Continue to revise and update existing training programs, including print materials, videos, and exams.
3.2	Use professional printing services for course materials.
3.3	Seek options for course material printing services (e.g., green options for reducing training material waste).

4. Trainers	
4.1	Ensure qualified, quality contract trainers are utilized, including those certified through Alberta Safety Council (<i>Defensive Driving</i> and <i>ATV Rider Safety</i>) and Ives (<i>Heavy Equipment Operator</i> courses).
4.2	Keep instructors up-to-date regarding AMHSA policies (e.g., billing, insurance, expectations) and current course materials.
4.3	Conduct quality assurance and performance reviews of instructors.

GOAL #2: Promote effective health and safety management to Alberta municipalities, associate members, and others.

5. Communication	
5.1	Promote the Association's services and resources through the catalogue, website, brochures, trade fairs, newsletters, advertisements, safety council meetings, and social media.
5.2	Highlight resources, new courses, and events using the homepage banner.
5.3	Hold promotional events, such as seminars or a 'course of the month'.

6. Small Employers	
6.1	Inform and educate small municipalities about health and safety management systems, as well as the Association's available services and resources for small employers.
6.2	Increase focus on smaller municipalities - promote health and safety training, act as Certifying Partner, and support networking opportunities.
Targeted Objectives:	
6.3	Explore financial incentives (i.e., grant programs, creative sentencing) to support smaller municipalities in building their health and safety management systems.

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	Grow the network of volunteer safety advisors and continue to respond to requests for support/information from members. Facilitate communication between participants.
7.3	Participate in the conference planning committees for the Rural Utilities Safety Association (RUSA) and the Health and Safety Conference Society of Alberta (HSCSA).
7.4	Support the LinkedIn groups for north, south, and Cities safety councils.
7.5	Post items of interest and respond to inquiries via Facebook.

8. Increase OH&S Awareness	
8.1	Promote OH&S awareness at four levels: (i) Elected Officials (ii) Administrators, (iii) Public Works Supervisors, and (iv) workers.
8.2	Participate in members' health and safety functions to promote OH&S and the Association.

9. Identify Champions	
9.1	Identify champions for health and safety within the municipal sector and provide opportunities for them to promote health and safety and share their innovations with their peers.
9.2	Promote and administer the AMHSA training awards program.
9.3	Promote government award programs and the award programs other groups (e.g., Work Safe Alberta Awards.)

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

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

11. Communication	
11.1	Use 'Municipal Safety News' to inform subscribers about new or revised legislation, and about 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.
Targeted Objectives:	
11.4	Update the compliance audit to reflect new changes to the OH&S Code.

GOAL #4: Act as certifying partner in the Partnerships in Injury Reduction (PIR) Program in cooperation with Workers' Compensation Board – Alberta and Alberta Jobs, Skills, Training and Labour – Partnerships.

12. COR and SECOR	
12.1	Promote and support the Partnerships in Injury Reduction (PIR) program. This includes: • training and certification of auditors • administration and quality assurance of external and internal PIR audits • 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 PIR Standards.
12.4	Support members and associate members working towards attaining their COR or SECOR.
12.5	Support auditors and auditors-in-training.
12.6	Collaborate and form partnerships with other safety associations.

2016 Operating Budget

The AMHSA Board of Directors approved the 2016 budget at the September 16, 2015 Board of Directors meeting. The motion regarding budget approval follows.

The 2016 budget is based on a premium rate levy of 3.75¢ /\$100 of insurable earnings for all municipalities. The WCB grant request for 2015 is \$1,500,000.

MOTION: Moved by Director Cutforth and seconded by Director Wybenga to adopt the 2016 budget in principle.

CARRIED

DESCRIPTIONS	2016 Draft Budget
GST Refund	\$36,000.00
Allocation from Contingency	\$100,000.00
REVENUES	2015 Draft
W.C.B. Grant	\$1,500,000.00
Total Program Registrations	\$510,000.00
Associate Membership Fees	\$6,500.00
Interest Revenue	\$5,000.00
Total Sale of Materials	\$48,000.00
Shipping and Revenue	\$2,500.00
Other Revenues	\$6,000.00
Total Revenues (includes GST Refund)	\$2,214,000.00
EXPENSES	
Salaries	\$873,563.32
Benefits	\$196,977.48
Contract Services	\$129,800.00
Staff Travel and Subsistence	\$80,000.00
WCB Premiums	\$2,500.00
Office Rent	\$127,000.00
Equipment Leasing	\$8,000.00
Equipment Furniture and Purchase	\$15,000.00
Office Equipment and Office Maintenance	\$10,000.00
IT and Computer On-Line Support Systems	\$38,500.00
Office Supplies and Printing	\$51,659.20
Library Materials	\$3,000.00
Postage and Courier	\$20,000.00
Office - Other	\$2,500.00
Telephone and Fax	\$27,000.00
Bank Charges	\$6,500.00
Insurance	\$5,000.00
Promotion and Membership Fees	\$30,000.00
Professional Development	\$15,000.00
Bad Debt	\$1,000.00
Total Admin Expenses	\$1,643,000.00
Training Material Printing	\$120,000.00
Contractor Travel Expenses/ Facility Rentals	\$140,000.00
Program - Contract Instructor Fees	\$260,000.00
Total Program Expenses	\$520,000.00
Board Expenses	\$15,000.00
GST Paid on Purchases	\$36,000.00
Total Expenses	\$2,214,000.00
Total Revenue	\$2,214,000.00
Balance	\$0.00

Administration

The Board of Directors meetings will be held:

- December 9, 2015 – Calgary
- May 11, 2016 – Leduc

(In accordance with the AMHSA by-laws, a schedule for the remaining 2016 meetings will be established at the May meeting.)

The 2016 Annual General Meeting will be held on Wednesday, May 11, 2016 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 2015.

Stakeholder Support

MEMBERS

In May 2015 a membership survey was sent to all AMHSA members and was made available online. The results were overwhelmingly positive. Highlights will be published on our website and in our newsletter. Respondents were asked to indicate their level of satisfaction with our products and services. The majority of respondents ranged from extremely satisfied to satisfied. Attempts were made to contact customers that were dissatisfied with any services.

ASSOCIATIONS

AMHSA will be seeking letters in support of this business plan from the Alberta Urban Municipalities Association (AUMA) and the Alberta Association of Municipal Districts and Counties (AAMD&C). Letters in support of the 2015 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	Partners 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: Training Participants

COURSE	2011	2012	2013	2014
Audit Refresher (formerly Auditor Update/Recertification)	86	49	52	108
Cargo Securement: General	---	---	16	96
Confined Space Entry	196	422	270	223
Defensive Driving	611	856	984	695
Fall Protection	75	78	21	81
Flag Person: General Training	---	22	56	35
Flag Person: Train-the-Trainer	99	68	53	31
Formal Workplace Inspections	325	343	398	323
Ground Disturbance, Trenching and Excavation	285	246	320	408
Hazard Identification, Assessment & Control	519	673	561	455
Health and Safety Auditing	132	102	86	86
Health & Safety Management Systems	118	173	86	128
Health & Safety Management Systems and Auditing – SECOR	13	---	14	14
Accident/Incident Investigation	248	305	265	235
Joint Health & Safety Committees	329	284	273	265
Leadership for Safety Excellence	437	632	558	359
LSE – Customized	556	348	772	620
MSI Prevention (Industrial Ergonomics)	105	161	50	81
MSI Prevention (Office Ergonomics)	120	79	106	41
Operator Safety - ATV Safety	---	12	33	15
Operator Safety - Backhoe/Loader	18	68	27	42
Operator Safety - Front End Loader	29	115	36	73
Operator Safety - Plow Truck Sander	23	29	33	11
Operator Safety - Road Grader	44	58	32	36
Operator Safety - Skid Steer Loader	91	98	98	132
Orientation: Train-the-Trainer	90	47	46	57
Overview of OHS Act, Code & Regulation	184	133	30	541
Prime Contractor	183	179	278	336
Supervisor's Role	227	180	236	145
WHMIS General	31	58	58	58
WHMIS: Train-the-Trainer	86	53	53	41
Working Alone	39	65	247	196
Workplace Violence Prevention (Edmonton Workshop)	133	192	111	149
Workplace Violence Prevention	309	463	339	564
SUB-TOTAL 1	5,778	6,608	6,696	6,735
Cargo Securement	---	---	---	67
Flag Person: Worker	369	907	379	299
WHMIS: Worker	2,419	3,983	1,596	1969
SUB-TOTAL 2	2,788	4,890	1,975	2,335
TOTAL	8,566	11,498	8,671	9,070

--- Not offered

2015

As of September 30, 2015, there have been 451 courses scheduled and 6,892 participants reported (there will be more once instructors have handed in recent roster sheets). This total number of participants includes in-house *WHMIS*, *Flag Person*, and *Cargo Securement* training conducted by AMHSA-certified trainers.

Top 5 courses to date:

Top 5 On-Site Courses in 2015 (to Sept. 30)		
Course	Offerings	Attendees
Defensive Driving	48	654
Prime Contractor	28	389
JHSC	28	268
Hazard ID	25	261
Accident/Incident	22	252

Appendix C: 2015 Financial Reports

The unaudited Operating and Project Reports for the first half of 2015 follow. These reports have been adopted by the AMHSA Board of Directors.

ALBERTA MUNICIPAL HEALTH & SAFETY ASSOCIATION MONTHLY OPERATING FINANCIAL REPORT JANUARY 2015					
ALLOCATION FROM CONTINGENCY	CURRENT MTH	YTD	BUDGET	BALANCE	
GST REFUND (Q4 2014 - Q3 2015)	0.00	0.00	0.00	0.00	
REVENUE					
WCB Grant	375,000.00	375,000.00	1,500,000.00	1,125,000.00	
Total Program Registrations	20,451.35	20,451.35	480,000.00	459,548.65	
Associate Memberships	5,500.00	5,500.00	6,500.00	1,000.00	
Interest Revenue	575.74	575.74	5,000.00	4,424.26	
Total Sale of Materials	3,045.00	3,045.00	48,000.00	44,955.00	
Shipping Revenue	180.28	180.28	5,000.00	4,819.72	
Other Revenues	-5.00	-5.00	5,000.00	5,005.00	
TOTAL REVENUE (includes contingency/GST refund)	404,747.37	404,747.37	2,085,500.00	1,680,752.63	
EXPENSE					
Total Wages	50,500.30	50,500.30	683,646.54	633,146.24	
Total Employee Benefits	10,475.59	10,475.59	152,258.90	141,783.31	
Total Office Travel, Subsistence & Vehicle	3,389.13	3,389.13	63,000.00	59,610.87	
WCB Assessment (Premiums)	0.00	0.00	1,500.00	1,500.00	
Office - Rent	10,485.77	10,485.77	127,000.00	116,514.23	
Equipment Lease	444.00	444.00	7,000.00	6,556.00	
Equipment/Furniture Purchases	1,491.17	1,491.17	15,000.00	13,508.83	
Total Equip & Office Maintenance	1,866.58	1,866.58	10,000.00	8,133.42	
Office Supplies & Printing	5,434.50	5,434.50	37,294.56	31,860.06	
Library Materials	0.00	0.00	3,000.00	3,000.00	
Postage & Courier	1,169.62	1,169.62	18,000.00	16,830.38	
Office - Other	0.00	0.00	2,500.00	2,500.00	
Telephone and Fax	1,078.52	1,078.52	23,000.00	21,921.48	
Interest, Bank Finance Charges & Merchant Acct Fees	215.55	215.55	6,500.00	6,284.45	
Insurance	0.00	0.00	5,000.00	5,000.00	
Accounting/Audit & Legal	0.00	0.00	18,000.00	18,000.00	
Advertising, Promotion & Membership	2,150.00	2,150.00	30,000.00	27,850.00	
Contract Services	15,136.30	15,136.30	205,000.00	189,863.70	
Professional Development	0.00	0.00	15,000.00	15,000.00	
IT, Web, Database Development, Maintenance, Hosting	2,359.66	2,359.66	30,000.00	27,640.34	
Bad Debt	0.00	0.00	1,800.00	1,800.00	
Total Administration Expenses	106,196.69	106,196.69	1,454,500.00	1,346,303.31	
Program Development and Training					
Program - Materials	12,050.84	12,050.84	110,000.00	97,949.16	
Total Travel and Facility Rent	6,634.49	6,634.49	170,000.00	163,365.51	
Program - Instructor Fees	10,800.00	10,800.00	300,000.00	289,200.00	
Total Program Dev and Training	29,485.33	29,485.33	580,000.00	550,514.67	
Board Expenses					
Total Board General	27.00	27.00	15,000.00	14,973.00	
Total Board Expenses	27.00	27.00	15,000.00	14,973.00	
Other Expenses					
GST Paid on Purchases (Exp)	3,318.51	3,318.51	36,000.00	32,681.49	
TOTAL EXPENSE	139,027.53	139,027.53	2,085,500.00	1,946,472.47	
TOTAL INCOME/LOSS	265,719.84	265,719.84	0.00	(265,719.84)	
SUMMARY: GL Bank Account Balance	754,061.27	Actual Bank Account Balance		791,752.40	
Contingency Portion of G/L Balance	251,335.09	Accounts Receivable		67,854.10	
Contingency Account Balance	106,168.81	Special Projects Account Balance		398,247.87	
WCB Association Balance (2013)	127,591.00	Ant for transfer from SP » Operate Acct		(36,226.07)	

ALBERTA MUNICIPAL HEALTH & SAFETY ASSOCIATION MONTHLY OPERATING FINANCIAL REPORT FEBRUARY 2015					
ALLOCATION FROM CONTINGENCY	CURRENT MTH	YTD	BUDGET	BALANCE	
GST REFUND (Q4 2014 - Q3 2015)	0.00	0.00	0.00	0.00	
REVENUE					
WCB Grant	36,387.51	375,000.00	1,500,000.00	1,125,000.00	
Total Program Registrations	500.00	56,838.86	480,000.00	423,161.14	
Associate Memberships	2,896.92	3,272.66	6,500.00	500.00	
Interest Revenue	2,025.00	5,070.00	5,000.00	1,727.34	
Total Sale of Materials	307.23	307.23	48,000.00	42,930.00	
Shipping Revenue	120.95	307.23	5,000.00	4,692.77	
Other Revenues	(7.50)	(12.50)	5,000.00	5,012.50	
TOTAL REVENUE (includes contingency/GST refund)	41,728.88	446,476.25	2,085,500.00	1,639,023.75	
EXPENSE					
Total Wages	51,706.95	102,207.25	683,646.54	581,439.29	
Total Employee Benefits	12,811.37	23,286.96	152,258.90	128,971.94	
Total Office Travel, Subsistence & Vehicle	1,896.99	5,286.12	63,000.00	57,713.88	
WCB Assessment (Premiums)	258.95	258.95	1,500.00	1,241.05	
Office - Rent	10,485.77	20,971.54	127,000.00	106,028.46	
Equipment Lease	162.42	606.42	7,000.00	6,393.58	
Equipment/Furniture Purchases	1,514.98	3,006.15	15,000.00	11,993.85	
Total Equip & Office Maintenance	227.00	2,093.58	10,000.00	7,906.42	
Office Supplies & Printing	2,257.92	7,692.42	37,294.56	29,602.14	
Library Materials	0.00	0.00	3,000.00	3,000.00	
Postage & Courier	1,630.67	2,800.29	18,000.00	15,199.71	
Office - Other	0.00	0.00	2,500.00	2,500.00	
Telephone and Fax	806.60	1,885.12	23,000.00	21,114.88	
Interest, Bank Finance Charges & Merchant Acct Fees	419.20	634.75	6,500.00	5,865.25	
Insurance	0.00	0.00	5,000.00	5,000.00	
Accounting/Audit & Legal	0.00	0.00	18,000.00	18,000.00	
Advertising, Promotion & Membership	0.00	2,150.00	30,000.00	27,850.00	
Contract Services	5,574.04	20,710.34	205,000.00	184,289.66	
Professional Development	0.00	0.00	15,000.00	15,000.00	
IT, Web, Database Development, Maintenance, Hosting	370.00	2,729.66	30,000.00	27,270.34	
Bad Debt	0.00	0.00	1,800.00	1,800.00	
Total Administration Expenses	90,122.86	196,319.55	1,454,500.00	1,258,180.45	
Program Development and Training					
Program - Materials	8,922.35	20,973.19	110,000.00	89,026.81	
Total Travel and Facility Rent	14,461.27	21,095.76	170,000.00	148,904.24	
Program - Instructor Fees	25,500.00	36,300.00	300,000.00	263,700.00	
Total Program Dev and Training	48,883.62	78,368.95	580,000.00	501,631.05	
Board Expenses					
Total Board General	0.00	0.00	15,000.00	14,973.00	
Total Board Expenses	0.00	27.00	15,000.00	14,973.00	
Other Expenses					
GST Paid on Purchases (Exp)	2,494.02	5,812.53	36,000.00	30,187.47	
TOTAL EXPENSE	141,500.50	280,528.03	2,085,500.00	1,804,971.97	
TOTAL INCOME/LOSS	(98,771.62)	165,948.22	0.00	(165,948.22)	
SUMMARY: GL Bank Account Balance	640,937.69	Actual Bank Account Balance		690,089.02	
Contingency Portion of G/L Balance	250,937.76	Accounts Receivable		72,422.85	
Contingency Account Balance	106,192.44	Special Projects Account Balance		400,921.16	
WCB Association Balance (2013)	127,591.00	Ant for transfer from SP » Operate Acct		(23,554.39)	

ALBERTA MUNICIPAL HEALTH & SAFETY ASSOCIATION MONTHLY OPERATING FINANCIAL REPORT MARCH 2015					
	CURRENT MTH	YTD	BUDGET	BALANCE	
ALLOCATION FROM CONTINGENCY	0.00	0.00	0.00	0.00	
GST REFUND (Q4 2014 - Q3 2015)	0.00	0.00	36,000.00	36,000.00	
REVENUE					
WCB Grant	0.00	375,000.00	1,500,000.00	1,125,000.00	
Total Program Registrations	52,681.72	109,520.58	480,000.00	370,479.42	
Associate Memberships	0.00	6,000.00	6,500.00	500.00	
Interest Revenue	19.27	3,291.93	5,000.00	1,708.07	
Total Sale of Materials	7,305.00	12,375.00	48,000.00	35,625.00	
Shipping Revenue	439.88	747.11	5,000.00	4,252.89	
Other Revenues	(27.99)	(40.49)	5,000.00	5,040.49	
TOTAL REVENUE (includes contingency/GST refund)	60,417.88	506,894.13	2,085,500.00	1,578,605.87	
EXPENSE					
Total Wages	51,478.32	153,685.57	683,646.54	529,960.97	
Total Employee Benefits	11,712.31	34,999.27	152,258.90	117,259.63	
Total Office Travel & Subsistence	1,256.40	7,230.44	63,000.00	55,769.56	
WCB Assessment (Premiums)	0.00	258.95	1,500.00	1,241.05	
Office - Rent	10,485.77	31,457.31	127,000.00	95,542.69	
Equipment Lease	15.00	621.42	7,000.00	6,378.58	
Equipment/Furniture Purchases	0.00	3,006.15	15,000.00	11,993.85	
Total Equip & Office Maintenance	3,427.00	5,520.58	10,000.00	4,479.42	
Office Supplies & Printing	1,732.43	9,424.85	37,294.56	27,869.71	
Library Materials	0.00	0.00	3,000.00	3,000.00	
Postage & Courier	1,264.76	4,065.07	18,000.00	13,934.93	
Office - Other	0.00	0.00	2,500.00	2,500.00	
Telephone and Fax	726.38	2,611.50	23,000.00	20,388.50	
Interest, Bank Finance Charges & Merchant Acct Fees	725.46	1,360.21	6,500.00	5,139.79	
Insurance	0.00	0.00	5,000.00	5,000.00	
Accounting/Audit & Legal	9,278.60	9,278.60	18,000.00	8,721.40	
Advertising, Promotion & Membership	808.99	2,958.99	30,000.00	27,041.01	
Contract Services	5,497.35	26,207.69	205,000.00	178,792.31	
Professional Development	0.00	0.00	15,000.00	15,000.00	
IT, Web, Database Development, Maintenance, Hosting	250.00	2,979.66	30,000.00	27,020.34	
Bad Debt	0.00	0.00	1,800.00	1,800.00	
Total Administration Expenses	98,658.79	295,666.26	1,454,500.00	1,158,833.74	
Program Development and Training					
Program - Materials	21,226.00	42,199.19	110,000.00	67,800.81	
Total Travel and Facility Rent	16,221.25	37,317.01	170,000.00	132,682.99	
Program - Instructor Fees	33,822.00	70,122.00	300,000.00	229,878.00	
Total Program Dev and Training	71,269.25	149,638.20	580,000.00	430,361.80	
Board Expenses					
Total Board General	0.00	27.00	15,000.00	14,973.00	
Total Board Expenses	0.00	27.00	15,000.00	14,973.00	
Other Expenses					
GST Paid on Purchases (Exp)	2,705.29	8,517.82	36,000.00	27,482.18	
TOTAL EXPENSE	172,633.33	453,849.28	2,085,500.00	1,631,650.72	
TOTAL INCOME/LOSS	(112,215.45)	53,044.85	0.00	(53,044.85)	
SUMMARY: G/L Bank Account Balance	474,766.80	Actual Bank Account Balance		506,405.98	
Contingency Portion of G/L Balance	250,987.76	Accounts Receivable		97,500.95	
Contingency Account Balance	106,200.77	Special Projects A account Balance		400,932.10	
WCB Association Balance (2013)	127,591.00	Ant for transfer from SP > Operate Acct		(8,196.15)	

ALBERTA MUNICIPAL HEALTH & SAFETY ASSOCIATION MONTHLY OPERATING FINANCIAL REPORT APRIL 2015					
	CURRENT MTH	YTD	BUDGET	BALANCE	
ALLOCATION FROM CONTINGENCY	0.00	0.00	0.00	0.00	
GST REFUND (Q4 2014 - Q3 2015)	0.00	0.00	36,000.00	36,000.00	
REVENUE					
WCB Grant	375,049.95	750,049.95	1,500,000.00	749,950.05	
Total Program Registrations	65,931.19	175,451.77	480,000.00	304,548.23	
Associate Memberships	1,000.00	7,000.00	6,500.00	(500.00)	
Interest Revenue	42.58	3,334.51	5,000.00	1,665.49	
Total Sale of Materials	3,045.00	15,420.00	48,000.00	32,580.00	
Shipping Revenue	107.15	854.26	5,000.00	4,145.74	
Other Revenues	403.59	721.10	5,000.00	4,278.90	
TOTAL REVENUE (includes contingency/GST refund)	445,579.46	952,831.59	2,085,500.00	1,132,668.41	
EXPENSE					
Total Wages	51,441.84	205,127.41	683,646.54	478,519.13	
Total Employee Benefits	12,051.95	47,051.22	152,258.90	105,207.68	
Total Office Travel & Subsistence	2,768.35	9,998.79	63,000.00	53,001.21	
WCB Assessment (Premiums)	2.22	261.17	1,500.00	1,238.83	
Office - Rent	10,485.77	41,943.08	127,000.00	85,056.92	
Equipment Lease	1,520.88	2,142.30	7,000.00	4,857.70	
Equipment/Furniture Purchases	0.00	3,006.15	15,000.00	11,993.85	
Total Equip & Office Maintenance	510.83	6,031.41	10,000.00	3,968.59	
Office Supplies & Printing	4,145.49	13,623.60	37,294.56	23,670.96	
Library Materials	0.00	0.00	3,000.00	3,000.00	
Postage & Courier	2,981.75	7,046.82	18,000.00	10,953.18	
Office - Other	3,719.00	2,500.00	(1,219.00)	(1,219.00)	
Telephone and Fax	1,089.13	3,700.63	23,000.00	19,299.37	
Interest, Bank Finance Charges & Merchant Acct Fees	775.67	2,125.88	6,500.00	4,374.12	
Insurance	0.00	0.00	5,000.00	5,000.00	
Accounting/Audit & Legal	5,775.00	15,053.60	18,000.00	2,946.40	
Advertising, Promotion & Membership	0.00	2,958.99	30,000.00	27,041.01	
Contract Services	9,199.95	35,407.64	205,000.00	169,592.36	
Professional Development	0.00	0.00	15,000.00	15,000.00	
IT, Web, Database Development, Maintenance, Hosting	498.04	3,477.70	30,000.00	26,522.30	
Bad Debt	0.00	0.00	1,800.00	1,800.00	
Total Administration Expenses	106,965.87	402,675.39	1,454,500.00	1,051,824.61	
Program Development and Training					
Program - Materials	5,856.75	48,055.94	110,000.00	61,944.06	
Total Travel and Facility Rent	18,302.34	55,619.35	170,000.00	114,380.65	
Program - Instructor Fees	37,200.00	107,322.00	300,000.00	192,678.00	
Total Program Dev and Training	61,359.09	210,997.29	580,000.00	369,002.71	
Board Expenses					
Total Board General	0.00	27.00	15,000.00	14,973.00	
Total Board Expenses	0.00	27.00	15,000.00	14,973.00	
Other Expenses					
GST Paid on Purchases (Exp)	3,184.76	11,783.58	36,000.00	24,216.42	
TOTAL EXPENSE	171,509.72	625,483.26	2,085,500.00	1,460,016.74	
TOTAL INCOME/LOSS	274,069.74	327,348.33	0.00	(327,348.33)	
SUMMARY: G/L Bank Account Balance	604,575.92	Actual Bank Account Balance		612,279.45	
Contingency Portion of G/L Balance	100,347.33	Accounts Receivable		90,417.60	
Contingency Account Balance	257,197.75	Special Projects A account Balance		400,965.46	
WCB Association Balance (2013)	127,591.00	Ant for transfer from SP > Operate Acct		(223,156.56)	

ALBERTA MUNICIPAL HEALTH & SAFETY ASSOCIATION MONTHLY OPERATING FINANCIAL REPORT MAY 2015						
	CURRENT MTH	YTD	BUDGET	BALANCE		
ALLOCATION FROM CONTINGENCY GST REFUND (Q4 2014 - Q3 2015)	0.00	0.00	0.00	0.00		
REVENUE	0.00	0.00	36,000.00	36,000.00		
WCB Grant	0.00	750,049.95	1,500,000.00	749,950.05		
Total Program Registrations	53,429.10	228,890.87	480,000.00	251,119.13		
Associate Memberships	1,500.00	8,500.00	6,500.00	(2,000.00)		
Interest Revenue	11.05	3,345.56	5,000.00	1,654.44		
Total Sale of Materials	1,860.00	17,280.00	48,000.00	30,720.00		
Shipping Revenue	173.57	1,027.83	5,000.00	3,972.17		
Other Revenues	881.82	1,602.92	5,000.00	3,397.08		
TOTAL REVENUE (includes contingency/GST refund)	57,855.54	1,010,687.13	2,085,500.00	1,074,812.87		
EXPENSE						
Total Wages	55,135.36	260,262.77	683,646.54	423,383.77		
Total Employee Benefits	12,965.84	60,017.06	152,258.90	92,241.84		
Total Office Travel & Subsistence	4,394.32	14,393.11	63,000.00	48,006.89		
WCB Assessment (Premiums)	725.00	986.17	1,500.00	513.83		
Office - Rent	4,096.23	46,039.31	127,000.00	80,960.69		
Equipment Lease	162.42	2,304.72	7,000.00	4,695.28		
Equipment/Furniture Purchases	1,450.00	4,456.15	15,000.00	10,543.85		
Total Equip & Office Maintenance	1,655.57	7,686.98	10,000.00	2,313.02		
Office Supplies & Printing	911.99	14,535.59	37,294.56	22,758.97		
Library Materials	0.00	0.00	3,000.00	3,000.00		
Postage & Courier	2,205.32	9,252.14	18,000.00	8,747.86		
Office - Other	0.00	3,719.00	2,500.00	(1,219.00)		
Telephone and Fax	1,043.14	4,743.77	23,000.00	18,256.23		
Interest, Bank Finance Charges & Merchant Acct Fees	517.31	2,643.19	6,500.00	3,856.81		
Office Insurance	0.00	0.00	5,000.00	5,000.00		
Accounting/Audit & Legal	5,912.87	20,966.47	18,000.00	(2,966.47)		
Advertising, Promotion & Membership	1,745.00	4,703.99	30,000.00	25,296.01		
Contract Services	4,979.99	40,387.63	205,000.00	164,612.37		
Professional Development	0.00	0.00	15,000.00	15,000.00		
IT, Web, Database Development, Maintenance, Hosting	1,645.00	5,122.70	30,000.00	24,877.30		
Bad Debt	0.00	0.00	1,800.00	1,800.00		
Total Administration Expenses	99,545.36	502,220.75	1,454,500.00	952,779.25		
Program Development and Training						
Program - Materials	26,272.54	74,328.48	110,000.00	35,671.52		
Total Travel and Facility Rent	19,913.76	75,533.11	170,000.00	94,466.89		
Program - Instructor Fees	31,800.00	139,122.00	300,000.00	160,878.00		
Total Program Dev and Training	77,986.30	288,983.59	580,000.00	291,016.41		
Board Expenses						
Total Board General	2,817.02	2,844.02	15,000.00	12,155.98		
Total Board Expenses	2,817.02	2,844.02	15,000.00	12,155.98		
Other Expenses						
GST Paid on Purchases (Exp)	3,277.31	15,060.89	36,000.00	20,939.11		
TOTAL EXPENSE	183,625.99	809,109.25	2,085,500.00	1,276,390.75		
TOTAL INCOME/LOSS	(125,770.45)	201,577.88	0.00	(201,577.88)		
SUMMARY: G/L Bank Account Balance	693,724.31	Actual Bank Account Balance		748,493.57		
Contingency Portion of G/L Balance	100,347.33	Accounts Receivable		92,552.52		
Contingency Account Balance	257,201.27	Special Projects Account Balance		400,972.99		
WCB Association Balance (2013)	127,591.00	Am't for transfer from SP » Operate Acct		(205,356.90)		

ALBERTA MUNICIPAL HEALTH & SAFETY ASSOCIATION MONTHLY OPERATING FINANCIAL REPORT JUNE 2015						
	CURRENT MTH	YTD	BUDGET	BALANCE		
ALLOCATION FROM CONTINGENCY GST REFUND (Q4 2014 - Q3 2015)	0.00	0.00	0.00	0.00		
REVENUE	0.00	0.00	36,000.00	36,000.00		
WCB Grant	99.90	750,149.85	1,500,000.00	749,850.15		
Total Program Registrations	69,857.50	298,738.37	480,000.00	181,261.63		
Associate Memberships	1,500.00	10,000.00	6,500.00	(3,500.00)		
Interest Revenue	22.22	3,367.78	5,000.00	1,632.22		
Total Sale of Materials	5,175.00	22,455.00	48,000.00	25,545.00		
Shipping Revenue	333.62	1,361.45	5,000.00	3,638.55		
Other Revenues	150.00	1,752.92	5,000.00	3,247.08		
TOTAL REVENUE (includes contingency/GST refund)	77,138.24	1,087,825.37	2,085,500.00	997,674.63		
EXPENSE						
Total Wages	77,841.06	338,103.83	683,646.54	345,542.71		
Total Employee Benefits	15,691.10	75,708.16	152,258.90	76,550.74		
Total Office Travel & Subsistence	1,135.32	15,528.43	63,000.00	47,471.57		
WCB Assessment (Premiums)	0.00	986.17	1,500.00	513.83		
Office - Rent	10,113.86	56,153.17	127,000.00	70,846.83		
Equipment Lease	0.00	2,304.72	7,000.00	4,695.28		
Equipment/Furniture Purchases	0.00	4,456.15	15,000.00	10,543.85		
Total Equip & Office Maintenance	0.00	7,686.98	10,000.00	2,313.02		
Office Supplies & Printing	178.25	14,713.84	37,294.56	22,580.72		
Library Materials	0.00	0.00	3,000.00	3,000.00		
Postage & Courier	1,977.63	11,229.77	18,000.00	6,770.23		
Office - Other	0.00	3,719.00	2,500.00	(1,219.00)		
Telephone and Fax	883.57	5,627.34	23,000.00	17,372.66		
Interest, Bank Finance Charges & Merchant Acct Fees	677.14	3,320.33	6,500.00	3,179.67		
Office Insurance	0.00	0.00	5,000.00	5,000.00		
Accounting/Audit & Legal	967.05	21,933.52	18,000.00	(3,933.52)		
Advertising, Promotion & Membership	300.00	5,003.99	30,000.00	24,996.01		
Contract Services	6,632.46	47,020.09	205,000.00	157,979.91		
Professional Development	0.00	0.00	15,000.00	15,000.00		
IT, Web, Database Development, Maintenance, Hosting	2,075.80	7,198.50	30,000.00	22,801.50		
Bad Debt	0.00	0.00	1,800.00	1,800.00		
Total Administration Expenses	118,473.24	620,693.99	1,454,500.00	833,806.01		
Program Development and Training						
Program - Materials	1,367.81	75,696.29	110,000.00	34,303.71		
Total Travel and Facility Rent	19,663.98	95,197.09	170,000.00	74,802.91		
Program - Instructor Fees	32,850.00	171,972.00	300,000.00	128,028.00		
Total Program Dev and Training	53,881.79	342,865.38	580,000.00	237,134.62		
Board Expenses						
Total Board General	566.36	3,410.38	15,000.00	11,589.62		
Total Board Expenses	566.36	3,410.38	15,000.00	11,589.62		
Other Expenses						
GST Paid on Purchases (Exp)	(91.63)	11,691.95	36,000.00	24,308.05		
TOTAL EXPENSE	172,829.76	978,661.70	2,085,500.00	1,106,838.30		
TOTAL INCOME/LOSS	(95,691.52)	109,163.67	0.00	(109,163.67)		
SUMMARY: G/L Bank Account Balance	513,259.37	Actual Bank Account Balance		620,297.25		
Contingency Portion of G/L Balance	100,347.33	Accounts Receivable		110,312.19		
Contingency Account Balance	257,223.49	Special Projects Account Balance		400,972.99		
WCB Association Balance (2013)	127,591.00	Am't for transfer from SP » Operate Acct		(204,733.15)		

Alberta Municipal Health & Safety Association Project Income Summary JUNE 2015 (YTD)				
Project		Revenue	Expense	Net
WCB SD11 - Leasehold Improvements and Equipment	Brought Forward	200,000.00	226,921.94	
		200,000.00	226,921.94	
ADD \$102.50 for Equipment Purchase in 2012 not previously included in totals			227,024.44	-26,921.94
WCB SD11 - SECOR Audit Tool Development	Brought Forward	10,000.00	-	
		10,000.00	-	10,000.00
WCB SD11 - Online Audit Tool Member Training	Brought Forward	8,000.00	-	
	Think Productive Safety Inc. eCompliance Management Solutions		1,981.97	
			1,050.00	
		8,000.00	3,031.97	4,968.03
WCB SD11 - Online Course Development	Brought Forward	90,728.03	70,909.35	
	IHS Consulting Inc.		720.00	
	Natasha Monique Levesque		2,043.36	
	Natasha Monique Levesque		2,043.36	
	Xpan Interactive Ltd.		2,850.00	
	Xpan Interactive Ltd.		2,100.00	
	Natasha Monique Levesque		2,972.16	
	Natasha Monique Levesque		2,765.76	
	BIS Training Solutions		250.00	
	BIS Training Solutions		250.00	
	1708307 Alberta Ltd.		227.04	
	Xpan Interactive Ltd.		3,200.00	
	BIS Training Solutions		250.00	
		90,728.03	90,581.03	147.00
WCB SD11 - Project Administrative Support	Brought Forward	20,000.00	466.96	
	1708307 Alberta Ltd.		887.52	
	Global Incident Command Solutions Inc.		2,964.00	
		20,000.00	4,318.48	15,681.52
ABJ SP13 - Online Learning Project	Brought Forward	92,500.00	86,414.34	
	Think Productive Safety Inc.		4,593.75	
	BIS Training Solutions		21.00	
		92,500.00	91,029.09	1,470.91

WCB SP13 - Online Course Development	Brought Forward	450,000.00	99,638.40	
	Natasha Monique Levesque		5,614.08	
	Global Incident Command Solutions		1,977.60	
	Xpan Interactive Ltd.		1,730.00	
	Xpan Interactive Ltd.		5,100.00	
	Global Incident Command Solutions Inc.		2,135.97	
	Natasha Monique Levesque		2,435.52	
	Xpan Interactive Ltd.		1,500.00	
	Consolidated Consulting International		1,600.00	
	Natasha Monique Levesque		2,600.64	
	Natasha Monique Levesque		2,724.48	
	BIS Training Solutions		820.00	
	Xpan Interactive Ltd.		8,095.00	
	Xpan Interactive Ltd.		12,700.00	
	Xpan Interactive Ltd.		3,000.00	
		450,000.00	151,671.69	298,328.31
WCB SP13 - Database	Brought Forward	90,000.00	11,100.00	
	Global Incident Command Solutions Inc.		1,729.00	
	Global Incident Command Solutions Inc.		3,705.00	
	Aura Advanced Technologies Inc.		4,961.42	
	Aura Advanced Technologies Inc.		250.00	
	Aura Advanced Technologies Inc.		311.25	
	Aura Advanced Technologies Inc.		62.50	
		90,000.00	22,119.17	67,880.83
WCB SP13 - Website	Brought Forward	25,000.00	28,059.99	
	Aura Advanced Technologies Inc.		812.50	
		25,000.00	28,872.49	-3,872.49
WCB SP13 - Course Revisions	Brought Forward	15,000.00	2,751.00	
	Makeda Press Ltd.		2,346.00	
	Natasha Monique Levesque		2,910.24	
	Makeda Press Ltd.		3,465.00	
	Makeda Press Ltd.		3,442.00	
		15,000.00	14,914.24	85.76
WCB SP13 - Compliance Audit Tool	Brought Forward	29,000.00	14,356.97	
		29,000.00	14,356.97	14,643.03
WCB SP13 - Video Lending Library	Brought Forward	10,000.00	2,250.00	
		10,000.00	2,250.00	7,750.00
WCB SP15 - Online Certificate of Recognition	New Funding	50,000.00	-	
		50,000.00	-	50,000.00
WCB SP15 - Online Course Development	New Funding	200,000.00	-	
		200,000.00	-	200,000.00
SPECIAL PROJECTS INTEREST	Brought Forward	4,886.21	-	
		4,886.21	-	4,886.21
TOTAL SPECIAL PROJECTS		1,295,114.24	650,067.07	645,047.17

Appendix D:

WCB Loss Claim Report

Safety Association Synopsis

AMHSA's Funded Safety Association Synopsis follows, which covers:

- Insurable Earnings and Premiums: 2010 – 2015 (year to date)

- Claim Costs: 2010 – 2015
 - 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: 2010 - 2015
 - Number of LTCs
 - Average Severity of a Claim

- Top 5 Comparison: 2010 - 2015
 - 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: 2010 to 2015



Rate Year	Number of Employers with Insurable Earnings	Newly Opened Account	Total Insurable Earnings	Estimated Total Workers**	Net Premium**
2010	390	6	\$3,059,812,244	55,259	\$36,074,023
2011	388	3	\$3,300,978,417	56,596	\$37,282,959
2012	387	2	\$3,480,481,379	56,963	\$40,721,087
2013	379	0	\$3,711,797,813	58,062	\$40,465,020
2014	381	5	\$3,895,031,493	59,506	\$39,853,600
2015 YTD	383	2	\$4,046,395,439	60,109	\$44,192,142

* 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
2010	197	\$27,058	39	\$27,507	97	\$265,765	43	\$347,436	14	\$2,391,046
2011	188	\$25,642	45	\$31,740	97	\$279,572	44	\$390,520	14	\$2,583,405
2012	187	\$27,011	43	\$30,612	94	\$270,141	50	\$451,985	13	\$2,700,732
2013	175	\$25,232	47	\$33,886	86	\$247,003	57	\$508,816	14	\$2,896,861
2014	174	\$24,802	47	\$35,281	86	\$247,723	58	\$518,863	16	\$3,068,362
2015 YTD	174	\$25,784	44	\$32,829	83	\$230,873	65	\$587,009	17	\$3,172,900

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 2014, the transaction period would be from January 1, 2014 to March 31, 2015

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

Report ID: LR00029095 Data As Of: 2015-07-12

Run Date: 2015-07-14

Page 1 of 8

Safety Association Synopsis - Funded

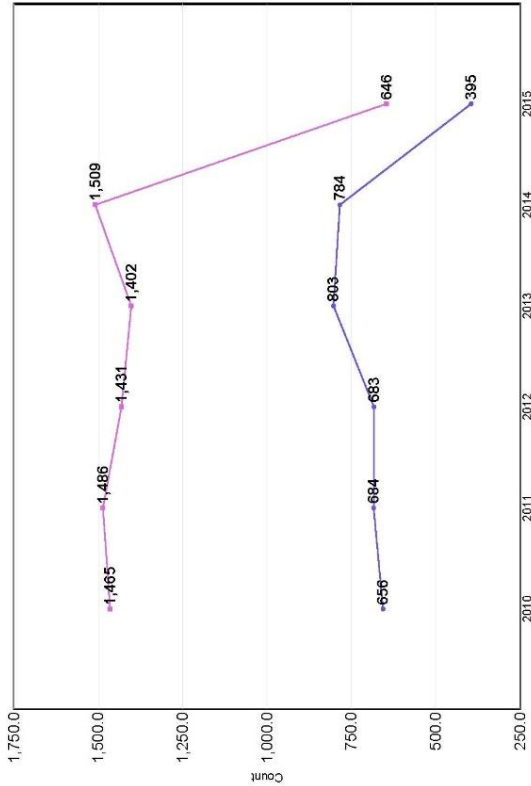
ALBERTA MUNICIPAL HEALTH AND SAFETY ASSOCIATION
(Based On Industry)

Claim Costs - for Years: 2010 to 2015

Accident Year	Total Claims				
	Number of Claims	Claim Costs	Number of LTCs	Total LTC Costs	Disabling Injury Claims

Year	2010	2011	2012	2013	2014	2015 YTD
Number of Claims	2,896	3,096	3,685	3,864	4,071	1,930
Claim Costs	\$10,117,658	\$10,976,670	\$12,341,795	\$13,455,017	\$14,094,863	\$3,978,412
Number of LTCs	1,465	1,486	1,431	1,402	1,509	646
Total LTC Costs	\$8,807,188	\$9,517,357	\$10,623,873	\$11,591,975	\$12,028,112	\$3,163,666
Disabling Injury Claims	2,121	2,170	2,114	2,205	2,293	1,041

Disabling Claims Components



Modified Work Medical Aid Claim
Lost Time Claims

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

NIA 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 2014, the transaction period would be from January 1, 2014 to March 31, 2015
- YTD is January to current month of the current calendar year
Report ID: LR000229095 Data As Of: 2015-07-12 Run Date: 2015-07-14 Page 3 of 8

Safety Association Synopsis - Funded

ALBERTA MUNICIPAL HEALTH AND SAFETY ASSOCIATION
(Based On Industry)

Claim Costs - for Years: 2010 to 2015

Accident Year	Total Claims				
	Number of Claims	Claim Costs	Number of LTCs	Total LTC Costs	Disabling Injury Claims

Year	2010	2011	2012	2013	2014	2015 YTD
Number of Claims	2,896	3,096	3,685	3,864	4,071	1,930
Claim Costs	\$10,117,658	\$10,976,670	\$12,341,795	\$13,455,017	\$14,094,863	\$3,978,412
Number of LTCs	1,465	1,486	1,431	1,402	1,509	646
Total LTC Costs	\$8,807,188	\$9,517,357	\$10,623,873	\$11,591,975	\$12,028,112	\$3,163,666
Disabling Injury Claims	2,121	2,170	2,114	2,205	2,293	1,041

Accident Year	Duration Bands - Total LTCs				
	<= 8 Days	> 8 Days and <= 30 Days	> 30 Days and <= 60 Days	> 60 Days	Total Lost Time Claims

Year	2010	2011	2012	2013	2014	2015 YTD
<= 8 Days	825	871	832	816	878	397
> 8 Days and <= 30 Days	367	381	350	334	383	174
> 30 Days and <= 60 Days	187	142	146	140	140	48
> 60 Days	86	92	103	112	108	27
Total Lost Time Claims	1,465	1,486	1,431	1,402	1,509	646

Accident Year	Total Claims Costs			
	Compensation	Medical Aid	Rehabilitation	Economic Loss

Year	2010	2011	2012	2013	2014	2015 YTD
Compensation	\$4,830,459	\$5,162,186	\$5,720,982	\$6,305,855	\$6,331,353	\$1,897,352
Medical Aid	\$5,236,613	\$5,442,610	\$5,905,705	\$6,285,770	\$6,758,707	\$1,963,119
Rehabilitation	\$50,586	\$88,201	\$82,234	\$137,496	\$128,474	\$17,941
Economic Loss	\$0	\$273,674	\$852,875	\$724,896	\$876,329	\$0
Total	\$10,117,658	\$10,976,670	\$12,341,795	\$13,455,017	\$14,094,863	\$3,978,412

NIA columns indicate there are not enough employers available to display the information
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Report ID: LR000229095 Data As Of: 2015-07-12 Run Date: 2015-07-14 Page 2 of 8

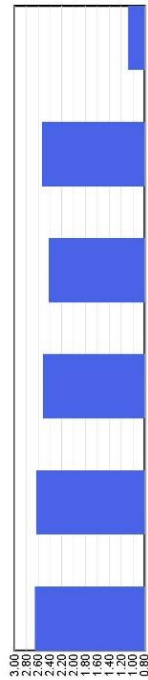
Safety Association Synopsis - Funded

ALBERTA MUNICIPAL HEALTH AND SAFETY ASSOCIATION
(Based On Industry)

Claim Costs - for Years: 2010 to 2015

Frequency Rates

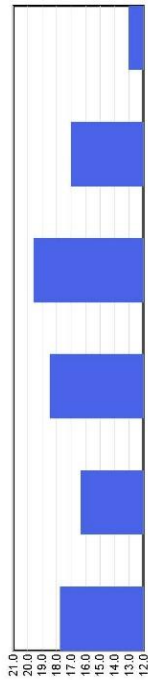
(Lost Time Claims per 100 Workers)



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

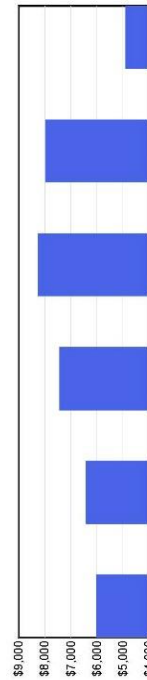
Severity Rates

(Temporary Total Disability Days per Lost Time Claim)



Severity Rate = Total TTDs / Total LTCs

Average Cost Per LTC



Avg Cost / Claim = Total LTC Costs / Total LTCs

N/A columns indicate there are not enough employers available to display the information
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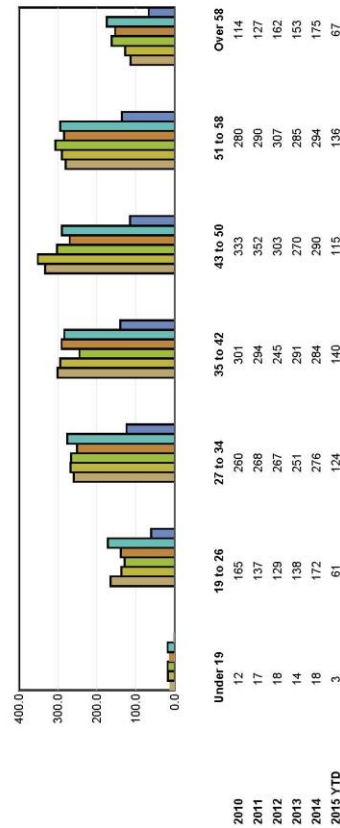
Safety Association Synopsis - Funded

ALBERTA MUNICIPAL HEALTH AND SAFETY ASSOCIATION
(Based On Industry)

Injured Worker's Age - for Years: 2010 to 2015

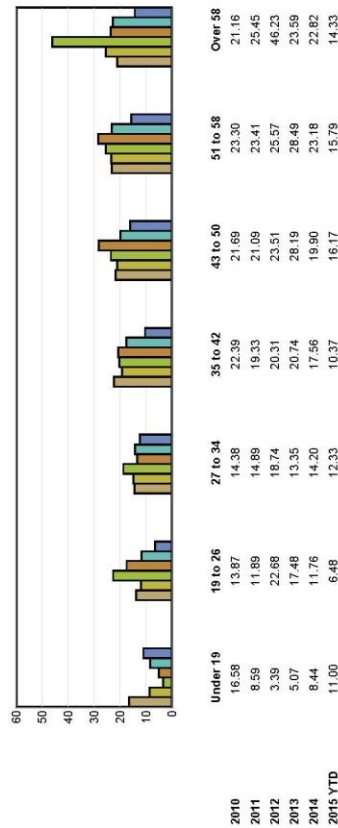
Number of LTCs

(by age of injured worker and by occurrence year)



Average Severity of a Claim

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



LTCs with no birthdate recorded are not included in band subtotals

N/A columns indicate there are not enough employers available to display the information
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Type of Accident	Top 5 by Total LTCs					Totals
	2010	2011	2012	2013	2014	2015 YTD
Falls	236	256	274	290	285	1,483
Bodily Reaction and Erection	283	238	259	255	257	1,224
Overexertion	282	293	240	222	274	1,014
Highway/Non-Highway M.V. Accident	145	160	136	142	140	56
Struck by Object	105	121	107	86	116	35

Type of Accident	Total LTCs (2010 to date)	Percentage of LTCs	Average Duration	Total TTD	Average LTC Costs	Total LTC Costs
Falls	1,483	18.7 %	20.81	30,861	\$7,689	\$11,402,463
Bodily Reaction and Erection	1,424	17.9 %	16.25	23,138	\$6,599	\$9,386,662
Overexertion	1,414	17.8 %	17.09	24,163	\$6,413	\$9,067,670
Highway/Non-Highway M.V. Accident	779	9.8 %	16.80	13,089	\$6,862	\$5,345,109
Struck by Object	570	7.2 %	12.19	6,947	\$4,716	\$2,688,269
All Others	2,269	28.6 %	17.55	39,820	\$7,859	\$17,831,998
Totals	7,939	100.0 %	17.38	138,018	\$7,020	\$55,732,170

Part of Body	Top 5 by Total LTCs					Totals
	2010	2011	2012	2013	2014	2015 YTD
Back	387	343	300	281	297	1,751
Trunk	166	168	152	161	161	57
Foot(Feet)/Ank(s)/Toe(s)	166	137	163	147	154	63
Multiple Parts	125	156	124	146	135	62
Knee(s)	133	117	152	122	137	62

Part of Body	Total LTCs (2010 to date)	Percentage of LTCs	Average Duration	Total TTD	Average LTC Costs	Total LTC Costs
Back	1,751	22.1 %	13.54	23,715	\$5,024	\$8,797,883
Trunk	865	10.9 %	21.51	18,607	\$10,746	\$9,295,538
Foot(Feet)/Ank(s)/Toe(s)	830	10.5 %	17.08	14,178	\$5,885	\$4,884,370
Multiple Parts	748	9.4 %	18.01	13,473	\$9,389	\$6,274,816
Knee(s)	723	9.1 %	22.85	16,521	\$8,868	\$6,411,325
All Others	3,022	38.1 %	17.05	51,524	\$6,641	\$20,088,239
Totals	7,939	100.0 %	17.38	138,018	\$7,020	\$55,732,170

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

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Report ID: LR000229095 Data As Of: 2015-07-12 Run Date: 2015-07-14 Page 6 of 8

Nature of Injury	Top 5 by Total LTCs					Totals
	2010	2011	2012	2013	2014	2015 YTD
Sprains/Strain	913	888	847	835	892	4,731
Superficial Wounds	128	154	152	121	123	54
Fracture/Dislocation/Nerve Damage	108	107	99	114	115	44
Oth Traumatic Injuries	76	87	73	72	92	65
Open Wound	70	74	64	61	70	29

Nature of Injury	Total LTCs (2010 to date)	Percentage of LTCs	Average Duration	Total TTD	Average LTC Costs	Total LTC Costs
Sprains/Strain	4,731	59.6 %	16.28	77,021	\$6,314	\$29,872,676
Superficial Wounds	732	9.2 %	11.40	8,343	\$4,118	\$3,014,120
Fracture/Dislocation/Nerve Damage	587	7.4 %	32.56	19,113	\$10,824	\$6,353,465
Oth Traumatic Injuries	465	5.9 %	14.67	6,822	\$6,947	\$3,230,154
Open Wound	368	4.6 %	11.14	4,099	\$4,138	\$1,522,960
All Others	1,056	13.3 %	21.42	22,620	\$11,116	\$11,738,795
Totals	7,939	100.0 %	17.38	138,018	\$7,020	\$55,732,170

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 2014, the transaction period would be from January 1, 2014 to March 31, 2015

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Report ID: LR000229095 Data As Of: 2015-07-12 Run Date: 2015-07-14 Page 7 of 8

Appendix E: 2015 Membership Survey

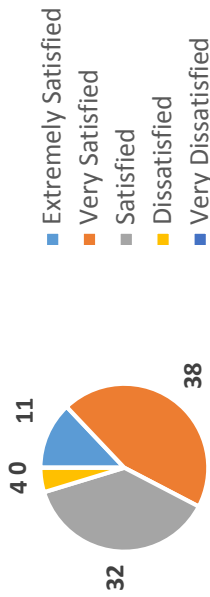
The combined results of the print and online 2015 membership survey follow.

Municipality:	Number of Employees	
	Perm.	Seasonal
Big Lakes County	60	12
Town of Didsbury	65	6
Town of Taber	85	20
City of Lacombe	--	--
M.D. of Bighorn	22	2
Wetaskiwin	200	22
--	2	1
Town of Ponoka	75	10
Okotoks	181	109
Red Deer County	85	20
Town of Tofield	16	4
Marwayne	5	1
Rocky Mountain House	110	40
Woodlands County	70	30
County of Forty Mile	40	30
Lac La Biche County	175	50
M.D. of Foothills	210	85
Rocky View County	337	140
Parkland County	270	30
Town of Barrhead	34	11
Spruce Grove	290	60
Cardston	25	20
Lacombe County	90	40
Fort Saskatchewan	247	38
Flagstaff County	58	41
Village of Breton	4	8
Town of Sundre	27	4
City of Leduc	336	55
Town of Devon	38	17

Municipality:	Number of Employees	
	Perm.	Seasonal:
Village of Kitscoty	5	3
Town of Redwater	26	12
MD Lesser Slave River	65	6
Smoky Lake County	66	11
Village of Thorsby	11	4
Village of Consort	6	12
Village of Elnora	4	1
Town of McLennan	5	1
Mountain View County	N/A	N/A
Town of Mayerthorpe	10	17
County of Paintearth	50	15
Municipality of Jasper	138	5
City of St. Albert	611	400-500
County of Wetaskiwin	120	30
Leduc County	170	30
Town of Peace River	120	10
Village of Edberg	2	2
Thorhild County		
Village of Hussar	2	
Village of Hythe	7	1
Cypress County	60	10
County of Stettler	61	18
MD of Smoky River		
City of Cold Lake	146	54
Town of Beaumont	100	30
City of Camrose	200	100
County of Birch Hills	24	15
Village of Linden	4	2/3
MD of Bonnyville		

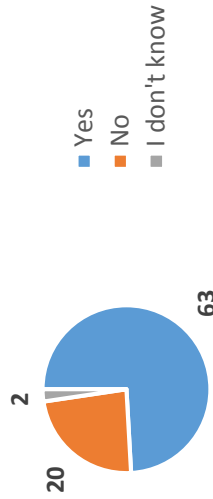
Municipality:	Number of Employees	
	Perm.	Seasonal:
County of Northern Lights	36	15
Town of Lamont	13	3
City of Edmonton	10,000	3,000
Town of Hinton	135	10-15
Town of Bonnyville	90	20
County of Grande Prairie	233	274
City of Medicine Hat	1001	325
Town of Canmore	346	
Lethbridge County	70	35
County of St. Paul		
Village of Dewberry	2	
County of Minburn	47	11
County of Barrhead	29	15
Muni. of Crowsnest Pass	60	45
Brazeau County	81	25
Town of Viking	7	5
MD of Willowcreek	44	17
Town of Castor	12	18
Town of Didsbury	65	6
Village of Holden	4	1
Town of Stettler	68	11
Kneehill County	80	20
Strathcona County	1200	900
--	100	45
MD of Fairview	20	8
Lac Ste. Anne County	70	30

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



- Very satisfied with training courses, very good instructors and course material is great and very useful, thank you. Not so happy with "technical issues"

Did your municipality participate in any AMHSA training courses?



- Auditor Refresher in the fall of 2014. Online TDG. Able to provide WHMIS and Flagger training in-house due to AMHSA trained Trainer.

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

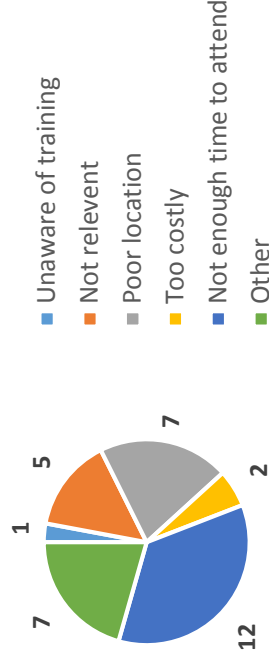
- Yes (x34)
- No (x2)
- Unsure (x2)
- The training did help.
- Yes, it provided required courses
- Courses taken were to refresh skills or update
- Most definitely
- Yes – we ran LSE & Prime Contractor; both were well received and increased the knowledge of our staff
- Yes. Good information & very professional
- Yes, clarification on certain areas
- Yes – essential
- Defensive driving

- Some
- Have had staff attend courses at other municipalities and brought in trainers.
- Defensive Driving and Flagging
- Yes, helps ensure that our management system is not missing any crucial elements
- Yes. Online chainsaw safety
- Our county will be offering a bear awareness course shortly & I believe it will be beneficial & improve the health & safety of employees especially this time of year (parks are open)
- Great review of responsibilities. We are mostly using online – better attendance
- Yes, we improved our incident reports and some of our safety manual.
- Yes, we had the H&S Management course held here for our CAO, Directors, & Managers. This course opened their eyes and changes are happening every day.
- Continuation of our program
- It helped in the maintenance. The instructor commented on our manual and asked if we would share some of our templates.
- Yes, training is effective
- The training assisted in the general awareness but didn't specifically assist in implementation of the program.
- Yes – courses are very good
- Yes, I attended a few courses. I found the information useful at most, the auditor course though – I left not that satisfied with my understanding coming.
- Yes – energized involvement of staff for safety
- In past years yes – compliance and due diligence
- Unsure – There was a HUGE level of frustration with the on-line TDG training course. Incorrect information provided from the South Office on logging into the system and beginning the process that resulted in having to directly phone the supplier to be walked through the process. Wasted more than an hour of employee training time. The course, once we were able to get rolling, took WAY longer than the estimated time listed on the portal and added to the frustration of the team engaged in the training as support and participant. NOT GOOD - at all.
- Yes but not enough staff took it. Will be doing more training this year as new staff are hired.
- We have an existing program

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

- Yes (x35)
- Unsure (x2)
- No
- Reinforced and clarified existing knowledge
- Trainer was good, however he was late in submitting the forms and the material was dated
- Very much, everyone learned something new with every course
- Yes for sure, noticeable on this year's audit
- Awareness of employees = goal
- Yes, they were eager to build on safety matters
- This was an auditor recertification course
- Yes but AMHSA material needs to be updated
- See above (Yes, I attended a few courses. I found the information useful at most, the auditor course though – I left not that satisfied with my understanding coming.)
- Yes it is awareness level training
- Those who were able to get through the entire TDG online training course left with better awareness of the requirements of TDG. Those whose training was incomplete, NOT SO MUCH...
- Yes, employees leave training with safety on the forefront of their minds
- Yes, for sure it raised awareness in many of the people attending
- New employees gained valuable knowledge as well as a refresher for the other employees.
- Employees are conducting more tail-gate meetings, hazard assessments, cleaning areas, etc.
- Yes it did
- Yes, good feedback
- Hopefully
- Could always use improvement. Getting employees involved as been difficult in some departments.
- Yes – great
- Absolutely
- Yes aware of more hazards etc.
- Yes. Provided a good understanding of SMS
- For sure
- To some degree
- The training did help to improve awareness
- Yes, LSE gives our supervisors awareness of the fundamentals of our safety program

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



- Reviewed list with employees, no needs were identified, so did not attend
- Difficult to get attendance/participation
- Hard to book a course with only so few people to attend. Difficult to pull ten employees away from their job to sit in a classroom – loss of productivity.
- Location is always a concern or barrier in northern Alberta
- Every time we have employees take an AMHSA course we get ideas on how to improve our programs
- We are considering a couple of online courses for the coming year
- No need in the time frame. Will be sending a group on auditor training in next few months
- We used Alberta Motor Association driver training for an employee with driving issues
- New employees in Health and Safety department did not previously know about training programs
- This summer I've noticed courses I want are either not offered or often closed courses
- Wasn't in this position last year, not sure which courses were offered. Also village does not have budget for training
- Time flies!
- We are too small of an employer to put a lot of the safety requirements into place
- Not as much as we would have liked to for online

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

- Unknown at this time
- It would be nice if AMHSA offered a class on how to write safety policies and procedures
- National safety code basics
- Conducting interviews, basic HR for supervisors, customer service training
- Prime contractor workplace violence
- Dog awareness
- Root causes analysis and Human Factors Training. Any additional training specifically for fire departments
- First aid
- I think you have a good assortment of courses
- Winter driving
- Communication for safety
- Picker truck training would be nice
- Operator safety – dozer, excavator, articulating dump truck
- Chainsaw
- Form creation – have the forms match audit requirements
- These cover all we would need
- Very good selection
- Good
- Confined space entry and rescue. I assume with the new WHMIS (GHS) you will provide training for it
- Chainsaw training
- TDG Train the Trainer
- Ammonia awareness – course is required for arena staff
- No suggestions at this time
- Good selection
- Scaffolding, forklift
- Ergonomics inspections, repair shop/overhead crane
- Confined space and rescue would be good
- Well covered and like leadership for safety excellence being offered online – great!
- None can think of
- Looks good – current offering
- Uncertain at this time
- Not sure
- BBS
- Parks safety – animals, handling dangerous discards
- Good selection just not good locations for training

- On the road defensive driving (need to have practical application not just theory based), trailer and towing.
- Ground disturbance level II
- None
- Practical hands on training esp. for outside staff
- Confined space rescue and entry combined, fall protection inspection/competent person, forklift/chainsaw 3 day faller course
- Personal protective equipment fitting, limitations and care
- Scissor lift use and safety
- WHMIS 2015

Have you utilized any of AMHSA's online training?



What other courses would you like AMHSA to offer online?

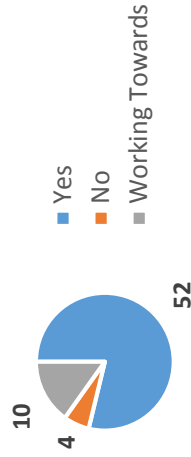
- Audit refresher
- I can't think of any at this time
- Joint Occupational Health and Safety Committee training
- Flagger training
- Flag person
- Online courses do not offer the CEU's needed by a lot of municipal workers for certification
- Communication related courses to promote safety
- These are all we would need
- MSI Prevention (office/physical) – ergonomics online; easy for office staff to take online training
- OHS Reg, Act, Code
- Ammonia awareness
- No suggestions at this time
- Incident investigations
- Good selection
- Slip, trip, fall awareness/fundamentals
- Transition from WHMIS to GHS
- None
- Ground disturbance level II
- No, great selection
- Prefer classroom courses for our employees

- Prime contractor
- Flag person, prime contractor, H&S management systems
- Uncertain
- Current offerings look good
- Not at this time
- Well covered
- These are all we would need

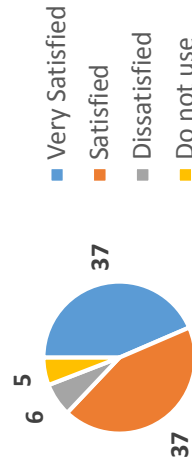
Is your municipality registered in the PIR (Partnerships in Injury Reduction) Program?



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



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



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

- Exceeded in knowledge and helpfulness
- In the last year there seems to be some changes and disorganization

- We had issues trying to get our Audits from the municipality who performed our Audit. I contacted AMHSA and you had the results sent out the next week. Thanks!
- Need more classroom training sessions in southern AB
- I put satisfied and dissatisfied. Staff in Sherwood Park are helpful and prompt but often direct us to the south office which seems to be disorganized and unsure.
- It took a while to get the WHMIS Train the Trainer course in my area but I realize it was because there were not enough people requesting it to host a course
- I have always received excellent service whether I was making an information inquiry or booking a course.
- No comment
- Customer service and the openness of AMHSA. Training calendar on website is very useful for open or closed groups
- I love the new website. Easy to find what I'm looking for.
- Staff is extremely helpful. Online courses are starting to help.
- It would be beneficial to have more than one trainer for equipment courses.
- Excellent flexibility with scheduling of training. Do not care about WCB rating at SASC/NASC meetings – would look up stats on computer if I wanted to. Need more information & discussion on current issues faced by towns/MD/Counties
- Keep up the good work
- Audit information, and questions regarding same have in the past always been quickly, efficiently and intelligently answered - this remains true when calling the North Office. The North Office is extremely helpful in answering any other questions and when they must direct inquiries to the South office because of protocols in place, it is extremely depressing as the expertise and professionalism is not the same. - Anonymous
- Help with safety programs and how to improve
- Prompt and courteous! Online employee records management is great.
- I was extremely impressed with the level of support, assistance, and friendly advice from the northern office staff while working through a COR audit. Everyone was really awesome to deal with.
- Every time I book a course or order materials I get fast and friendly service. You guys rock!
- Excellent Instructors
- Good knowledgeable facilitators helps greatly in workers gaining improved knowledge.
- Was very impressed with our instructor Barry Kaye.
- More courses held in the north

- *Issues with billing & certificate spelling are becoming quite common.*
 - *Recent staff turn over has seemed to have revealed gaps in the knowledge continuum. Customer service has not had knowledge of course offerings or AMHSA processes.*
 - *Working with AMHSA is always a pleasure; I have found the south office to be a little confused on training requests, not as attentive as prior years.*
 - *We like the old process for registering for courses.*
 - *Only just started to access products*
 - *Telephone contacts have always been approachable, friendly & helpful.*
 - *Your NASC & SASC Meetings are great. Will try to attend more*
 - *Replies to emails re courses was great.*
 - *Timely response to emails & inquiries Thank you!*
 - *We experience challenges with errors on certificates & invoicing, spelling and mistakes*
 - *Friendly & helpful staff!*
 - *Timely responses to emails and phone calls were great*
 - *Continuing doing what you're doing! Staff respond quickly to emails, and are friendly and helpful.*
 - *Whenever needed-service is great!*
 - *Felt the communication when Submitted an audit was difficult as there are the 2 contacts only & others in the office could not answer questions.*
 - *I am very satisfied with all the staff I have worked with.*
 - *Attempting to register for courses online was impossible, so I wither had to call or send emails Not getting the confirmation soon so I wasn't sure if I was registered or not.*
 - *Staff are always willing to accommodate*
 - *Immediate delivery of certificates*
 - *We have been very happy with instructors.*
 - *Employees are always friendly and offer great advice.*
 - *Always very helpful & answered my questions!*
 - *Always helpful and kind even when you can tell there have been struggling to fill staff shortages, etc.*
 - *Always very helpful.*
 - *Always timely response*
 - *Courses held by the southern office!*
- Do you have suggestions about how we can improve our products and services?
- *No (x10)*
 - *Offer courses at AWWOA and RUSA conferences*
 - *More online training and possibly group training*
- *Please keep the cost of online training down. This will make it cost effective for the municipality to utilize. Would AMHSA ever consider coming out to municipalities and doing safety talks or presentations to motivate staff? They get tired of hearing us speak internally.*
 - *Need more information & discussion on current issues faced by towns/MD/Countries. Easier access to current form, policies, etc. Your search methods on your website are not user friendly at all.*
 - *Improvements in usability and content would be appreciated.*
 - *Defensive driving fundamentals needs review for ease of use, consistency and content*
 - *If there was a way to schedule key courses on a more frequent basis, it would be extremely helpful. For courses like confined space entry, it's difficult/impossible for an entire department to take the day off for training. For this reason, its lead us to seek some training elsewhere so that we can put a couple of people in courses on different days and get everyone trained over the course of a month for example.*
 - *Would be great to have on line video access to training materials such as the videos that are available free of charge. I was especially thinking of the auditor materials like the Interview questions one.*
 - *Doing a great job nothing to add.*
 - *Make training for safety personnel mandatory*
 - *Not at this time*
 - *Use Survey Monkey/Google Forms for Survey*
 - *Calendar for courses is not user friendly. Courses are all over in towns that I have not even heard of.*
 - *Some course material & visual aids are somewhat time dated. Use of current & Related Material needed.*
 - *I found the registration site not to be user friendly. Would like to be able to register one person only*
 - *discount if buying bulk online*
 - *None can think of*
 - *Update slides video & presentations some are scary out of date*
 - *Offer courses at both northern and southern branches for groups to attend at your offices*
 - *Fine tune internal processes, break down on website of which offices do what.*
 - *1 Audit Tool user guide for the e-tool. 2 A review of the peer audit process. Results have typically not allowed for great opportunities for improvement.*
 - *Update material*
 - *More searchable items in Document centre (website)*
 - *More H&S videos to rent/purchase*

- *Provide more services out of the North office. This group of individuals knows what is going on, has history in municipalities and are able to recall past requests, suggestions and are ALWAYS ready to help. This cannot be said for the South office, as the turnover of staff - and let it be clearly stated here, staff that had history and information / intelligence of municipalities and their previous conversations and requests - are now gone and have been replaced with new people who are contracted, not actual employees that would have buy-in to provide services we are looking for as municipalities.*
- *The provision of a training centre in the North office. The important thing to note here is the proven fact that municipalities in the north are far more engaged in using AMHSA for training, products, and information. This sort of engagement is absent in the south and therefore, having an abundance of staff as well as a training centre in that South office makes NO SENSE - whatsoever. The numbers should be proof enough of the demands in the south compared to the north. The AMHSA Board needs to open their eyes to this and do something about this association that appears to be moving away from supporting the municipalities they have been put in charge of. One of the biggest suggestions for improvement is to NOT FIX WHAT ISN'T BROKEN. I speak specifically, directly and with great concern regarding the proposed new Audit Tool that is very quietly being implemented. Does the Board know exactly how much money and time municipalities spend on building their systems around an audit tool to help their safety programs? Many spend hard fought dollars to build these programs and the cost is great for those municipalities who do not have money to burn. It should also be mentioned that many safety professionals in municipalities wear more than one hat and to be told that their system will not be compatible with the new mandatory audit tool is distressing to say the least. Where is the time to be found to make the changes by January 2016? Where is the money to be found to make the changes by January 2016. Where is the new tool? Where is the money to be found to pay for each of those auditors to participate in each audit tool access for this new Audit Tool? This is NOT good news to receive by municipalities whose money is used to support this association. - Anonymous*
- *Ensure that those who provide information to municipalities who are purchasing online training courses, actually provide correct, clear, concise information of the how-to's of the online training.*
- *Inform people who are new with training needs of the full OH&S requirements necessary. For Example: if you offer chainsaw awareness tell them in the training that they will need Bucking & Falling to comply with OHS or confined space requires rescue to comply.*

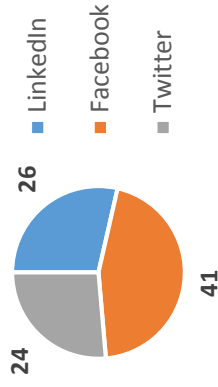
- *Hands on equipment training/using scissor lifts*
- *Revise PIR COR Requirements that any municipality of more than 750 ee's (incl casual) must secure and independent auditor & team, not the peer process. Ifers had to do this they would need to support a sustainable funding model.*
- *Allow online registration for courses with a PO# vs credit card*
- *On your website, if there was a place where other municipalities could put their policies & procedures & safe work practices etc for all to see and compare to our own, that would be beneficial*
- *Offer up to date training Videos. More selections.*
- *Send a AMHSA contact sheet out to municipalities Ex: Registering for courses, buying books & supplies, General inquiries, etc.*

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

- *Training (x10)*
- *Courses (x7)*
- *Audit/PIR Auditing (x6)*
- *All services, the more we access the better*
- *We appreciate your support and training*
- *The website!*
- *Training and assistance with audit questions or safety plan questions*
- *Auditing for right now. Hopefully will be able to expand in this area in the future*
- *Online training is very good*
- *The Train the Trainer courses are great*
- *Low cost training AND a source for safety information!*
- *Relevant training. Knowledgeable trainers.*
- *Defensive driving, advisory body and references*
- *Online training and PIR program*
- *That they participate in the RUSA conference*
- *Open door policy – Being able to reach a person on the end of the phone if immediate safety questions arise! Great job Tina, Jim and Shannon!*
- *The peer auditor program*
- *Helping municipalities with the sharing of information and having access to safety related training.*
- *The knowledge from those employees AMHSA has in place who provide helpful information and assistance - especially in the North Office.*

- *The online training opportunities add to the training experience that AMHSA has to offer. Being able to host in-house is a great option when a municipality has many employees to train in a discipline. Although, it is sometimes hard to find a convenient and close training opportunity when there are only one or two employees needing training.*
- *The cost benefits of purchasing training, materials and supplies, including videos through AMHSA is financially a great success to municipalities who must watch their pennies.*
- *Help with internal and external audits.*
- *I really like the safety council meetings. Good opportunity for discussion, especially with how much collaboration there is between safety departments in different municipalities.*
- *Excellent service, prompt assistance and pleasant staff to ensure a timely response for answering the question.*
- *Flexible even with short timelines, staff are generally courteous and easy to work with.*
- *Online training options. Onsite Instructor have been great, and price point is good.*
- *Providing facilitators for training in our municipality.*
- *How helpful Shannon and the Edmonton Girls are also how helpful Jennifer Harms was from Calgary.*
- *Newsletters*
- *Courses & audit standards.*
- *Audit tools & support*
- *Training! & Auditor Support*
- *Upcoming courses, and the ability to phone whenever we need assistance.*
- *Involvement in the PIR audit. And Training is very valuable*
- *Training courses and help with audits*
- *Open courses in neighbouring municipalities. It's easy to send a couple employees to training when courses are open, and not have to wait till we have enough to hold here in town.*
- *FEEDBACK & COURSES & SUPPORT*
- *Training, Partnership Audit*
- *Online training is great!*
- *Newsletters*
- *Training courses. Municipal Safety Newsletter. Online Training is good.*
- *Courses, audit assistance, advice*
- *Cost effective courses*
- *The info provided by Jennifer on Audit questions-she is very knowledgeable*
- *Training and as a resource*

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



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