



Technical Standards and Safety Authority

Minutes of the Elevating Devices Advisory Council Meeting on November 19, 2014

Minutes of the Elevating Devices Advisory Council (EDAC) meeting of the Technical Standards and Safety Authority (TSSA) held in Boardrooms 1433/1434, 14th Floor, Centre Tower, 3300 Bloor Street West, Toronto, Ontario at 8:30 a.m. on the 19th day of November, 2014

Present: Kelly Leitch, KONE Inc. (Chair), Cliff Ayling, Brookfield Properties c/s ACSI; Stan Jones, Northam Realty; Jane McCarthy for Patricia Jensen, Consumers Advisory Council; Rick Sokoloff, Quality Allied Elevator Inc.; Derek Petri, York Region District School Board; Dan Vinette, International Union of Elevator Constructors (IUEC); and Phil Warne, Canadian Elevator Contractors Associations (CECA).

Attendees: Susy Ceolin, Research and Education Advisor (item 9); Maram Khalif, Council Coordinator, (all items except 18); Rob Kremer, Engineer, (all items except 18); Srikanth Mangalam, Director and Chief Advisor, Public Safety Risk Management, (item 8); John Marshall, Director, Fuels Safety Program (all items except 18); David Scriven, VP of Research and Corporate Secretary (all items except 18); Dwight Read, Risk Management Advisor (item 8); Ellen White, Policy Advisor (all items except 18); Robert Wiersma, Public Safety Performance Analyst (item 8); Peter Wong, VP of Operations (all items except 18); and Arun Veeramany, Public Safety Risk Advisor (item 8).

Guests: Richard Hustwick, Senior Policy Advisor, Ministry of Government and Consumer Services (MGCS).

Regrets: Joe Kerr, ThyssenKrupp Elevator (Canada); Jeff Coles, Schindler Elevator Corporation; Tony Grilli, Otis Inc.; Paul Melady, Berkley Property Management Inc.; and Chris Rastin, Savaria Corp.

1. Constitution of Meeting

K. Leitch, Chair, welcomed council members and called the meeting to order. The Chair introduced J. Marshall as an Acting Director for Elevating Devices Safety Program.

As part of the safety moment, the Chair presented information regarding distracted driving and its impact in the private sector.

2. Approval of Agenda

A new item was added to the agenda under item 8: risk based inspection scheduling. Council approved the agenda of the meeting, as revised.

3. Approval of the Minutes

Council members approved the minutes of the June 18, 2014 meeting as drafted, as being a true and correct record of that meeting.

4. Review Action Items from Last Meeting

R. Kremer noted that all highlighted action items were completed. The outstanding items were updated as follows:

- A preliminary update on research and public education initiatives as they relate to Elevating Devices is provided under item 9 on today's agenda.



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- TSSA and BOMA met to discuss partnership opportunities, with some opportunities identified to be addressed offline.
- Targeted mail outs regarding upcoming or past due compliance dates were sent (by end of October 2014) to owners affected by the following: Single Speed Elevators; Freight Platform / Material Lift Interlocks; Single Bottom Jacks and Escalator Step Skirt Performance Index Testing. Further details provided under item 11.
- The outstanding item regarding engineering submission is on today's agenda as item 13.

5. Council Chair's Report

The Chair shared some of the questions raised at the last TSSA's Annual General Meeting held in September.

6. TSSA President and CEO's Report

As part of the advanced materials for this meeting, members received a report from the President and CEO regarding TSSA's key activities over the last quarter, which was treated as read.

P. Wong, on behalf of M. Beard, highlighted the results of the recent propane regulation review.

7. Ministry of Government and Consumer Services (MGCS) Update

R. Hustwick highlighted the changes to the Ministry of Government and Consumer Services (MGCS) since the provincial elections in June, including the appointments of the Honourable Minister David Oraziotti, and Deputy Minister, Wendy Tilford.

8. Annual State of Public Safety Report and Compliance Safety Report

As part of the advanced materials for this meeting, members received the Annual State of Public Safety Report FY14, which was treated as read.

With the aid of a PowerPoint presentation, which forms part of the record of the meeting, P. Wong presented an update on the composite safety highlights, followed by an update on the status of ED compliance.

Top safety risks and priorities for TSSA included the risk of injury or fatality on passenger elevators, with user error being the primary root cause, to be addressed by public education and awareness strategies. The Council discussed the results, including the relative responsibilities of the owner and contractor.

With respect to the additional agenda item related to risk based inspection scheduling, S.

Mangalam provided a brief historical information around model applied. He reported to council that there was an opportunity to enhance the application of the model to elevating devices by considering alternative inspection intervals for high risk and low risk devices.

Discussion ensued around some of the factors being considered in determining inspection intervals and provided suggestions for matters to be considered, such as changes in ownership of devices. Council expressed a desire to be involved in the early stages of considering revisions to the Risk-Based Inspection schedule.



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Council acknowledged appreciation for the consideration of enhancing the risk-based inspection model, but expressed caution in proceeding with this initiative in light of the changes already introduced in complying with recently updated Maintenance Control Program requirements. TSSA staff reiterated that consideration of enhancements to the risk-based inspection scheduling model were at very early stages at this time and an implementation date has not been determined.

A Risk Reduction Group (RRG) will be established to focus on enhancing the Risk-Based Inspection scheduling model to include in TSSA Public Safety Risk Management staff and industry members who were interested in participating.

ACTION: Risk-Based Inspection RRG (lead by R. Kremer) will provide an update at next meeting.

9. **Priority Safety Issue (3rd): Public Education/Awareness**

With the aid of a PowerPoint presentation, which forms part of the record of the meeting, S. Ceolin presented an overview of elevators and escalator safety strategy to address risks due to external factors.

Elevator incidents continue to be largely driven by user behaviors with the majority incidents taking place in residential locations. Examples of unsafe actions contributing to this priority safety issue include, charging closing doors, inattentive riders, tripping while entering/exiting elevators, etc. The majority of occurrences took place in residential locations. Current public awareness activities and partnerships were outlined and initial research insights were noted. .

Next steps in developing a public education and awareness strategy were outlined, including creating a dedicated elevator safety micro-website parallel to the success of COsafety.ca for fuels, additional research and seeking additional partners. Council discussed and S. Ceolin responded to questions. An update on this work will be provided at the next meeting.

In order to avoid duplication of research, engagement with the Elevator Escalator Safety Foundation of Canada was recommended.

10. **Priority Safety Issue (4th): Compliance Rates and Contractors' Data**

Compliance Rates: The top ten standard orders for the industry were shared with council. Council were informed the process of creating standardized orders, which are used by inspectors. If a particular non-standardized order is written with sufficient frequency, it will be adopted into a standardized order.

Contractors' Data: R. Kremer distributed a proposed version of a contractor's data report. The new version illustrated an individual contractor's performance compared to the industry's trend. It was clarified that the individual contractors' data is released only to that contractor.

Discussion ensued around ways an owner can evaluate his/her contractors by using the contractors' data document. For example, it was noted that Owners could receive his/her contractors' data directly if they requested. Further discussion followed around the data integrity and the possibility of having top ten orders specific to each contractors.

11. **Priority Safety Issue (2nd): Communication with Owners/Managers**

R. Kremer provided detailed information around the four targeted mail outs completed in October.



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Single Speed Elevators: Some members reported they received mail for the wrong devices. Challenges inherent to those devices voluntarily shutdown or dismantled by the owners were discussed. Council recommended a way to deal with this issue in the future such as having a web-based tool where owners can enter information directly related to a voluntarily shutdown or device changes. Consideration for this type of interface may be included in TSSA's 20/20 initiative.

Council made recommendations to improve the current online forms and their hyperlinks.

Single Bottom Jacks: The mail out was sent to owners of devices subject to corrosion. The mail out was broad and as corrected information was sent back, data was updated to reflect on those that were modernized.

Freight Platform / Material Lift Interlocks: The mail out was sent to owners of devices with electric lock and contacts, requiring an upgrade to door interlocks.

Escalator Step Skirt Performance Index: The mail out was sent to owners of escalators in need of skirt index testing. Clarification was required around the effective date for this initiative. R. Kremer and C. Ayling will follow up on how this will be addressed in the order offline.

12. Maintenance Control Program (MCP)

R. Kremer provided a brief recap around the status of MCP. He reiterated all new installations needed MCP as of May 1, 2013 and all existing devices required MCP as of April 1, 2014. Discussion ensued around the changes included in the MCP. R. Kremer noted that contractors develop the MCP and choose the frequency of maintenance depending on many factors including device age and quality of usage. The Code Adoption Document (CAD) mandates the frequency for maintenance to be monthly for single bottom cylinders and less than six months for door maintenance.

The benefits of developing online MCP version was further discussed. Council were encouraged to bring forward any other feedback or questions regarding MCP and its implementation process to allow preparation for responses at the next meeting.

13. Engineering Update

Director's Orders: R. Kremer reported to council that two Director's Orders - Single Speed Elevators and Transport Platform - were completed and posted.

Design Submission Backlog Update: R. Kremer advised that the process for design submission have been improved significantly. The previous process had a turnaround time of about 25 weeks. Currently, all design submissions affecting device turnover receive a response back in less than four weeks.

14. Field Advisory Committee Update

R. Kremer, on behalf of John Egan, provided an update around all the issues discussed at the last Field Advisory Committee.

A brief discussion ensued around machine guarding guidelines. A consensus was reached to maintain the current guideline as it had Ministry of Labour (MOL) approval. However, in the future, a separate and supplementary document might be developed. The supplemental document may discuss lessons learned and concepts such as secondary guarding, which is a term not recognized by MOL. The Field Advisory



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Committee minutes from October 2014 will be provided to council at the next meeting for further details of discussion points.

15. Training and Certification Advisory Board (TCAB)

As part of the advanced materials for this meeting, members received a briefing note highlighting recent activities of TCAB, which was treated as read.

The issue of elevating devices apprenticeship was discussed. Council further discussed issues impacting elevating device mechanics and mechanics-in-training, such as:

- Continuing Education;
- Labour Mobility and certification from matched jurisdictions; and
- The requirements of the apprenticeship program under the Ontario College of Trades and the Ministry of Training, Colleges and Universities.

Council was advised that these issues have been explored, actioned and closed at the TCAB; however, clarification will be provided at the next meeting.

ACTION: J. Sorman will follow up on the issues impacting the elevating devices industry, as referenced above, as part of the advanced materials for the next council meeting.

16. Industry Discussion

There was no discussion under this item.

17. Question on Information Items and Other Business

The Chair reminded the attendees that they should send a delegate if they were unable to attend at a scheduled council meeting. He will follow up with those who did not attend at the meeting today.

18. In Camera

Council met in camera without TSSA's management and guests.

19. Termination

The meeting was terminated at 12:35 p.m. The next meeting is scheduled for April 1, 2015 at 8:30 A.M.