



Alberta Elevating Devices
& Amusement Rides
Safety Association

May 28, 2020

Honourable Minister Kaycee Madu
Minister of Municipal Affairs
132 Legislature Building, 10800 - 97 Avenue
Edmonton, AB T5K 2B6
[via email minister.municipalaffairs@gov.ab.ca]

Dear Minister Madu,

In accordance with section 10(1) in schedule 10 of the Government Organization Act, it is our pleasure on behalf of the Alberta Elevating Devices and Amusement Rides Safety Association to present our annual report for the year ending March 31, 2020.

Due to COVID-19, and as per previous correspondence to your office, the AEDARSA AGM has been postponed to September 11, 2020. Therefore, our Audited Financials will be provided under separate cover once approved. We trust this is appropriate in the case of this exceptional circumstance. Should you or your staff require anything further please let us know and we will assist.

AEDARSA continues our commitment to excellence as leader in advancing safety in Alberta and we look forward to the upcoming year.

Sincerely

Jamie Tiessen
Chairman
AEDARSA

Gordon Pattison
Chief Executive Officer
AEDARSA

Cc: Dale Beesly & Hard Copies to Alberta Municipal Affairs

CALGARY
209, 264 Midpark Way SE
Calgary, Alberta T2X 1J6
P. 403.216.5750 F. 403.216.5755

EDMONTON
104, 8616-51 Ave
Edmonton, Alberta T6E 6E6
P. 780.448.0184 F. 780.448.0237

Safety top to bottom
aedarsa.com

**SAFE.
SOUND.
SECURE.**



Alberta Elevating Devices
& Amusement Rides
Safety Association

ANNUAL REPORT 2019 | 2020

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Corporate Profile

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.

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

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

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 stake holders and responding to their issues.



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



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.

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

aedarsa.com

A Message

FROM THE CHAIRMAN

Since its inception, the Alberta Elevating Devices & Amusement Ride Safety Association [AEDARSA] has advanced Alberta's safety system in cooperation with Alberta Municipal Affairs and Industry stakeholders across Alberta.

The AEDARSA Board of Directors, with the support and leadership of our CEO Gord Pattison and the staff of our organization, are pleased to report that AEDARSA is ensuring the Safety of all Albertans as they use elevating devices, amusement rides and passenger ropeways in their daily lives.

I am pleased with the work accomplished through our Annual Business Plan in both our agency and delegated activities, this work is covered by our CEO's report. I would also like to congratulate our CEO Gord Pattison for his appointment to the Elevator Escalator Safety Foundation [EESF], Board of Regents through to 2022. This represents AEDARSA's work to promote public safety and prevent accidents by educating the public on the proper use of elevators and escalators.

Throughout the last year, I am pleased with the ongoing development of AEDARSA oNe, our ongoing reduction in delinquent directives, our commitment to both public and stakeholder relations in all of our delegated and agency activities.

This year I had the opportunity to visit with several stakeholders and Industry partners where I was pleased to learn AEDARSA is a leader in all disciplines when compared to many other jurisdictions. A desire to continue our work to enhance safety and enhance consistency in its approach is shared by AEDARSA and the stakeholders we serve.

As Chair, I am proud to work alongside our Board, Staff and Government partners who take their roles seriously and continue to work to exceed the safety expectations of Albertans.

With the leadership of our Board of Directors, AEDARSA continues our commitment to excellence, openness, integrity, respect and safety and remains an unquestionable leader in advancing safety in Alberta and across North America.



Jamie Tiessen
Chairman, AEDARSA Board of Directors

BOARD OF DIRECTORS 2019 / 2020

Jamie Tiessen
Chairman
Tiessen Consulting
Okotoks

Rod Chisholm
Vice Chair
Sunshine Village
Banff

Andrew Cross
Secretary/Treasurer
Kone
Calgary

Pree Tyagi
Representing Minister
of Municipal Affairs
Edmonton
Ministerial Appointee

Graham Fitzsimmons
Business Manager
International Union of
Elevator Constructors
Calgary

Brian Mykitiuk
West Edmonton Mall
Edmonton

Harvey Lawton
Financial Benefits Group
Edmonton

Ryan Couture
Couture Industrial
Calgary

A Message

FROM THE CHIEF EXECUTIVE OFFICER

As I prepare my report for 2019-20, we are working through the COVID-19 pandemic ensuring staff and stakeholder safety as we continue delegated functions around all disciplines. I am proud of my team in their efforts keeping construction and primary care facilities functioning.

This past year has seen great strides in using AEDARSA oNe and the start of developing oNeX for Passenger Ropeways and Amusement Ride stakeholders. This operating system is second to none in Canada for data gathering and sharing of information as we work with our colleagues across Canada and North America. They often comment of how quickly and efficiently we can share statistics and work to get directives signed off. We have recently automated the emailing of outstanding directives to easily follow up and get compliance.

Over the past year on-line payments have become very popular for stakeholders and we are working to get online applications streamlined and setup to work just as efficiently.

In January we celebrated our fourth year of educating elevator industry stakeholders in Red Deer and that has grown every year, this past year's presenters were well received with lots of positive comments. 2021 will be

our fifth year and we are looking to incorporate some type of trade show with industry. All jurisdictions across Canada are very envious of our success and continued commitment to stake holders. The third annual Passenger Ropeway seminar had to be cancelled due to the virus in March but was re-scheduled to an on-line presentation in April. Amusement Ride training was moved to fall 2020.

Chairman Tiessen and I completed a stakeholder engagement survey with industry partners across all three disciplines in face to face meetings. I am proud to say these went very well and we received lots of positive and some constructive criticism of AEDARSA. This is something I will continue in 2020 as the feed back was very important to our continued success.

I would like to thank the Board of Directors and staff of AEDARSA for all their hard work in 2019/20 as we strive to make safety of Albertans our top priority in everything we do.



Gordon Pattison
Chief Executive Officer

AEDARSA

A Report

FROM THE TREASURER

The financial records of the Alberta Elevating Devices and Amusement Rides Safety Association [AEDARSA] for the fiscal year April 1, 2019 to March 31, 2020 have been reviewed and audited by Peterson Walker LLP, Chartered Accountants.

I am pleased that our Auditor has reported our financial statements present fairly, in all material respects, and that the financial position of Alberta Elevating Devices and Amusement Rides Safety Association [AEDARSA] as at March 31, 2020, and the results of AEDARSA operations and cash flows for the year ended have been accounted for in accordance with Canadian accounting standards for not-for-profit organizations.

Additionally, I am pleased to report that Management has met its responsibilities around preparation and fair presentation of these financial statements in accordance with Canadian accounting standards for private enterprises and that financial statements are free of material misstatement, whether due to fraud or error and that all aspects of our business are being maintained on a timely basis as reported by the CEO to the AEDARSA Board of Directors.

AEDARSA's continued investment into its existing IT infrastructure should be recognized. The continued development into AEDARSA One is ensuring that the organization is preparing itself for the future.

As Treasurer, working with the Audit & Governance Committee's 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 Directors remain committed to ensuring the fiscal integrity in all areas of our operation.



Andrew Cross
Secretary Treasurer
AEDARSA



Elevating Devices

FUNCTIONS, ACTIVITIES & PERFORMANCE MEASURES

Delegated Services

Annual permits 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 devices and their operational status. Permit 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 permits issued.



Permits of Operation were issued to Owners or Managers of 9,448 buildings, authorizing the operation of 17,328 elevating devices.

SAFETY INSPECTION NOTICES ISSUED, INSPECTIONS RECORDED

AEDARSA ensures that safety inspections (in-service inspections) on existing installations are carried out as recommended by the Safety Codes Council every two years on most elevators and yearly on certain elevating devices such as escalators, lifts for persons with physical disabilities and manlifts. These in-service inspections are required annually on amusement ride and passenger ropeways that operate in the province.

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 an agency before **AEDARSA** begins follow up actions to obtain inspection reports that have not yet been received.

Inspection Notices were issued requesting in-service inspections for 10,097 devices between April 1 and March 31.

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 Permits 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	Acceptance	
	Construction	Major Alterations
Elevators	497	536
Escalators	20	3
Dumbwaiters	1	0
Lift for person with physical disabilities	73	6
Manlifts	9	6
Freights	13	24
Personnel Hoists	78	1
Speed ramps	0	0
Speed walk	0	0
Funicular	0	0
Sub Total	691	576
TOTAL	1267	

Elevating Device Permits Issued:

Elevating Device	Plan + Review	
	Construction	Major Alterations
Elevators	354	342
Escalators	6	5
Dumbwaiters	0	1
Lift for person with physical disabilities	63	4
Manlifts	5	5
Freights	21	12
Personnel Hoists	26	1
Speed ramps	0	0
Speed walks	0	0
Funicular	0	0
Sub Total	475	370
TOTAL	845	

Passenger Ropeways

FUNCTIONS, ACTIVITIES & PERFORMANCE MEASURES

Delegated Services

Annual permits 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. Permit 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 permits issued.

PASSENGER ROPEWAYS

Applications for Permits of Operation were issued to 38 Passenger Ropeway Operators. The inspections reported on the operator's procedures and records and covered a total of 164 lifts.

Permits of Operation were issued to 35 Passenger Ropeway Operators covering 156 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.

PASSENGER ROPEWAYS PERMIT OF CONSTRUCTION / MAJOR ALTERATIONS:

2

Construction

6

Major Alterations

8

Total



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 8 acceptance inspections performed this year.

Passenger Ropeways – Delegated In-Service Inspections

AEDARSA inspected the procedures and records of 35 Passenger Ropeways Operators and inspected 156 ski lifts in total.

Passenger Ropeways – Special Inspections **AEDARSA**

performed 1 special inspection on ski lifts that included changing of status or non operating verification.

Amusement Rides

FUNCTIONS, ACTIVITIES & PERFORMANCE MEASURES

Delegated Services

Annual permits 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. Permit 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 permits issued.

AMUSEMENT RIDES

Applications for Permits of Operation were issued to 160 Amusement Ride Operators, covering 1,021 rides.

AMUSEMENT RIDES

Permits of Operation were issued to 40 Amusement Ride Operators covering 508 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.

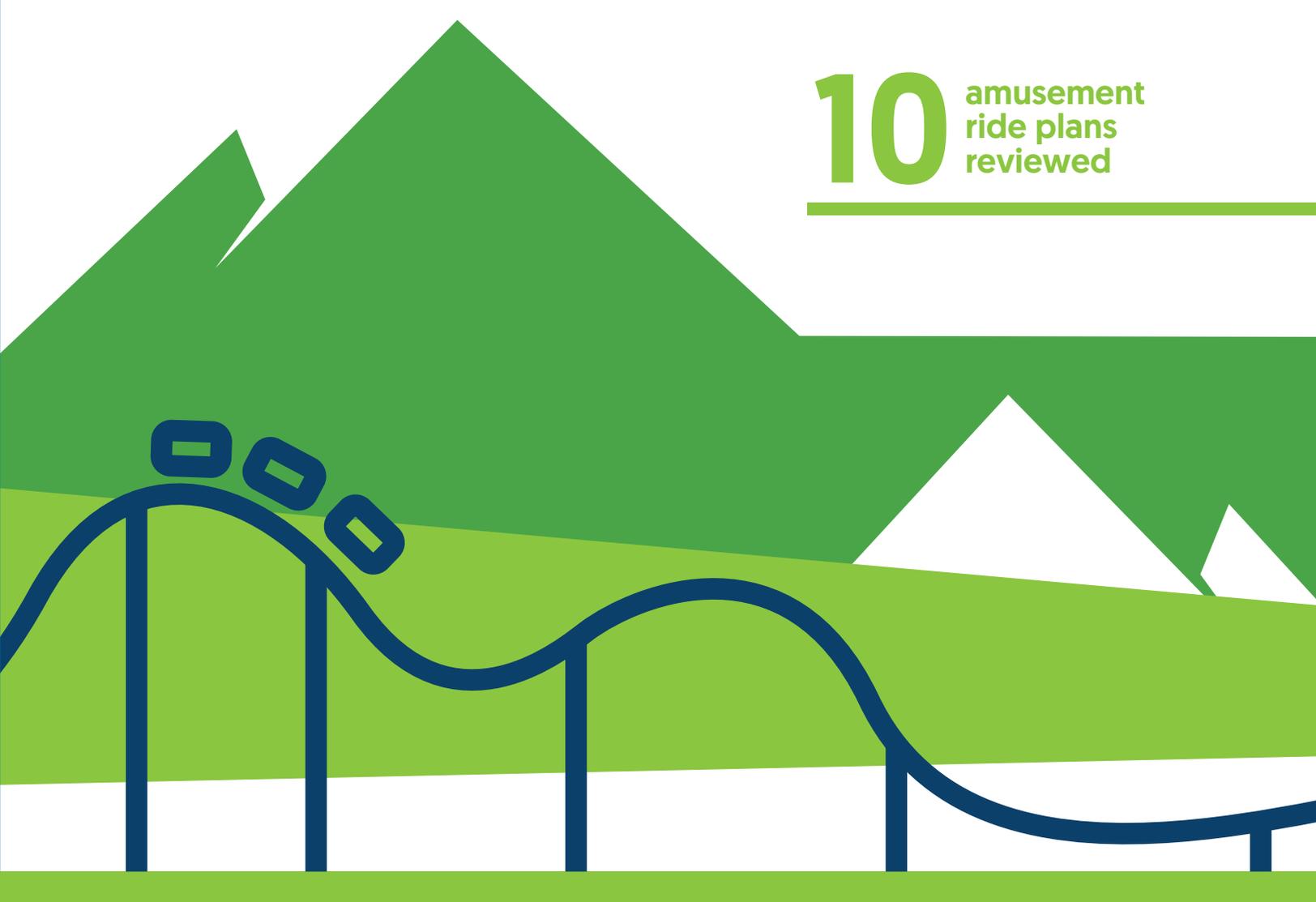
ACCEPTANCE INSPECTIONS PERFORMED

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 were 10 acceptance inspections performed this year.

Amusement Rides - Delegated In-Service Inspections
AEDARSA inspected the procedures and records of 40 Amusement Ride Operators and inspected 508 rides in total.

Amusement Rides - Special Inspections
AEDARSA performed 0 special inspections on amusement rides that included changing of status or non operating verification.



10 amusement
ride plans
reviewed

Functions, Activities & Performance Measures

DELEGATED SERVICES

ALL DISCIPLINES

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 135 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.

Legal Orders: There were 28 orders issued in 2019-2020 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.

135

INCIDENT REPORTS

INCIDENTS
REPORTED WERE
RELATED TO:

98
○

Elevating Devices

Investigation Results Summary:

There were 98 incident reports received resulting in 39 onsite investigations and 8 classified as serious of which 1 was classified in the serious injury category (required medical treatment), but no fatalities.

24
○

Passenger Ropeways

Investigation Results Summary:

There were 24 incident reports received resulting in 1 onsite investigation and 0 classified in the serious injury category (required medical treatment), but no fatalities.

13
○

Amusement Rides

Investigation Results Summary:

There were 13 incident reports received resulting in 3 onsite investigations and 0 classified in the serious injury category (required medical treatment), but no fatalities.



Delegated Services Technical Advice and Education

AEDARSA

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.

CORE SERVICE

PERFORMANCE MEASURES

Elevating Devices

In-service inspections

1. 100% of Clients are satisfied with service provided
2. 100% of directives issued can be supported by applicable codes or regulations
3. 100% of owners verification of directives completed forms to be recorded within 10 days of receipt at **AEDARSA'S** office
4. Follow-up procedures to be implemented regarding 100% of overdue verifications within 30 days after due date

In-service Inspections

10,097 notices of inspections were sent out in 2019 of which 8,257 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

AEDARSA'S health and safety program was evaluated by external auditor Justin Maier [E-HSA-248]. The evaluation took place from October 24-25 & 31, 2019 and included evaluations, documentation review and observations at their Calgary and Edmonton sites.

The overall score of 96% shows that **AEDARSA** prioritizes their health and safety program. Some real strengths in **AEDARSA'S** health and safety program are their policies for other parties at the work site and their policies developed for the health and safety representatives. Areas where opportunities lay for improvements include **AEDARSA'S** incident investigation policies and the workplace violence and harassment policies and procedures. It is recommended that **AEDARSA** read this audit report thoroughly and use the suggestions for improvement to develop an action plan to improve upon their program.

This audit process consisted of a documentation review (see specific documentation list), observations (see observation notes), and interviews.

The ten elements in the audit report have questions and comments sections as well as areas for providing information on strengths and areas where improvement and recommendations can be noted.

Points are awarded based on positive indicators for each question and verified by the auditor through the review of documentation, observations and the interview process.

S Strength

SFI Suggestion for improvement

KS Key Strength

KSFI Key Suggestion for improvement

99%

ELEMENT 1: MANAGEMENT LEADERSHIP AND ORGANIZATIONAL COMMITMENT

KS: Completing a quarterly review will really make sure employees stay on top of their health and safety performance, they will have constant feedback and be able to really see where they sit and monitor their progress.

KSFI: Not all employees could identify their three OHS rights specifically their right to know and participate. It is suggested that **AEDARSA** review these rights with employees to ensure their understanding as having a knowledgeable staff helps ensure employees stay safe on site.

97%

ELEMENT 2: HAZARD IDENTIFICATION AND ASSESSMENT

KS: All of the interviewed employees were well aware of how they could report a hazard. This shows that employees are engaged and aware of how the health and safety system works in relation to reporting.

KSFI: It is suggested that **AEDARSA** review their policy and update it to include all the required criteria, specifically that JHAs are to be reviewed when a site-specific hazard assessment, inspection or investigation identifies a new hazard. By updating this policy it ensures that JHA's always are kept up to date and reflect all identified hazards.

97%



ELEMENT 3: HAZARD CONTROL

KS: Observations confirmed that employees are very compliant in regards to controls. They use everything at their disposal and are always looking for ways to make their jobs and careers safer.

KSFI: Engineering controls are regarded as the best form of hazard controls and should always be implemented and utilized when possible. Additionally, the JHA's refer to policies and procedures but not which ones specifically for each task and/ or hazard. It is suggested that the JHA be updated to reflect more appropriate hazard controls regarding engineering and administrative controls.

95%



ELEMENT 5: QUALIFICATION, ORIENTATION AND TRAINING

KS: The competency booklets for certification really shows that each employees is trained for each type of device. This helps makes sure employees have a good working knowledge of all certified lift types.

KSFI: It could not be verified that the new employee orientation covers the right to participate and the right to know. It is suggested that **AEDARSA** review and update their employee handbook as well as the acknowledgement to reflect the requirements. Having these rights acknowledged in the orientation will show employees that worker rights is a priority at **AEDARSA**.

99%



ELEMENT 4: HS REPRESENTATIVES

KS: **AEDARSA** has done a great job of making sure that each site has met the legislative requirement. This is important as employees need to have that avenue available to management for workers.

KSFI: No points have been deducted for not having completed the Part 2 training requirement, based on course availability. It is suggested that before the end of the calendar year **AEDARSA** make sure that the HSR's complete the required Part 2 training.

100%



ELEMENT 6: OTHER PARTIES AT WORK SITE

KS: **AEDARSA** has done a great job of making sure information is available to all affected work parties. Having this information is important and allows all parties to know what potential each site has for hazards, controls and mitigation.

95%

ELEMENT 7: INSPECTIONS

KS: All of the different types of forms used really allow **AEDARSA** to identify deficiencies and correct them going forward. These forms play an integral roll in the inspection process.

KSFI: Managers have not completed the annual office inspections as outlined in their inspection policy. Inspections play an important part in being proactive to recognize a hazard prior to it becoming detrimental. It is suggested that **AEDARSA** ensure managers are completing their inspections as indicated in the policy, to help keep small problems from becoming large incidents.

88%

ELEMENT 9: INCIDENT INVESTIGATION

KS: Having investigations completed in a timely manner is important to make sure that all the information is fresh in everyone's minds. This will always lead to the best data gathered and therefore the best corrective actions to address the OHSMS deficiency.

KSFI: Near misses are not being reported. Due to the amount of driving, work scope with machinery and equipment, field sites and exposure to the public it is expected that there should be some near miss reports. It is suggested that **AEDARSA** encourage employees to report all near misses so that they can note any root cause and implement the appropriate corrective actions to help mitigate potential loss in the future if they were to ever re-occur.

98%

ELEMENT 8: EMERGENCY RESPONSE

KS: Drills are an integral part of making sure complacency does not set into the employees minds in relation to the ERP. **AEDARSA** does a good job of making sure drills are conducted and employees understand their importance.

KSFI: Working in the public is a major component of **AEDARSA'S** work scope. They can be called to jobs at night with potential for contact with less fortunate people, or during the day when people are angry that elevator is out of commission. It is suggested that **AEDARSA** identify this as a potential emergency situation and develop a procedure for employees caught in these situations and how to best handle them. Having this procedure in place will make sure employees have a better understanding of how to handle potentially violent or aggressive situations going forward.

97%

ELEMENT 10: SYSTEM ADMINISTRATION

KS: **AEDARSA** has made sure that the lines of communication are very open with employees. They have multiple avenues to discuss and report anything they feel. This shows a strong commitment to the OHSMS and gives employees confidence that management has their back when handling health and safety concerns.

KSFI: Some of the employees interviewed could not verify that the results from the OHSMS evaluation or action plan are communicated to them. It is crucial that employees receive this information so that they understand where **AEDARSA** sits regarding their health and safety program and what they can do to contribute to the developed action plan. It is suggested that, in addition to reviewing this information in a staff meeting, that it be posted for easy access and reference for all employees.

Justin Maier
External Auditor

AEDARSA Organization Chart

Board of Directors

Jamie, Rod, Andrew,
Harvey, Brian, Pree, Graham, Ryan



Chief Executive Officer

Gord

**Manager
Administration Services**
Angela

**Vice President
Operations**
Dean



Administrative Support
Sandra (South)
Charlene (North)



Client Services
Tracy (South)
Robin (North)

Safety Codes Officers

South

Glen, Tyler, Rob, Chris, Al, Mike P.,
Neale, Mike W., Doug, Les

North

Leo, Dan, Mike W., Phil, Jason,
Marcin, Gerry, Joshua, Grant

Core Programs & Goals

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

Core Service	Performance Measures
1.1.1. Plans Review & Acceptance (Issue Permits of Construction & Major Alteration)	<ol style="list-style-type: none"> 100% Design Compliance with Applicable Code/Regulation or equivalency provided (variance granted) Issue Permits within 10 days of receipt of Application
1.1.2. Acceptance Inspections and Tests (before placed in service)	<ol style="list-style-type: none"> 100% of new or altered devices are installed and perform in accord with accepted plans and applicable code with deficiencies addressed through directives issued
1.1.3 Issue Permits of Operation	<ol style="list-style-type: none"> Issue permits & invoices for 100% of devices in operation April 1 each year Follow up on 100% of overdue payments within 60 days of due date
1.1.3.1. Issue Safety Inspection Notices	<ol style="list-style-type: none"> 100% notification of required inspections 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) Receive, record & follow up on 100% of overdue inspection reports within 30 days of the due date Obtain 100% of inspection reports due within the year of their due dates
1.1.4. Incident Investigation & Reports	<ol style="list-style-type: none"> Commence investigative actions immediately upon notification of every fatal and serious injury incident Review of all non-fatal incidents reported within 1 day, categorize and assign priority for investigation or no investigation per applicable policy Investigate minor and equipment damage incidents reported where the report indicates required safety, device might have prevented it Eliminate 100% of immediate hazards Reports prepared must be 100% factual Reports prepared must be 100% related to incident circumstances, findings and causes Follow up and receive and record verification that 100% of directives issued are completed
1.1.5. Technical Education and Advice	<ol style="list-style-type: none"> Provide a satisfactory level of support and assistance to Alberta Municipal Affairs Participate in 100% of reviews of proposed code and regulation change reviews affecting AEDARSA's mandated functions and devices administered Provide code interpretations as satisfactory to meet Owners, Contractors, Architects needs Information provided must be code compliant Provide responses within 2 days Provide satisfactory levels of education and advice as may be necessary or advisable to those segments of industry in a position to affect improvements

APPENDIX

SOCIETY MEMBERSHIP AS OF MARCH 31, 2020

West Edmonton Mall

Brian Mykitiuk
1744, 8882-170 St
Edmonton, AB T5T 4J2

Tiessen Consulting

Jamie Tiessen
PO Box 1696
Okotoks, AB T1S 1B6

Ski Banff

Rod Chisholm
PO Box 1520
Banff, AB T1L 1B4

Custom Elevator

Tim Middlemiss
4305-75 Ave SE
Calgary, AB T2C 2K8

Otis Canada

- Jeff Hunter
7, 777-64 Ave SE
Calgary, AB T2H 2C3
- Jonathan Dube
16017-172 Street
Edmonton, AB T5S 1P1

KONE, Inc.

- Andrew Cross
115, 3510-29th ST NE
Calgary, AB T1Y 7E5

ThyssenKrupp Elevator (Canada) Ltd

- Peter Martin
1555-160 Street Edmonton,
AB T5M 3V9
- Brian Twa
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 3T4
- 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

Brent McMillan
12304-107 Street
Edmonton, AB T5G 2S7

Fujitec

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

Couture Industrial Projects

Ryan Couture
Box 31 Site 9 RR7
Calgary, AB T2P 2G7

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

Jim Brownlee
901-18 Ave NW
Calgary, AB T2M 0V6

Wildrose Shows

Michael Krysanowski
450 S Ave Box 3028
Spruce Gr, AB T7X 3A7

Calalta Amusements Ltd

Bob Williams
245033 Range Road 33
Calgary, AB T3Z 2E9

Northlands

Box 1480
Edmonton, AB T5J 2N5

R.F. Hauser

Bob Hauser
6982-206 Street
Langley, BC V2Y 1R2

Hidden Valley Ski Area

Pius Hordes
69 Rosshights Crt SE
Medicine Hat, AB T1A 4W5

Jasper Skytram Ltd. Partnership

Todd Noble
Box 1198
Jasper, AB T0E 1E0

Snow Valley Ski Club

Marlin Van Zandt
Box 21100
Edmonton, AB T6R 2V4

Rabbit Hill Recreation Inc.

James Sutherland Box 41021
RPO Yellowbird
Edmonton, AB T6J 6M7

Misery Mtn c/o Peace River Ski Club

Etienne Schaffert
10408-89 Street
Peace River, AB T8S 1P2

Ski Banff @ Norquay

Andre Quenneville
Box 1520
Banff, AB T1L 1B4

Hayes Elevator (Calgary) Inc.

Jason Cooper
4028-4 Street SE
Calgary, AB T2G 2W3

The Financial Benefits Group

Harvey Lawton
700, 12323 Stony Plain Rd
Edmonton, AB T5N 3Y5

Cana Mgmt

F. Carinelli
5720-4 ST SE
Calgary, AB T2H 1X5

Ministerial Appointee

Ms Pree Tyagi
10423-40 Ave
Edmonton, AB
T6J 6L1





Alberta Elevating Devices
& Amusement Rides
Safety Association