

Annex C - TSSA Elevating Devices Incident Reporting Form



Elevating Devices
Incident Reporting Form
as required by O.Reg 209/01

TYPE - LOCATION	In case of death, serious injury or immediate hazard call: 877-682-8772		Email: ed-incident@tssa.org		ELEVATING DEVICE Installation Number	
	Occurrence Type	<input type="checkbox"/> death s36.(1) <input type="checkbox"/> injury with medical attention s36.(1) <input type="checkbox"/> injury without medical attention s36.(2) <input type="checkbox"/> equipment-property damage s36.(2) <input type="checkbox"/> equipment in a hazardous condition s36.(4.5) <input type="checkbox"/> fire, flood, lightning strike s36.(3) <input type="checkbox"/> voluntary reporting of an instance of elevated exposure to risk (No Injury and not covered in s36.(1) through s36.(5))				
		Location / Address of the Elevating Device			Occurrence Date	Occurrence Time
Device Type <input type="checkbox"/> Elevator <input type="checkbox"/> Escalator / MovingWalk <input type="checkbox"/> Physical Disabilities Lift <input type="checkbox"/> Other, Specify:						

INSTALLATION NUMBER IS MANDATORY

INCIDENT DETAILS	Describe the incident or event:	
	Describe cause of incident or event, if known:	
	What actions were taken to secure the scene and make the site safe by the owner or contractors (if any)? <i>Note: If occurrence type is 36.(1), (3), (4) or (5) the device shall not to be returned to service until; the cause is identified, the Safety of the device is restored, and the Inspector gives permission to return to service.</i>	
	Describe actions taken (if any) by the owner or contractor to prevent or reduce the chance of a reoccurrence.	

INSTALLATION NUMBER IS MANDATORY

PERSONS	Injured Person or N/A (use one form per each injured person) N/A <input type="checkbox"/>		
	Name:		Address:
	Sex: <input type="checkbox"/> Male <input type="checkbox"/> Female		Age:
	Describe injuries and medical / hospital help received (use additional sheet if required)		
	Witness – if any witness to the incident		
	Name:		Address:
	1.		Telephone No:
	2.		
Reported by: <input type="checkbox"/> Owner <input type="checkbox"/> Contractor <input type="checkbox"/> Other:			
Completed by:	Name	Date:	
	Position	Telephone:	
		Fax:	
		Email:	

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INSTRUCTIONS TO THE ELEVATING DEVICES INCIDENT REPORTING FORM

The following instructions are provided for information only.

For complete instructions, refer to the *Technical Standards & Safety Act, 2000* and *Ontario Regulation 209/01 Elevating Devices* and the Directors Guideline ED-230/09 available at

<http://www.tssa.org/regulated/elevating/elevatingSafety.asp?loc3=adob>

Reporting forms can be obtained at <http://www.tssa.org/report.asp>

a) **Is reporting of incidents mandatory?**

Yes, required by the *Technical Standards & Safety Act, 2000* and section 36 of the *Ontario Regulations 209/01*. Section 37(1) of the Act specifies fines for failure to report an incident.

b) **Is the use of this form mandatory?**

Yes.

c) **Are owners and contractors required to report?**

Yes. See table below.

Summary of Reporting Requirements			
Reg ref.	Occurrence or Event	Notification	Written Reports
36.(1)	Death	Owner must notify the Director immediately	The contractor shall submit a written report to the Director within 24 hours of becoming aware of the incident
	Injury requiring services of a medical practitioner		
36.(2)	Injury other than 36.(1) or property damage	Owner and Contractor must notify the Director within 24 hours of becoming aware	The Owner and the Contractor shall submit a written reports to the Director within 7 days of becoming aware
36.(3)	Equipment exposure to harmful events impacting safe operation		
36.(4)	Mechanic finds equipment in a condition that constitutes an immediate hazard	The mechanic must notify the Owner or Contractor immediately	The licence holder shall submit a written report to the Director within 7 days of the finding
36.(5)	Owner finds or becomes aware of equipment in a condition that constitutes an immediate hazard	The Owner must notify the Director within 24 hours of the finding	The licence holder shall submit a written report to the Director within 7 days of the finding

d) **What is voluntary reporting of an instance of elevated exposure to risk?**

If a device is in condition that does NOT constitute an immediate hazard, but the condition poses an "**elevated exposure to risk**" to the public, voluntary reporting provides additional data that can aid in better risk informed decision making by the Director, the elevating devices safety program and TSSA's industry councils.