CONFIDENCE AT EVERY LEVEL

AEDARSA
Alberta Elevating Devices & Amusement Rides Safety Association
ANNUAL REPORT 2016 / 2017
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The Alberta Elevating Devices and Amusement Rides Safety Association (AEDARSA) provide quality, cost effective, uncompromised administration and uniform application of Safety Standards for the Province of Alberta.

AEDARSA works with industry regulating safety for Amusement Rides, Passenger Ropeways, and Elevating devices.

AEDARSA provides a variety of safety services including licensing and registration, inspections, training, design review and public education through a variety of organizations.

AEDARSA works with Alberta Municipal Affairs and the Safety Codes Council of Alberta to administer and enforce public safety laws in the industry sectors listed.

AEDARSA is advised by 8 Board members, representing all industrial sectors it regulates, these directors review all aspects of AEDARSA business on a quarterly basis.

AEDARSA also maintains “Accredited Agency” status in the Elevator discipline. It is accredited by the Safety Codes Council of Alberta to provide in-service inspections on all classes of elevators and lifts on a competitive basis.

AEDARSA services all areas of the province from its offices in Edmonton and in Calgary. Our office addresses are as follows:

- 104, 8616-51 Ave, Edmonton, AB T6E-6E6  
  Phone: (780) 448.0184 | Fax: (780) 448.0237 | Toll Free: 1.888.222.7281
- 209, 264 Midpark Way SE, Calgary, AB T2X-1J6  
  Phone: (403) 216.5750 | Fax: (403) 216.5755 | Toll Free: 1.888.333.6289

www.aedarsa.com

Our Mission
To exceed the safety expectations of Albertans.

Our Vision
To provide quality, cost effective administration with safety standards uniformly applied.

Our Values
We are committed to a professional approach towards our clients, our stakeholders and responding to their issues.

BOARD OF DIRECTORS 2016

Mr. Doug Slater  
R.P.A., Chairman  
Property Manager,  
Trans Canada - Calgary

Mr. Rod Chisholm  
Vice Chair  
Sunshine Village - Banff

Andrew Cross  
Secretary/Treasurer  
Kone - Calgary

Mr. Jamie Tiessen  
Representing Minister of  
Municipal Affairs - Calgary

Mr. Brian Mykitiuk  
West Edmonton Mall –  
Edmonton

Mr. Roland MacInnis  
Business Manager  
International Union of Elevator Constructors – Edmonton

Harvey Lawton  
Financial Benefits Group -  
Edmonton

Dave Davies  
Canwest Elevators -  
Calgary
A MESSAGE FROM
THE VICE-CHAIRMAN

As I review the 2016-2017 operating season, we can reflect on another successful year for AEDARSA as a leading safety organization in the province, and can consider the varied achievements of the past year.

Stable and effective leadership has allowed the organization to be flexible enough to adapt to changing economic conditions while still being capable of ramping up to deliver necessary large scale inspection services during the completion of projects that occurred in 2016. A successful, profitable financial performance was the result, allowing AEDARSA to enjoy solid financial footing and the ability to plan the future that comes with it.

The board continues to support a broad outreach to industry and the public through participation at events like the Calgary Safety Expo, presentations to the Building Owners and Managers Association (BOMA) and various conferences and meetings. Particularly noteworthy was the first Elevator Code and update seminar, with excellent industry attendance in Red Deer January 2017. This program provided without cost to participants, reflects the organization’s leading role in safety education for stakeholders.

The board continues to be dedicated to the long term, efficient operation of the Organization and has launched a review of opportunities in technology to allow AEDARSA to invest in areas that will benefit the efficiency and cost of delivering safety services. This will allow AEDARSA to continue to deliver these services to the people of Alberta in a cost effective manner into the future.

Our 2017 Annual General Meeting will see the election of several new Directors, as we continue to engage our membership and encourage participation in Board positions. At this time a new Chairman will also be chosen, as Doug Slater stepped down as Chair at the end of 2016. Doug has been an influential leader and a passionate proponent of AEDARSA and safety for the Province, and I would like to thank him for his dedication to this role.

I would like to personally thank all the Board of Directors for their time and commitment in supporting AEDARSA. I would also like to thank the staff at AEDARSA for their hard work and dedication during the past year.

Rod Chisholm
Vice-Chairman
AEDARSA
Board of Directors
A MESSAGE FROM THE CHIEF EXECUTIVE OFFICER

As we reflect on another successful year at AEDARSA, I am pleased to report our continued success, despite the economic challenges currently facing our Province.

The passenger ropeway industry had a tremendously successful 2016-17 ski season with record attendance figures and many areas open that had been closed in 2015-16. Our team did a great job in meeting the inspection needs of the resort operators.

Amusement rides continue to grow with the inspection of inflatables and the requirement of all venues hosting events to ensure these devices have certificate[s] of operation before allowing the public to use these rides.

In 2016-17 AEDARSA was very proud to be part of and work closely with two of the biggest projects to open in Alberta.

In Edmonton, the Ice District (including the arena) had us working closely with PCL construction and all of their elevator company partners to achieve success meeting very tight timelines and fixed opening dates. We also have been working with all elevating companies on the Stantec tower project (72 floors) and the new JW Marriott hotel in downtown Edmonton as the area revitalization continues.

In Calgary, the international airport expansion into the new international terminal concluded over two and half years working with Ellis Don and their elevator company partners to achieve success in the opening of the 2 billion dollar international terminal expansion at YYC. This expansion had a total of 98 elevating devices that needed inspection during various stages of construction and at various hours of the day due to security and access issues. Our team at YYC had full sign off on all directives at project completion, a first and a great accomplishment.

I am very proud of ALL AEDARSA staff as these successes require a team effort throughout the projects as well as regular inspections across the Province.

AEDARSA continues to grow adding new inspectors and administration staff yearly looking after over 17,000 elevating devices, 160 passenger ropeways and 500 amusement rides in Alberta. AEDARSA will continue to strive for excellence in all areas, while continuing to closely monitor the economy and be efficient in all of our delegated and business areas.

In closing, I would like to personally thank past Chairman and Board member Doug Slater for 17 years of service to AEDARSA and Albertans in safety. Doug’s contributions and leadership have been second to none and I will miss him as a leader and supporter.

Gordon Pattison
Chief Executive Officer
AEDARSA
A REPORT FROM THE TREASURER

**AEDARSA** is a not for profit organization maintaining a system of inspection, audited accounting and reporting controls ensuring safety in the Elevating Devices, Amusement Rides and Passenger Ropeway industries in Alberta.

In 2016-17 **AEDARSA** achieved an operating profit of $538,251.00

**AEDARSA** is continuing its journey towards becoming paperless. Continuously looking for new ways to improve, AEDARSA is working towards electronic time sheets, electronic invoicing and online payments.

**AEDARSA**’s continued involvement in education for all stakeholders was ongoing over the last year. Part of their involvement included a two day seminar in Red Deer to educate stakeholders on the changes in the most recent safety code change.

As Treasurer working with the Audit Committee and the Board of Directors, I can attest that all financial aspects of the organization are monitored to ensure fiscal integrity.

The Management and Board of Director’s remains committed to ensuring the fiscal integrity of **AEDARSA**.

Congratulations to **AEDARSA** and its team on a successful fiscal year.

Submitted by

Andrew Cross
Secretary Treasurer

*AEDARSA*
For manageability purposes and to provide opportunities for cost savings to owners in rural centres, AEDARSA issues inspection notices in batches to building owners in specific areas of the province in three month intervals (January, April, July, October). To provide ample time to make necessary arrangements, owners are provided three months for completion of the in-service inspections by AEDARSA before they begin follow up actions to obtain inspection reports that have not yet been received.

Inspection Notices were issued requesting in-service inspections for 9,952 devices between April 1, 2016 and March 31, 2017.

On overdue inspection(s), follow up actions are implemented commencing 15 days after their due date.

Plans Review

AEDARSA reviews design plans in respect to all proposed new installations and major alterations of existing equipment. This is done to ensure that qualified professionals design the equipment. In addition, the plan review ensures that designs comply with the most current applicable Alberta Regulations and/or provincially adopted safety codes.

This is accomplished through AEDARSA’s design review program and subsequent issuance of Certificates of Construction & Major Alteration.
### Acceptance Inspections Performed:

**AEDARSA** conducts acceptance inspections and tests of new and altered installations prior to their being placed into service or returned to active service. This program is intended to provide reasonable assurance that devices are installed in accordance with accepted plans, applicable codes and regulations.

### Elevating Device Certificates Issued:

<table>
<thead>
<tr>
<th>Elevating Device</th>
<th>Plan + Review</th>
<th>Acceptance</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Construction</td>
<td>Major</td>
</tr>
<tr>
<td>Elevators</td>
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<td>Escalators</td>
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<td>Dumbwaiters</td>
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<td>Lift for person with physical disabilities</td>
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<td>Manlifts</td>
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<td>Personnel Hoists</td>
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<td>Speed ramps</td>
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<td>268</td>
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<tr>
<td><strong>TOTAL</strong></td>
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</table>
FUNCTIONS, ACTIVITIES & PERFORMANCE MEASURES
DELEGATED SERVICES

PASSENGER ROPEWAYS

Certificates of Operation
Annual certificates of operation are issued in accordance with Alberta Regulations. They are used for tracking purposes in relation to current addresses and owners of new and existing amusement rides and their operational status. Certificate related records are constantly updated based on information received in an effort to ensure the accuracy of data used for subsequent notifications about safety inspections required, in accordance with applicable provincial policies and regulations, to validate the certificates issued.

Passenger Ropeways
Applications for Certificates of Operation were issued to 42 Passenger Ropeway Operators. The inspections reported on the operator’s procedures and records and covered a total of 164 lifts.

Passenger Ropeways
Certificates of Operation were issued to 38 Passenger Ropeway Operators covering 154 ski lifts that were operated within the Province.

Safety Inspection Notices Issued, Inspections Recorded
AEDARSA ensures that safety inspections are carried out as recommended by the Safety Codes Council. These safety inspections are required annually on passenger ropeways.

Plans Review
AEDARSA reviews design plans in respect to all proposed new ski lifts and major alterations of existing ski lifts. This is done to ensure that qualified professionals design the ski lift. In addition, the plan review ensures that designs comply with the most current applicable Alberta Regulations and/or provincially adopted safety codes.

This is accomplished through AEDARSA’s design review program.
Acceptance Inspections Performed

**AEDARSA** conducts acceptance inspections and tests of new and altered ski lifts prior to their being placed in service or returned to active service. This program is intended to provide reasonable assurance that the ski lifts are installed in accordance with accepted plans, applicable codes and regulations. The inspections ensure that all safety equipment and devices function properly in accordance with codes and that proper installation practices have been followed.

There were 4 acceptance inspections performed this year.

**Passenger Ropeways – Delegated In-Service Inspections**

**AEDARSA** inspected the procedures and records of 38 Passenger Ropeways Operators and inspected 154 ski lifts in total.

**Passenger Ropeways – Special Inspections**

**AEDARSA** performed 0 special inspections on ski lifts that included changing of status or non operating verification.
FUNCTIONS, ACTIVITIES & PERFORMANCE MEASURES

DELEGATED SERVICES

AMUSEMENT RIDES

Certificates of Operation
Annual certificates of operation are issued in accordance with Alberta Regulations. They are used for tracking purposes in relation to current addresses and owners of new and existing amusement rides and their operational status. Certificate related records are constantly updated based on information received in an effort to ensure the accuracy of data used for subsequent notifications about safety inspections required, in accordance with applicable provincial policies and regulations, to validate the certificates issued.

Amusement Rides
Applications for Certificates of Operation were issued to 126 Amusement Ride Operators, covering 915 rides.

Amusement Rides
Certificates of Operation were issued to 75 Amusement Ride Operators covering 482 rides that were operated within the Province.

Safety Inspection Notices Issued, Inspections Recorded

AEDARSA ensures that safety inspections are carried out as recommended by the Safety Codes Council. These safety inspections are required annually on amusement rides.

Plans Review

AEDARSA reviews design plans in respect to all proposed new rides and major alterations of existing rides. This is done to ensure that qualified professionals design the ride. In addition, the plan review ensures that designs comply with the most current applicable Alberta Regulations and/or provincially adopted safety codes.

This is accomplished through AEDARSA’s design review program.
Acceptance Inspections Performed

**AEDARSA** conducts acceptance inspections and tests of new and altered rides prior to their being placed in service or returned to active service. This program is intended to provide reasonable assurance that the amusement rides are installed in accordance with accepted plans, applicable codes and regulations. The inspections ensure that all safety equipment and devices function properly in accordance with codes, and that proper installation practices have been followed.

There was 4 acceptance inspection performed this year.

**Amusement Rides - Delegated In-Service Inspections**

**AEDARSA** inspected the procedures and records of 75 Amusement Ride Operators and inspected 482 rides in total.

**Amusement Rides - Special Inspections**

**AEDARSA** performed 0 special inspections on amusement rides that included changing of status or non operating verification.
Incident Investigations

Incident reports received are evaluated for any indication that an investigation may be required. Investigations are conducted when there is any indication that safety equipment, devices or procedures should have prevented the occurrence. Investigations are conducted to determine incident cause and prevent re-occurrences.

Reports Received and Evaluated

The AEDARSA office received 97 incident reports. This resulted in on site investigations because of reported injuries, equipment damage or there were indications that safety issues might continue to occur because of the equipment.

Incidents Reported Were Related to:

Elevating Devices - Investigation Results Summary:

There were 71 incident reports received resulting in on site investigations and 2 were classified in the serious injury category (required medical treatment), but no fatalities.

Amusement Rides - Investigation Results Summary:

There were 3 incident reports received resulting in on site investigations and 0 was classified in the serious injury category (required medical treatment), but no fatalities.

Passenger Ropeways - Investigation Results Summary:

There were 23 incident reports received resulting in on site investigations and 0 was classified in the serious injury category (required medical treatment), but no fatalities.

Legal Orders: There were 0 order(s) issued in 2016 for non-compliance of elevating devices.

Rules: In Amusement Rides STANDATA was issued requiring inspection of all devices during first set up in Alberta.

Policy and Procedures: manual has been updated.
“Over the past year AEDARSA provided staff education through formal courses, seminars, mentoring and participation on committees.”

DELEGATED SERVICES
TECHNICAL ADVICE AND EDUCATION

External

- AEDARSA safety codes officers interact on a daily basis with engineers, architects, elevating device contractors, tradesmen, safety codes officers, building owners and managers and government officials providing technical advice on codes and regulations concerning elevating devices and their practical application.
- AEDARSA website is continuously being updated with information and easier access.
- AEDARSA has made presentations at trade shows providing education on the roles of Government, the Safety Codes Act & Regulations at the following locations:
  - Boma Edmonton
  - Boma Calgary
  - Safety Expo - City of Calgary
  - Calgary Apartment Association
  - Canada West Ski Areas Association
  - Edmonton Apartment Association
  - Elevator Companies

Internal

Over the past year AEDARSA provided staff education through formal courses, seminars, mentoring and participation on committees including the following:

- Safety Codes Act Interpretation and Application courses to safety codes officer trainees
- AEDARSA assisted safety codes officer training on B44 Elevator and other Device Codes
- In-house training for safety codes officer trainees on AEDARSA’s QMPs, Administrative and inspection policies and procedures manuals, inspection checklists, practices and related code requirements
- ACSA Auditor Training Program
- ACSA Confined Space Entry Awareness
- Construction Association Safety Courses
- QEI/NAESA Programs
- ASME Committee
- CSA Committee
- EESF Committee
- NAARSO Training Seminar – Toronto
- ASTM Amusement Ride Harmonization Committee
ACCREDITED AGENCY SERVICES

AEDARSA’s Agency provided in-service inspection services throughout the farthest reaches and remote areas of the province; from Manning and Worsley in the north to Waterton Lakes in the south and west to Ram River and Jasper and east to Cyprus Hills and Acadia Valley.

<table>
<thead>
<tr>
<th>Core Service</th>
<th>Performance Measures</th>
</tr>
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<tbody>
<tr>
<td>Elevating Devices In-service inspections</td>
<td>1. 100% of Clients are satisfied with service provided</td>
</tr>
<tr>
<td></td>
<td>2. 100% of directives issued can be supported by applicable codes or regulations</td>
</tr>
<tr>
<td></td>
<td>3. 100% of owners verification of directives completed forms to be recorded within 10 days of receipt at AEDARSA’S office</td>
</tr>
<tr>
<td></td>
<td>4. Follow-up procedures to be implemented regarding 100% of overdue verifications within 30 days after due date</td>
</tr>
</tbody>
</table>

In-service Inspections

9,952 notices of inspection were sent out in 2016 of which 8,459 in-service inspections were conducted by AEDARSA inspectors to ensure devices are maintained in reasonably safe operating condition and in compliance with standards.
CERTIFICATE OF RECOGNITION

EXECUTIVE SUMMARY

It was a great pleasure to conduct this 2016 COR Renewal Audit on Alberta Elevating Devices & Amusement Rides Safety Association (AEDARSA) and I would like to especially thank Gord for all of his assistance in coordinating the audit as it ensured the audit progressed in a smooth and timely manner. I would also like to thank all the employees who participated in the interview process for their open and honest communication regarding operations, the health and safety program and the commitment each of them has made to ensure the health and safety of each other.

AEDARSA overall has a good health and safety program as reflected in the overall score of 95% which indicates a commitment from the management team to the health and safety of all employees as well as identifies the effort each level of the company has made to the health and safety of each other.

Although AEDARSA does have in place a good overall health and safety program it was noted there are some areas within the program that will need to be addressed over the next 12 months as brought forth in the audit report as Suggestions for Improvement. It is important for the AEDARSA to address these items over the next 12 months as these items are addressed and implemented into the health and safety program and operations may greatly enhance the overall effectiveness of the health and safety program as well as each employees understanding and awareness of the program.

The following is an explanation of the audit process and the methods utilized to conduct and complete the audit process. Three forms of verification were required commencing with documentation review. The purpose of documentation review is to ensure the required policies and procedures have been implemented and are in compliance with applicable legislation. Observation tours and interviews were conducted to verify the documentation reviewed is in place and adhered to on the work sites. Any deficiencies or concerns noted during the observation report have been brought forth in the audit report as well under the Facility Tour notes, items noted to be addressed have been bolded.

The audit report consists of three key elements, the Executive Summary, the Audit Report and additional information is contained in the appendix. The Executive Summary is a summary of the 8 elements of the audit and provides key strengths and recommendations. The Audit Report is the standard utilized to measure a health and safety program. The elements of the Audit Report contain specific questions and scoring to determine the current stage of a company’s health and safety program. Percentages are awarded for positive indicators for each question and verified by utilizing documentation review, conducting interviews of employees as well as conducting site observations.

AEDARSA has been presented with a series of Key Recommendations in this audit. Your task now is to develop the necessary action plan to ensure the recommendations are followed to completion.

The following is a summary of some of the strengths and suggestions for improvement for each element.

S = Strength
KS = Key Strength
SFI = Suggestion for Improvement
KSFI = Key Suggestion for Improvement

Element 1: Management Leadership & Organizational Commitment - 85%

KS - By providing employees with positive feedback as well as coaching through the annual performance review process and the mentorship process is excellent as it allows for AEDARSA management to assist all employees with achieving their full potential and meeting the expectations and health and safety standards established by the company.
KSFI - Through a review of the health and safety manual and contractor files it could not be identified of any requirements for contractors to provide a copy of current WCB insurance and general liability insurance.

It is recommended AEDARSA review and update their contractor requirements to include a requirement for all contractors utilized by the company to provide current WCB clearance letters and General Liability Insurance which must be resubmitted on an annual basis. The purpose of obtaining this information from contractors is to ensure should an incident occur that is caused by the contractor will reduce the risk of AEDARSA being held financially accountable for any injuries that occur to the contractors or property damage that could result in a loss of the facility or loss production.

Ensure the health and safety manual is updated with a requirement for all contractors to submit their WCB clearance letters prior to becoming a preferred contractor as well as on an annual basis and this requirement is completed by all current contractors and as new contractors are brought on to perform any work on behalf of AEDARSA.

Element 2: Hazard Identification and Assessment - 100%

KS - By prioritizing the tasks assigned to employees based on the overall health and safety hazard ratings will increase the probability of employees to quickly identify the high risk tasks that could impact their health and safety resulting in employees not only following all the established control methods but taking additional care and caution when completing these tasks. Additionally by prioritizing the tasks based on the overall health and safety ratings will allow for AEDARSA to constantly review these high risk tasks to seek alternative methods or procedures to eliminate or reduce the risks associated with these tasks.

KSFI - During a review of the JHAs it was identified on one of the job tasks for Safety Code Officers a safety hazard was Electrocution. This is not the hazard of working with electricity but rather the result of an electrical shock which had been identified for other tasks on the JHA for Safety Code Officers. Ensure this is revised on the JHA for Safety Code Officers to electrical shock as this is the safety hazard as well as to remain consist with the identified electrical shock identified for other tasks performed by the Safety Code Officers.

Element 3: Hazard Control - 100%

KS - AEDARSA has developed some specific administrative controls for the tasks assigned to employees as well as constantly references to elevating device manuals which provides employees with specific procedures for the inspection process of equipment. These administrative controls, including the service manuals, provide employees with excellent safe work practices and procedures that will greatly reduce the impact potential health and safety hazards associated with these tasks could have on employees where adhered to.

KSFI - As technology continues to grow that could result in new elevating devices to be developed and implemented throughout Alberta ensure all the necessary operating manuals for this equipment is obtained and employees continue to review the new manuals to increase their ability to be aware of the potential health and safety hazards associated with this equipment and the safe work practices and procedures necessary to follow to eliminate or reduce the risk of hazards associated with this equipment and tasks impacting employees.

Element 4: Ongoing Inspections - 94%

KS - By providing all employees with training on the inspection process, both for the office and as a requirement to be a SafetyCodes Officer is outstanding...
and ensures these employees have the necessary skills, knowledge and ability to perform an in-depth inspection thus ensuring all potential deficiencies are identified allowing for AEDARSA or the client to conduct the necessary and appropriate work required to address the deficiencies.

KSFI - Through a review of the completed formal inspections of the office environments that are completed monthly it was identified the Managers are only signing off on the completed inspections however have not completed a minimum of one formal facility inspection annually as required by the inspection policy.

It is recommended the Managers at AEDARSA review the inspection policy to recognize their requirement to complete a minimum of one formal facility inspection annually. This will greatly increase the probability of these Managers completing their required inspection which will assist the Managers with continuing to build and foster a positive health and safety work environment for all employees. Additionally by Managers completing these formal inspections, which could be completed quarterly will allow for the Managers to identify any potential health and safety issues or deficiencies that can quickly be resolved as Managers have the ability to immediately allocate any necessary resources required to address the items or issues noted.

Element 5: Qualification, Orientation and Training - 100%

KS - The mentorship process for new employees at AEDARSA is outstanding and through this process which includes observing and demonstrating the ability to perform the tasks as well as through the written examination through the Safety Codes Council greatly increases the probability of new employees obtaining all the necessary skills, knowledge and ability to be able to perform their assigned tasks in a safe and healthy manner.

KSFI - A review of the New Employee Orientation Acknowledge forms does not include any information pertaining to the Right to Refuse Unsafe/Unhealthy Work.

It is recommended AEDARSA update their orientation form to include Right to Refuse Unsafe Work as well as ensure a specific policy is in place that provides the necessary information to all employees during the orientation process on how to report potential work refusal, the investigation process that will be conducted and how potential outcomes of the investigation will be communicated to employees.

By reviewing this information with all employees, especially new employees during the orientation process will greatly increase the probability of these new employees refusing to perform any work that may be unsafe or they are not fully trained on that could prevent an incident occurring resulting in harm or injury to employees.

Element 6: Emergency Response - 77%

KS - By having a multitude of employees trained in first aid, especially all those employees who attend client sites, is outstanding as it will ensure should an incident occur there will always be a trained first aider available to assist. This could reduce the impact an incident has on the health and safety of an employee through the ability of the company to immediate provide first aid which could reduce the impact of the incident or allow for the company to stabilize the individual until further medical attention can be obtained.

KSFI - Through a review of the emergency response plan it was noted AEDARSA has not identified or addressed all the various potential emergency situations which could occur within their operations at their facilities or while employees are traveling to and from client sites such as Tornados, lighting/high winds or blizzards as employees are traveling.
It is recommended AEDARSA complete a full review of their emergency response plan and ensure all potential emergency situations are identified and addressed within their plan such as establishing during lightning storms and high winds employees may not access roofs of client facilities to access elevator rooms due to the potential risk of an incident occurring. This will require the company to determine specific parameters such as the distance of a storm to the facility, the amount of time it would take to complete the task to ensure employees will be able to safely leave the roof top area without endangering their lives.

Ensure all potential emergency situations are addressed in the plan and once this has been accomplished ensure this information is addressed with all employees as this could reduce the risk of an incident occurring to employees during any potential emergency situation that could impact their health and safety.

**Element 7: Accident and Incident Investigation - 100%**

KS - With AEDARSA focusing on identifying the root causes of all incidents has allowed for the company to identify the potential corrective actions necessary to eliminate or reduce the likelihood of similar incidents transpiring. This investigation process including identifying the corrective actions required has greatly contributed to the company’s low incident rate and in providing employees with a safe and healthy work environment.

KSFI - Although the management team at AEDARSA has done a great job of communicating the incident investigation results with all employees an additional method of communicating these incidents would be for the company upon the completion of each investigation to develop an incident summary sheet. This sheet could include the key information obtained through the investigation process such as the root causes and possible corrective action to be implemented. By developing an incident summary sheet would allow for the management team to distribute this information via email to all employees as well as posting of the information at each site on a safety board. This will ensure all employees are able to review the incident report in detail prior to a health and safety meeting occurring that may result in employees bringing forth sooner additional recommendations of corrective action that can be implemented to eliminate or reduce the risk of similar incidents occurring.

**Element 8: Program Administration - 96%**

KS - With the CEO consistently conducting and participating in the health and safety monthly meetings between each facility not only allows for the CEO to be aware of any concerns or issues employees have but also allows for each employee to recognize the importance and commitment the management team, including the CEO has placed on providing all employees with a safe and healthy work environment.

KSFI - It was identified through the documentation review process the only practice currently utilized by AEDARSA regarding contractors is to have contractors sign in and out therefore it cannot be confirmed what, if any, health and safety issues are being discussed with contractors and this was further confirmed through the interview process.

As identified in Element 1 it is recommended AEDARSA develop a site specific orientation process that could be utilized with any contractors attending their work sites. This orientation which should include some key health and safety items such as potential hazards on the site or those that the contractor could introduce, emergency response plan and evacuation procedures as well as the requirement to report any and all incidents that transpired on the site to the contractor.
This short orientation process could be documented on the sign in/out form utilized at each facility as well on a FLRA or some form of tailgate/toolbox meeting form that would allow for AEDARSA to ensure health and safety items are being discussed and resolved with contractors. This has the potential to reduce the risk of any incidents occurring to these contractors as well as to AEDARSA employees on site that could be caused due to the contractors operations.

Although AEDARSA has scored an overall mark of 95% there are some areas of the health and safety program that will need to be addressed over the next 12 months to ensure health and safety is constantly engrained into all aspects of operations as well as to assist in continuing to build and foster a health and safety culture. Ensure an action plan is developed based on the suggestions for improvement brought forth and these action items are implemented prior to conducting a COR Maintenance Audit in 2017.

This audit has been submitted to the Alberta Association for Safety Partnerships, you’re Certifying Partner. As part of the COR requirements you will be required to complete a COR Maintenance in 2017 and 2018 which can be completed by an external auditor or an employee who completes the internal health and safety auditor training through your Certifying Partner, the Alberta Association for Safety Partnerships and then a COR Renewal Audit in 2019 requiring an external auditor approved by the Alberta Association for Safety Partnerships. I wish you continued success with your operations and engraining health and safety into the day to day activities and thank you to the team at AEDARSA for all of their time and assistance during the audit process. If you have any questions or concerns, please do not hesitate to contact me at any time.

Sincerely,
Shane Brown
EHSA - 144
JS Safety Consulting Ltd.
9208 - 148 Street
Edmonton, Alberta
T5R 1A3
(780) 718.4329
AEDARSA ORGANIZATION CHART

Board of Directors
Doug, Rod, Andrew, Jamie, Roland, Harvey, Dave

Chief Executive Officer
Gord

Manager Administration Services
Liz

Manager Safety Services
Dean

Administrative Support
Sandra (south) Susan (north)

Client Services
Tracy (south) Angela (north)

Safety Codes Officers

South
Glen, Jason, Tyler, Terry
Mike W., Mike P., Neale, Rob, Al I.

North
Leo, Dan, Gerry, Phil
Richard, Mike W., Jason, Marcin
Most of AEDARSA's core programs are delegated administrative functions. The exception is AEDARSA as an Accredited Agency, which competes with other Agencies to provide in-service inspections on elevating devices. All programs are intended to promote the safety of persons in their use of and contact with elevating devices, amusement rides and passenger ropeways (Ski Lifts).

All Delegated Programs have met the performance measures.
# DELEGATED GOALS

<table>
<thead>
<tr>
<th>Core Service</th>
<th>Performance Measures</th>
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</table>
| 1.1.1. Plans Review & Acceptance                | 1. 100% Design Compliance with Applicable Code/Regulation or equivalency provided (variance granted)  
2. Issue Certificates within 10 days of receipt of Application |
| (Issue Certificates of Construction & Major Alteration) |                                                                                                                                                                                                                   |
| 1.1.2. Acceptance Inspections and Tests          | 1. 100% of new or altered devices are installed and perform in accord with accepted plans and applicable code with deficiencies addressed through directives issued |
| (before placed in service)                       |                                                                                                                                                                                                                   |
| 1.1.3 Issue Certificates of Operation            | 1. Issue certificates & invoices for 100% of devices in operation April 1 each year  
2. Follow up on 100% of overdue payments within 60 days of due date |
| 1.1.3.1. Issue Safety Inspection Notices         | 1. 100% notification of required inspections  
2. Notify 100% of owners per the inspection schedule, on the 1st day of the 1st month of each quarter (3 months in advance of inspection due dates)  
3. Receive, record & follow up on 100% of overdue inspection reports within 30 days of the due date  
4. Obtain 100% of inspection reports due within the year of their due dates |
| 1.1.4. Incident Investigation & Reports          | 1. Commence investigative actions immediately upon notification of every fatal and serious injury incident  
2. Review of all non-fatal incidents reported within 1 day, categorize and assign priority for investigation or no investigation per applicable policy  
3. Investigate minor and equipment damage incidents reported where the report indicates required safety, device might have prevented it  
4. Eliminate 100% of immediate hazards  
5. Reports prepared must be 100% factual  
6. Reports prepared must be 100% related to incident circumstances, findings and causes  
7. Follow up and receive and record verification that 100% of directives issued are completed |
| 1.1.5. Technical Education and Advice            | 1. Provide a satisfactory level of support and assistance to Alberta Municipal Affairs  
2. Participate in 100% of reviews of proposed code and regulation change reviews affecting AEDARSA’s mandated functions and devices administered  
3. Provide code interpretations as satisfactory to meet Owners, Contractors, Architects needs  
4. Information provided must be code compliant  
5. Provide responses within 2 days  
6. Provide satisfactory levels of education and advice as may be necessary or advisable to those segments of industry in a position to affect improvements |
Society Membership as of March 31, 2017

ThyssenKrupp Elevator (Canada) Ltd
- Trevor Doell
  1555-160 Street Edmonton, AB T5M 3V9
- Gavin Langley
  5, 2419-52 Ave SE Calgary, AB T2C 4X7

International Union of Elevator Constructors
Local 130
Graham Fitzsimmons
208, 4310-17 Ave SE
Calgary, AB T2A 0T4

Ram Manufacturing Ltd
Richard Meunier
10203-184 Street
Edmonton, AB T5S 2J4

Schindler Elevator Corporation
- John Devine
  15006-116 Ave
  Edmonton, AB T5M 2T4
- Jason Finch
  527 Manitou Road SE
  Calgary, AB T2G 4C2

Vinspec Ltd
John Simpkin
202, 10204-125 Street
Edmonton, AB T5N 1S9

City of Edmonton
Paul Specht
12304-107 Street
Edmonton, AB T5G 0X4

Fujitec
Ashley Phillips
8, 49 Aero Dr NE
Calgary, AB T2E 8Z9

Kone, Inc.
- Andrew Cross
  115, 3510-29th ST NE
  Calgary, AB T1Y 7E5
- Philip Dufresne
  101, 17950-106 Ave
  Edmonton, AB T5S 1V4

Motion Specialties
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4619-91 Ave
Edmonton, AB T6B 2M7

Canwest Elevator & Lifts Ltd
Dave Davies
7413 MacLeod TR SW
Calgary, AB T2H 0L8

KJA Consultants Inc
Scott Harvey
308, 4014 MacLeod Tr SE
Calgary, AB T2G 2R7

Edmonton Elevator Services Corp
Jean Boucher
303, 9488-51 Ave
Edmonton, AB T6E 5A6

Bambrough & Associates
JC Bawa
901-18 Ave NW
Calgary, AB T2M 0V6

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Harvey Fleck
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245033 Range Road 33
Calgary, AB T3Z 2E9

Northlands
Box 1480
Edmonton, AB T5J 2N5

West Coast Amusements IR (Bingo) or Jaqueline Hauser
6982-206 Street
Langley, BC V2Y 1R2

Hidden Valley Ski Area
Kevin Fischer
69 Ross Heights Crt SE
Medicine Hat, AB T1A 4W5

Ski Banff
Rod Chisholm
PO Box 1696
Okotoks, AB T1S 1B6

Society Membership as of March 31, 2017

International Union of Elevator Constructors
Local 122 Edmonton, AB T5H 3J6

Custom Elevator
Tim Middlemoss
4305-75 Ave SE
Calgary, AB T2P 5H1

Trans Canada
Doug Slater
450-1st Street SW
Calgary, AB T2P 5H1

International Union of Elevator Constructors
Local 103
Graham Fitzsimmons
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Ron Logan Consulting
Ron Logan
67 Lake Geneva Place SE
Calgary, AB T2J 2S3

Motion Specialties
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