

# NOTICE to Elevating Device, Passenger Ropeway, Amusement Ride Owners, Operators and Contractors regarding REPORTING ACCIDENTS/INCIDENTS

This is a reminder to owners and/or their agents that under THE SAFETY CODES ACT must report accidents/incidents involving their elevating devices, passenger ropeways and amusement rides that results in death or serious injury to a person or damage to equipment.

The goal of this notice is to promote reporting of accidents/incidents in a more timely and consistent manner and to assist us in our effort to identify accident/incident causes and prevent recurrences. To that end we request that owners/agents report all fatal, serious and serious equipment damage accidents/incidents 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/incident occurs, the equipment and the accident/incident 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 injuries to others. Otherwise, clearance must be obtained from the Safety Codes Officer receiving the immediate report before releasing the equipment and the accident/incident scene.
3. It is historically proven that minor injuries and even near misses can be a result of serious equipment problems. We therefore request that owners also report "Minor" injury accidents/incidents (see interpretations) for evaluation by AEDARSA with a view to 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 a responsibility to report accidents/incident involving equipment they maintain.
5. Following the report by telephone, a written report (AEDARSA report forms available) is to be forwarded by fax or mail as early as possible.

## INTERPRETATIONS

- Accident/  
Incident**
- An occurrence which as a result of a persons use of or contact with an elevating device or amusement ride or passenger ropeway results in death or injury; and /or
  - A malfunction or failure of equipment that results in serious equipment damage or that could have resulted in an injury or both

## ACCIDENT/INCIDENT CATEGORIES

- Fatal**
- Where an accident/incident results in the death of a human being.
- Serious**
- Where an accident/incident has resulted in bodily injury such that injured 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/incident, the accident/incident should be considered serious.
- Minor**
- Where an accident/incident results in bodily injury that requires minor medical attention.
- Serious  
Equipment  
Damage**
- Where an elevating device or 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.