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## NOTICE

**Elevating Device, Passenger Ropeway, Amusement Ride Owners, Operators and Contractors**

### ACCIDENT REPORTING

**This is a reminder to owners / agents that under THE SAFETY CODES ACT they must report accidents involving their elevating devices, passenger ropeways or amusement rides that result in death or serious injury to a person or damage to equipment. These reports must be submitted to AEDARSA as soon as practicable after an accident has happened.**

The goal of this notice is to promote reporting of accidents in a more timely and consistent manner and to assist us in our efforts to identify accident causes and prevent recurrences. We request that owners/agents report all fatal, serious injury and equipment damage accidents immediately (by telephone). See below for further instructions/clarifications.

#### IMPORTANT NOTES

1. Reports by phone may be made to any AEDARSA office. After hours emergency service is available.
2. When a fatal or serious injury accident occurs, the equipment and the accident scene should be secured (no evidence moved or disturbed) from any access except that which is necessary for the immediate medical needs of injured persons or to prevent possible injury to others. Otherwise clearance must be obtained from the Safety Codes Officer receiving the immediate report before releasing the equipment and accident scene.
3. It is historically proven that minor injuries and even near misses can be a result of serious equipment problems. We therefore encourage the owner to report "minor" injury accidents (see interpretations) for evaluation by AEDARSA with an understanding that further investigation as may be necessary.
4. When a company is contracted to perform maintenance functions on behalf of the owner, as is common practice in the elevator industry, the maintenance contractor becomes an agent of the owner with respect to the equipment they maintain. As such, they also bear the responsibility to report accidents involving equipment they maintain.
5. Following the report by telephone, a written report (AEDARSA accident report forms are available at [www.aedarsa.com](http://www.aedarsa.com)) is to be forwarded by fax or mail as early as possible.

#### INTERPRETATIONS

**Accident** An occurrence which as a result of a persons use of or contact with an elevating device or amusement ride or passenger ropeway resulting in death or injury; and

A malfunction or failure of equipment that results in serious equipment damage or that could have resulted in an injury or both.

#### ACCIDENT CATEGORIES

**Fatal** Where an accident results in the death of a human being.

**Serious** Where an accident has resulted in bodily injury such that person(s) require medical treatment or hospitalization. Where it is apparent that future complications to injured person(s) may arise as a result of the accident, the accident should be considered serious.

**Minor** Where an accident results in bodily injury that requires minor medical attention as a result of the improper operation or misuse of the device.

#### **Serious Equipment Damage**

Where an elevating device, amusement ride or passenger ropeway is damaged to the extent that significant repairs are required to restore the equipment to design specifications and/or to fully comply with applicable safety standards.